



NILMA PRIMARY SCHOOL

TRANSITION TO FLEXIBLE AND REMOTE LEARNING

LEARNING FROM HOME

INFORMATION FOR PARENTS

13th April 2020

Dear Parents

During Learning at Home in term 2, we have put together the following supports and processes in place for families.

We are very aware that this learning model will not be what we have been used to in the past. We are all learning together on this new experience, so we will all have some new learning to do.

When you start to think about helping your child to learn from home, remember that no one expects you to be a teacher or subject matter expert. The most important thing you can do is continue to provide routine, support and encouragement to your child.

You can support your child to learn from home by keeping up to date with our school communications. If you experience issues please don't hesitate to call us for help.

Access to digital technology

The school will support families by providing a computer device or ipad and/or internet at home to support the transition to remote learning. Please make sure you have notified the school that you may be in need of some support. The school technician will update family computers too if needed. Please let us know.

The school will contact parents when the computers are ready. We will have a register of items and serial numbers logged at school. Parents will need to sign the ICT lending protocol when picking up the device. We will keep a register of serial numbers at school.

Access to learning tasks in hard copy

Some families may not be able to access digital technology for a range of reasons, please notify the Office and we will co-ordinate 'hard copy' packs of learning activities on a weekly basis.

Access to additional learning tools for home – 'Family Learning Toolkit'

We will also be sending home to families a bag of learning tools such as playing cards, counters, glue, stationary items, numbers charts, highlighters, extra books for families to keep and use as needed. These items will not need to be returned to school.

Forms of Communications within the Community

Nilma Primary School will communicate as soon as possible with:

Persons in Communications	Form of Communication	Purpose of Communication
Staff to Staff Communications	PHONE	<ul style="list-style-type: none"> Keep staff connected with a staff communication tree to keep community connected with Check Ins – sometimes it's nice to hear a voice
	EMAILS	<ul style="list-style-type: none"> Provision of information
	WEBEX	<ul style="list-style-type: none"> Collaborative Meetings and Professional Development
	GOOGLE DRIVE	<ul style="list-style-type: none"> collaborative work space to design learning tasks and work remotely Professional Development documents
Staff to Families Families to Staff	PHONE / Text Messaging	<ul style="list-style-type: none"> Keeping families connected – welfare check, concerns Staff will communicate and gain feedback from students and families <i>(may come up as blocked or unknown caller)</i>
	SENTRAL EMAILS through Parent Portal	<ul style="list-style-type: none"> Staff will put up learning task rubrics with various on-line and authentic learning activities involving a variety of media Parents / Students will be able to take photos and put work online too Parents can email the staff directly – this will help with any feedback or additional support
	SCHOOL WEBSITE	<ul style="list-style-type: none"> Our Website has a new menu tab – Remote Learning – Learning from Home (This has information for parents, home group learnings and individual log-ins to various websites of interest and Apps we are using at school)
	Nilma PS FACEBOOK	<ul style="list-style-type: none"> Closed group for general chit chat and ideas can be posted for activities at home and sites of interest as well as a space to check in with one another
	GOGGLE CLASSROOM	<ul style="list-style-type: none"> Trialling at present to allow more feedback on learning from students
Community	SCHOOL WEBSITE	<ul style="list-style-type: none"> Public information with regards to Remote Learning
	NPS FACEBOOK	<ul style="list-style-type: none"> Closed group for general chit-chat and ideas can be posted for activities at home and sites of interest

Nilma Primary School will utilise the following communication processes for students and families to contact teachers or the school within the hours of **8.45am and 3.30pm**.

