



Xavier Catholic College Continuity for Learning Plan **Student Expectations**

In the instance that the physical campus of the College is required to be closed for an extended period of time due to COVID-19 the following outlines the expectations of students for engaging in learning from home. The way you engage with learning in the 'Xavier Online' period will not be the same as if you are physically in classes each day. Our goal is to provide some continuity in your learning. As in normal classes, your teacher expects you to do your best. These guidelines are designed to assist you in achieving your best during any notified period of home learning.

1. Remember your rights and responsibilities as a member of the College, including ICT responsibilities

Although you will now be Learning from Home, you are still expected to behave as you would on College grounds: with respect, understanding, and politeness to your classmates and teachers. You should also adhere to the Technology Agreement (attached to this document).

2. Ensure you are connected to your Google Classroom (or One Note/Stile for ALL classes, and access these materials regularly)

Each subject will release learning materials via Google Classroom, which you will be able to access at home. You are required to access the materials for each and every subject just as you would in individual classes. If your classroom teacher has indicated you will be using physical resources, such as a textbook, ensure you have taken these resources home with you.

Students will be required to participate in lessons via Zoom video conferencing. Ensure you are dressed appropriately for 'linking-in', and in an appropriate workspace in your family home (consider the background that will be projected from your screen). Students will be required to follow protocols for any video conferencing lessons. Behaviour will continue to be monitored whilst learning from home.

[Zoom Lesson Schedule - Years 7-12](#)

3. Establish routines for Learning from Home

It is expected that you will continue with your program of study as much as possible whilst learning from home.

- We encourage you to approach each weekday as a 'normal' school day.
- Set your home learning timetable for the day according to the Day on your 10 day timetable - according to your timetable in your Student Planner or available live on Schoolworx. Ensure you take screen-free breaks within the day and incorporate some physical activity, just as you normally would each day. You can check the correct day of the cycle and access Google Classroom via links on the [Student Hub](#).
- Set aside time for a morning and afternoon session of learning. For students in Years 7 -10 each learning session should be approximately 1 ½-2 hours. Senior students would be expected to complete longer blocks of daily home learning plus consider their normal pattern of study/revision at night.
- Most importantly, make sure you have switched off your mobile phone, social media, online games and any other distractions during your learning sessions.
- Students can ask questions or seek feedback via Google Classroom Discussion forums.
- Your learning will be monitored by teachers via online formative tasks or 'check-ins', such as discussion posts, quizzes, and online submissions.
- Feedback will be provided on learning submissions.



- It is an expectation that all students complete the work set and submit required tasks wherever possible unless you have advised the College that you are unwell. **The formal assessment program will be followed where possible; however, some amendments to the nature and timing of tasks may be issued where required.**
- 4. **Establish a physical place for your home learning**
Set up one space where you feel comfortable learning. This should be a quiet, well-lit place with a desk and any resources you require. A 'public family space' in the home with no distractions may be more conducive to daily home learning.
- 5. **Communicate regularly with your teachers**
We encourage students to remain in contact with their classroom teachers, just as you would in the classroom. Teachers are available via Google Classroom and email. Ensure you check your emails and Google Classroom at the start of each day in case your teachers have provided new announcements which may impact your study for the day. Teachers will endeavour to reply to your questions and emails in a timely manner. If you need any assistance, please contact your classroom teacher, Head of House or Leader of Learning. The College is here to support you throughout your online learning program.
Teacher Aides will be assigned to students requiring additional support; these Aides will work closely with you on your program of study, which will also be monitored by Mr Evans and Ms English.
- 6. **Communicate regularly with your parents**
As your education is now continuing while at home, there is now an increased responsibility on you and your parents to maintain your current program of study. Keep your parents informed as to how your learning is going, including if you require any assistance.
- 7. **Acts of Kindness**
Please be assured the College staff understand the difficulties some families may face at this time. Likewise, teachers also have their own families who may face various challenges at this time. As we all attempt to adapt to new and rapidly changing circumstances as best we can, we encourage our College community to show acts of kindness towards each other as we work together in a supportive and proactive way. Our prayers will be with all in our community during this challenging time and we thank you for your support and cooperation — it is greatly appreciated.

Bell Times during Home Learning

The College will adopt consistent bell times during Home Learning. Please note Zooms will occur during these times. Lessons will run for approx 40 mins with 20 mins down time/screen free time between periods.

