

9 July 2021










Dear Parents,

**RE: HOME LEARNING - GUIDELINES FOR SECONDARY SCHOOL PARENTS AND STUDENTS**

Salamah College would like to thank its families for their continued cooperation and patience as the School manages the evolving situation of the COVID-19 outbreak. With the continuous spread of COVID-19, the need for the full online learning experience at home has become more pressing than ever.

To facilitate learning, students will be participating in Home Learning by using a combination of our online platforms. Please view the details of how we are using each application outlined below:

<p><b><u>Microsoft Teams</u></b></p>  <p>Microsoft Teams</p>	<p>Microsoft teams is a platform used as a collaboration medium to host meetings and access shared resources. It is part of Office 365 to which Microsoft Outlook (Students' Email) belong.</p> <p>Moreover, Microsoft Teams is a digital hub that brings conversations, content, and apps together in one place called virtual classroom.</p>
<p><b><u>ClassDojo</u></b></p> 	<p>ClassDojo will remain as the primary communication platform between staff and parents. Teachers will remind parents on ClassDojo when new work is added to Moodle. College administration will continue to post essential information via ClassDojo.</p>
<p><b><u>Moodle</u></b></p> 	<p>Moodle is currently being updated by all teachers to include daily submission boxes for all regular classes. Lessons are being adjusted to suit an online environment. All students are to submit their classwork as a .doc or .pdf file, or upload photographs of their bookwork.</p>
<p><b><u>Email</u></b></p> 	<p>Students are expected to check their email regularly for important information sent by Salamah College administration staff. Teachers and students will also frequently communicate via email. K - 10 Students will access Microsoft Teams via their school email.</p>

<p><b><u>Mathletics</u></b></p> 	<p>Mathletics is our online Mathematics platform for students in years K to 6. Students will be engaging in one allocated Mathletics activities per week in addition to their regular Mathematics classes. Each student will have their own login and that will allow them to access the site at school and home.</p>
<p><b><u>StudyLadder</u></b></p> 	<p>StudyLadder is a program which was developed by school teachers to provide all children with access to quality education. The program has many video lessons, interactive games, worksheets and assessments covering all the fundamentals a student needs to acquire fundamental learning skills and to feel confident to want to learn more.</p>
<p><b><u>YouTube Channel</u></b></p> 	<p>Training videos on how to use the different online learning platforms will be available upon parents' requests. All parents and students across the school will be able to view the videos. Physical Education videos and other learning videos will also be uploaded as unlisted and can only be accessed with a direct link provided by the class teacher.</p>

## **ATTENDANCE**

In line with school policy and legislative requirements, with online home learning, your child's attendance must be registered. All students will have to log in their presence online by 8:40 am daily. Attendance will be monitored by class teachers and executive members in accordance with the student attendance policy.

The following procedures apply:

### **Secondary School – (Year 7 – 10)**

- Log in on Moodle and Microsoft Teams at 8:40am.
- Students must log in to every period on their timetable through Microsoft Teams to verify their attendance for that period.
- If your child is unable to participate in the online learning program for the day for any justifiable reason, parents are to send a clarification by emailing the subject teacher.

## Secondary School Timetables

- Students need to follow their current timetables which will be posted on Class Dojo and was sent to the students' emails.
- The students' timetable will apply for the Secondary School online learning.
- **Students need to check their Moodle and School Emails daily** to follow their daily timetables.

## ONLINE STUDENT BEHAVIOUR AND APPEARANCE EXPECTATIONS

All Salamah College students are expected to adhere to the student code of conduct as outlined in the student handbook, throughout online education. Acceptable behaviour includes treating others with courtesy, use of appropriate language during sessions, sharing of appropriate/relevant resources only and no disruptive behaviour. The School's Restorative Behaviour Management Policy will continue to be enforced throughout the duration of Home Learning.

For online classes to be most effective, punctuality is vital. Students are expected to login 5-10 minutes before the scheduled class time in order for the class to begin as scheduled. Persistent lateness may result in disciplinary action and followed up by the Coordinator.

Deviation from acceptable student conduct may result in disciplinary action. Regular procedures apply during online education. Therefore, consequences of unacceptable online behaviour will include but are not limited to:

- Verbal warnings
- Removal from the session
- Official warnings
- Welfare Coordinator involvement
- Elevation of levels as usual

Persistent online violations may result in a ban of that student in an online forum and further disciplinary actions.

### Appearance (Online Lessons)

Student's appearance must at all times be neat, clean and modest.

- Parents are primarily responsible for their child's dress and appearance and are expected to check that it is acceptable before the online lesson starts.
- Where videoconferencing applies, students are expected to wear appropriate clothing while participating in an online classroom.
- Hair/Hijab to appear tidy and well presented. All girls are to wear their hijab during live Microsoft Teams sessions to avoid any issues in the event of technical mishaps.

- Deviation from the current policy may result in students being excluded from videoconferencing and Coordinator involvement.

### **Microsoft Teams Step by Step Guide**

- Microsoft teams can be accessed by clicking the 9 squares in the top left corner of your school email.
- Students are to follow their regular timetable and join the team at their allocated class time.
- Students are not to start the class, instead they are to join the class the teacher has started.
- Students are to set microphone and webcam off when entering the stream.
- Students are marked as 'present' as they enter the live stream.
- Students are to right click their teacher's name in the 'participants' panel and 'pin' the teacher.
- Students are to keep the teacher 'pinned' for the duration of the stream.
- Teachers will mark attendance and introduce the lesson.
- Students are directed to lesson materials on Moodle.
- Teachers and students will continue to communicate via Teams chat during the activity.
- Students are to submit all class work via the submission box on Moodle.
- Moodle submission boxes are now identified by day, week and term.
- Class activities are to be submitted in the last 5 minutes of the allocated period.

**ALL ONLINE COMMUNICATION IS MONITORED AND ANY BREACHES OF SCHOOL POLICIES WILL BE ADDRESSED BY THE EXECUTIVE TEAM.**

### **HELPDESK**

If students or parents encounter any issues with their school - issued email accounts, Moodle or ClassDojo, or if they have any questions regarding the usage of Moodle they can email the School via: [ict@salamah.nsw.edu.au](mailto:ict@salamah.nsw.edu.au)

We thank parents for their continued support and prayers as we work in partnership to continue the educational experience of our students. We are praying for all of our students and families at this time.

Yours sincerely,



Wissam Saad  
**PRINCIPAL**