Provision of learning tasks at home

Weekly Learning Tasks - Packs for pick up at school	Student work will be available on Friday afternoons 1pm – 3pm for the following week. Parents can notify the school of their intention to pick up a school pack via phone. On arrival phone to indicate arrival. Drive in to school grounds – do not get out of car – staff will deliver to cars in the car park.
Weekly Learning Tasks - Packs for delivery	If this is an option we will discuss with families needing additional support.
SENTRAL – Parent Portal	Parents can log onto SENTRAL and will see in the Learning from Home – Student weekly learning packs.
NILMA PRIMARY SCHOOL WEBSITE (Being rebuilt this week)	Parents can log onto the Nilma Primary School Website to look at menu tab – ‘Remote Learning – Learning at Home’. This will display all information for parents with regards to the transition to Remote Learning. Home-group learning tasks and log in points of all the Apps the students will need to access.
GOOGLE CLASSROOM	To be advised.
NEWSLETTER	We will continue to put out a newsletter with information or ideas you could do at home.

Communication Tools

Nilma Primary School will utilise the following communication tools:

- SENTRAL
- School email (nilma.ps@education.vic.gov.au)
- SENTRAL (for staff to student/parent communication and emails)
- Nilma Primary School website – parent information and home group learning tasks and log-ins.
- Nilma Primary School Facebook page – closed group
- Student Diary – Online Apps Individual log-in information
- Webex (for staff to staff communication) – weekly staff meetings, Professional Learning Community (PLC) meetings and team professional collaborations.
- Google Drive (for staff sharing of curriculum resources)
- Google Classroom(to come)

Curriculum Design

Nilma Primary School will:

- design and plan for teaching and learning collectively and collaboratively as part of the Professional Learning Community, based on the Victorian curriculum and term planners
- provide ‘Student Learning Packs’ including the weekly timetables and plans outlining the learning tasks (Including both Online and hard copy tasks)

- provide an opportunity for student voice - packs will include options on choice of some tasks and will also include a range of authentic, open-ended learning tasks and differentiated task for different learning needs. There will also be set 'family' tasks and laminated support games and activities too
- provide families with a 'Family Learning Toolkit' comprising of many hands-on items to support families to complete many educational tasks at home

Curriculum Content

The Department of Education have provided the following daily minimum guidelines that schools are expected to meet during remote learning:

i. For students in Prep to Year 2, schools will provide learning programs each school day that include the following:

- literacy activities that take a total of about 45-60 minutes
- numeracy activities of about 30-45 minutes
- Additional learning areas, play-based learning and physical activity of about 30-45 minutes.

ii. For students in Years 3 to 6 schools will provide learning programs each school day allocated as follows:

- Literacy: 45-60 minutes
- Numeracy: 30-45 minutes
- Physical activities: 30 minutes
- Additional curriculum areas: 90 minutes

Curriculum Content Delivery

Nilma Primary School will deliver curriculum content in the areas of:

- English
- Mathematics
- Science Technology Engineering Art Mathematics (STEAM)
- The Arts
- Physical Activity
- Social and Emotional Learning (Respectful Relationships)
- Digital Technologies

Nilma Primary School will deliver teaching and learning tasks utilising the following:

- Provide 'Student Learning Packs' including the weekly timetables and plans outlining the learning tasks. Including both Online and hard copy tasks. There will also be support games and activities too. The packs will include option for will also include a range of authentic, open-ended learning tasks and differentiated task for different learning needs. There will also be options for student choice in some cases. There will also be set 'family' tasks and activities too.
- Teachers will video themselves daily and send through SENTRAL outlining the daily program for students and parents to view.
- Students will have some on-line set tasks to complete as part of their learning using apps such as Maths On line, Mathletics, Phonics Heros and Wushka. (Passwords will be distributed too.)
- Student Learning Packs will be available at school for pick up between 1pm and 3pm on Fridays for the following week. The pack will also be posted on SENTRAL by 3:00pm each Friday for the following week.
- Staff will work collaboratively on weekly Student Learning Timetables via the Nilma Primary School Google Drive for distribution to families via SENTRAL and SCHOOL WEBSITE.
- Teachers and Support Staff will collaborate weekly via Webex.
- Nilma Primary School will phone families at least once a week. Staff will be allocated to each family.
- School Chaplain will keep in regular contact with students and families needing additional supports and notify principal of any additional supports.
- Additional individual messaging for vulnerable students by school support officers and the school chaplain.