PLEASE NOTE ZOOM LESSONS WILL OCCUR AT THE TIMES INDICATED BELOW

Monday, Tuesday, Wednesday and Thursday Bell Times

PC	P1	P2	Recess	P3	P4	Lunch	P5	P6	End
8:50am	9:00am	10:00am	11:00am	11:30am	12:30pm	1:10pm	1:40pm	2:40pm	3:20pm

Friday Bell Times (to enable a PC period in the morning - all students are required to join PC Zoom)

PC	P1	P2	Recess	P3	P4	Lunch	P5	P6	End
8:50am	9:20am	10:10am	11:00am	11:20am	12:10pm	1:00pm	1:45pm	2:30pm	3:20pm



Contact Procedures for Students

Questions	Please contact
A subject, activity or resource	Your classroom teacher (via email/Google Classroom) Leader of Learning
Illness impacting assessment/classwork submission	Mr Chris Robinson (christopher.robinson@lism.catholic.edu.au) Mrs Amanda Falvey - Assistant Principal Teaching and Learning (amanda.falvey@lism.catholic.edu.au) If you are unable to complete a formal assessment task, fill out the Absence from Assessment Form: http://xavierlism.catholic.edu.au/assessment/
Technology issues	Mr Trent Dooley (trent.dooley@lism.catholic.edu.au) Submit a Helpdesk: https://helpdesk.lism.catholic.edu.au/
Welfare Concerns	Leader of Welfare - Mr Anthony Condon (anthony.condon@lism.catholic.edu.au) Assistant Principal - Staff and Student Welfare - Mr Peter Fear (peter.fear@lism.catholic.edu.au)
Other Concerns	Your Head of House <u>Campion</u> : Mrs Kate Kilby (kate.kilby@lism.catholic.edu.au) <u>Faber</u> : Mr Matthew Wills (matthew.wills@lism.catholic.edu.au) <u>Ignatius</u> : Mrs Janine Wallace (janine.wallace@lism.catholic.edu.au) <u>MacKillop</u> : Mrs Rebecca Kennedy (rebecca.kennedy@lism.catholic.edu.au) <u>McAuley</u> : Mrs Andrea Grimster: (andrea.grimster@lism.catholic.edu.au) <u>Nagle</u> : Mr Julian White (julian.white@lism.catholic.edu.au)
Absences/Illness	Xavier Catholic College (xccenrolments@lism.catholic.edu.au)



Information & Communications Technology Agreement

At Xavier Catholic College, we believe that our students should be responsible for their own actions. In keeping with this philosophy, we ask that all students from Years 7 to 12 re-read the Information & Communications Technology Agreement below. **This agreement, which was signed upon enrolment at the College, will continue for the duration of the student's enrolment at Xavier Catholic College.**

Access to email and the internet will enable students to explore thousands of libraries, databases and other information sources while exchanging messages with internet users throughout the world. Our computer network enables our students to complete learning activities, conduct research and present their findings to others in our community. It is the responsibility of each student to use the internet, email and computer network in accordance with the following regulations.

1. The same standards of good and appropriate behaviour that are expected in our playground and classrooms are expected when using the school computers.
2. Access to Xavier Catholic College computer services is given only to those who agree to act in a considerate, legal and responsible manner. Access is a privilege – not a right.
3. Network storage areas should be treated like a school locker. The Network Administrator may review files, email and other communications periodically to maintain system integrity and to ensure that our facilities are being used responsibly. Users should not expect that files stored on the school's servers would be private.
4. Xavier Catholic College computer services are provided for educational purposes only. All computer usage must be for such purposes. Students may only use internet sites that have been specified by Xavier Catholic College. Permission must be received before students use any other internet sites. No other material is permitted to be used or accessed through our computer systems.
5. To be able to access the Xavier Catholic College internet I have read and returned this form to the school.
6. As a user of Xavier Catholic College computer services, students must agree that the following are not permitted:
 - Sending or displaying any offensive message or picture
 - Using obscene language
 - Harassing, insulting or attacking others
 - Damaging computers, computer systems or computer networks
 - Violating copyright laws
 - Using another person's password
 - Trespassing in another person's folders or work files
 - Intentionally wasting resources
 - Employing the network for commercial purposes.

It is the duty of each student to report any misuse of our computer services. Violations may result in a loss of access as well as other disciplinary or legal actions.