

BLENDING LEARNING PROCEDURES

Rationale

Purpose

The purpose of this document is to outline the procedures for continued delivery of blended education at Para Vista Primary School, in the event of prolonged school closure, and/or need for online delivery. The aim is to:

- Articulate clear processes and expectations for managing teaching, learning and wellbeing
- Ensure continuity of learning for all students

Definition

In the event of prolonged closure or the need for online delivery of teaching and learning, Para Vista Primary School teachers and leaders will utilise online platforms (Edmodo and Verso) to facilitate progressive, authentic and rich learning for all students. Students and teachers will connect, collaborate and learn through online class spaces. All students will have the same opportunities to excel.

'Home Learning' Student Register

Students who will be learning from home from Term 2 will be required to register as 'home learning' by contacting the Front Office or emailing [parent.Support483@schools.sa.edu.au](mailto:Parent.Support483@schools.sa.edu.au). Details required will include:

- Name of student
- Year level
- Class Teacher/Class number

Technology

Digital Platforms

The following digital platforms will underpin the teaching and learning process:

- Edmodo - for learning management and parent engagement
- Verso – for curriculum content and teaching and learning activities

Technology & Infrastructure

The following infrastructure is required for delivery of distance learning:

- All staff and students have access to a laptop device
- Students borrowing laptops need to complete and return a School Laptop Contact and Acceptable Use Agreement
- Staff and students require internet access
- In the event that internet access is not available a solution will be negotiated with individuals

Technology support

ICT support will be provided:

- Parents may email Parent.Support483@schools.sa.edu.au for support with online learning issues
- Support responses will be provided remotely by ICT support staff

Teaching and Learning

Delivery of Teaching & Learning

Term overviews and Fortnightly Learning Plans will be uploaded to parents on Edmodo. Lesson content will be provided through Verso. (Offline learning content also provided where applicable)

Lessons will be provided and online for the following subject areas:

Literacy

Numeracy

Science

Specialist subjects (Health and PE, Indonesian Cultural Studies, Music, History)

Assessment

Formative and summative assessment

- Refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress of a lesson, unit, or subject area.
- Helps teachers identify concepts that students are struggling to understand, skills they are having difficulty acquiring, or learning standards they have not yet achieved so that adjustments can be made to lessons, instructional techniques, and academic support.

Teacher responsibilities:

- Set activities with clear learning intentions and success criteria to authentically assess student progress
- Utilise Verso and/or Edmodo to collect individual responses and feedback about learning tasks from students and parents across all subject areas.
- Provide feedback during the learning process eg weekly Review video to the class and individual feedback to students.

Student responsibilities:

- Complete formative assessment tasks as required
- Act on feedback provided to improve
- Seek further feedback or support as required

Parent supervisor responsibilities:

- Complete week Feedback Forms and upload a photo of the form to the class teacher via Edmodo message
- Raise any individual concerns via Parent.Support483@schools.sa.edu.au

Attendance

Expectations

Student attendance will be marked daily according to Department for Education requirements.

Class roll codes:

- All students working from home are marked in advance H – Home Study
- If a student is PRESENT on Verso for a learning activity the teacher will mark the roll with code 00 – Present On Line
- If a student is ABSENT on teams for a ‘face to face’ teaching lesson the teacher will mark the roll with code U – Unexplained
- Weekly feedback forms uploaded by parents are checked against the roll to adjust any Unexplaineds with relevant reason codes
- Depending on the reason provided, the absence will be reconciled as either I- Illness, C – Certificate or F - Family

Attendance Follow Up & Concerns

Teachers are required to monitor attendance for each student:

- Explanation for all absences must be provided by email to the relevant class teacher on the weekly Feedback Form
- Depending on the reason provided, the absence will be reconciled as either I- Illness, C – Certificate or F - Family

In the event of an ongoing attendance concern: (absence for 3 days or more in the fortnight):

- Follow up will initially be undertaken by the class teacher via email to parents
- In the event of an ongoing attendance concern follow up will be undertaken by the student Wellbeing Leader via telephone or email

Behaviour

Student Expectations

For online lessons students are expected to:

- Attempt all activities set for them
- Respectfully engage with teacher and peers
- Actively participate in group discussions/collaboration
- All school behaviour expectations apply for online learning
- Ensure that the only participants in online learning activities are students enrolled in the class, with parent support as appropriate for younger students
- Take a 5 minute break away from screens between lessons and for the entirety of scheduled break times