Assessment of Student Learning

Nilma Primary School will assess student learning in the following ways:

- Via SENTRAL learning task submissions – photos that may be uploaded.
- Student learning tasks and feedback from parents.
- Individual messaging by teachers via SENTRAL for individual students.
- Online tasks will provide feedback – Mathletics, Wushka, Maths On line, Essential Assessment and Phonics Hero.
- Record of Reading in Student Diaries.

Supporting Student Learning Needs

Nilma Primary School will support cohorts requiring additional needs through:

- additional teacher and support officer messaging and video support
- provision of differentiated learning tasks in 'Student Learning Packs' for students with additional needs.
- an invitation to 'vulnerable' students to attend school
- delivery of weekly 'student learning packs' if needed
- provision of support students with a digital device if they do not have access

Staff Responsibilities

Nilma Primary School will clarify and communicate staff responsibilities through:

- weekly Staff/PLT/PLC meetings via Webex
- regular emails
- professional learning schedules

Parent/Carer and Student Responsibilities

Setting up a Learning Environment

Every home is different. Where possible, extended learning should take place in a space your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom, where your child can feel isolated and supervision can be more challenging. It should be a place that can be quiet at times and where you or another adult is present.

Student Responsibilities during Remote Learning

Depending on the age and stage of your child/ren, they may be expected to:

- regularly monitor digital platforms for announcements and feedback from teachers
- do their best work when completing tasks
- do their best to meet timelines and due dates
- communicate openly with their teachers and raise any concerns or issues or provide feedback
- continue to abide by their school's R.E.A.L behaviour guidelines. (Sent home in the Family Learning Toolkit)

Establishing Routines and Expectations

It is important to develop a routine to support your child/ren as they learn from home. This is important for them and for family members, to provide an environment that encourages learning.

Start and end each day with a check in to help your child:

- clarify and fully understand the instructions they get from their teachers
- help them organise themselves and set priorities for their learning at home.

Encourage regular exercise breaks. Your school is likely to provide some suggested activities.

Encourage healthy eating habits and make sure they drink enough water.

Try to keep normal bedtime routines for all children, especially for younger ones.

Mental Health and Wellbeing Check-In

Just as you set aside time for physical exercise, it is important to make time each day to check in on your child's mental health and wellbeing.

It may take your child some time to adjust to their new routine for learning and key changes such as not seeing classmates in person. Every child will react differently to new circumstances – feelings of sadness, frustration, anxiousness and even anger are entirely normal.

You can help your child by:

- providing an opportunity to talk about how they feel and listening to what they say
- identifying some specific actions they can take by themselves or with you to address any concerns they might have
- how they are finding learning remotely, and if there is anything they'd like your help with

If you have any other concerns about the health and wellbeing of your child, please contact Annette Sutherland – Principal 0407231804 or School 0356232963 directly, as will have access to resources that can help.

Engaging Students in Remote Learning

Nilma Primary School have available the following means to support student engagement in learning via:

- daily videos and messaging from classroom teachers, accessed via SENTRAL and School website.
- hard copy 'Student Learning Packs'
- loan of technology devices, by arrangement
- loan of library books, by arrangement
- access to various On-line Apps for access to Reading materials and tasks
- provision of an appropriate number of tasks, so that students and parents are not overwhelmed

Managing Screen time and Online Safety

As your child is likely to be spending time online, it is important that you talk to them about online safety. Parents are encouraged to actively supervise children when they are using online devices to support student safety. This will help them to make good digital choices and use information and communication technologies responsibly.

You may wish to speak to your children about ensuring they:

- use only the online tools recommended by their school or the Department of Education and Training (DET)
- are respectful when communicating online, just as they would be when speaking face-to face
- use digital devices in open areas of the home

For more online safety advice for parents and carers go to: <http://www.esafety.gov.au>

Information relating to e-safety can be accessed through our Nilma Primary School Website – Remote Learning – Learning at Home –Parent information. <http://www.nilmaps.vic.edu.au/>