Students behaving inappropriately online will be removed and parents contacted as required

Staff Expectations

For online learning staff are expected to:

- Ensure that students have necessary resources prior to the session
- Design online sessions to ensure students understand the content, participate and provide evidence of their understanding (supported by parents as appropriate)
- Exercise vigilance and ensure that only students who are part of the class are involved in lessons
- Follow up with any student behaving inappropriately online
- Take a 5 break away from screens between lessons and for the entirety of scheduled break times

Parent expectations

- Encourage and support their child's learning including providing a suitable space at home
- Support their child to access online learning but not participate where their child is required to respond independently (Years 3-7)

Protective Practices

To ensure online safety of staff and students:

- All digital contact must only relate to teaching and learning
- No sharing of personal internet locations, correspondence of a personal nature

Wellbeing

Student Wellbeing

Class teachers

All class teachers will:

- Plan appropriate content to engage students
- Monitor online engagement through the week and respond to individual students
- Rolls will be marked for online learning
- Refer to the Student Wellbeing Leader any issues of concern

Leadership

The Student Wellbeing leader in consultation with the wider Leadership team will:

- Be available for consultation and referral of students at risk via email
- Monitor Verso engagement and follow up wellbeing / behaviour concerns as required
- Identify a list of 'students at risk' and follow up with parent/caregivers implementing Level 1, 2 or 3 support strategies as appropriate

Staff Wellbeing & Community

The Principal will:

- Line manage all teachers and implement regular wellbeing checks
- Provide access to information and resources for managing Covid-19 related mental health & wellbeing during home isolation

Learning Co ordinators will:

- Implement regular wellbeing checks of ancillary staff
- Monitor and respond to concerns raised via the Parent.Support483@schools.sa.edu.au email address

Working from home (Staff only)

Working environment

When working from home it is important to be aware of the working environment to set the arrangement up for success. Choose a dedicated work space, and, if possible, keep it separate from your spaces that are associated with leisure (for example, your lounge room/dining room!)

Typically, portable devices are not comfortable to use for extended periods, so you are responsible for ensuring your set up at home is ergonomically appropriate and free from hazards.

- Ensure that the work station is set-up as ergonomically sound as possible. Take into consideration non-adjustable chairs and desks, you may need to improvise (eg Phone books under foot can help to keep upper legs at a 45 degree angle and also be used to raise the top of the monitor to eye level).
- Be aware of potential hazards in the workspace (take into consideration home renovations, contractors etc) and ensure that all electrical devices are in good condition.
- Apply good hygiene practices.
- Hazard, Injury and incident reporting - immediate notification to manager and log an IRMS report, including an asset claim or security incident.
- Ensure you take frequent breaks, move away from the work station and apply stretch activities (every 20 minutes).
- Set clear and reasonable work hours. Be mindful of social interruptions to your work day.
- Ensure you notify your line manager of any leave (sick, carers etc).
- Review the Working in isolation procedure and consider frequent check-in with line manager, known medical conditions).
- Notify your line manager of any work changes and provide them with updated contact details.
- Should you require support for your psychological wellbeing refer to EAP.

Any WHS enquiries can be directed to the WHS hotline 8226 1440 or email education.whs@sa.gov.au

Risk Assessment

Staff training

In addition to reading this procedure document all staff will undertake the following Plink training courses
“An Introduction to Cloud Computing”
“Learning to teach online”
and email the course completion certificates to Leadership for WHS Training Records.

Optional or teacher recommended applications/websites

Staff must submit a risk assessment application to Department for Education ICT Assurance and have it signed off by the Principal PRIOR to utilising it for online learning programs.
The risk Assessment form can be accessed [here](#):

Factsheets are also available as a guide for many cloud based applications. Please see Appendix A, B and C for Factsheet guidance for the use of Epic, Prodigy and Google Drive respectively but the end of the Risk Assessment section.

Risk Assessment of Learner Management Systems

Edmodo and Verso- Understanding the risks and how they can be managed

What is it?

Edmodo is an online networking platform that allows teachers to share content, distribute and grade learning plans and manage communication with parents and fellow teachers. Edmodo can also be used as a student collaboration tool, allowing students to collectively work on a project together.

What is it?

Verso is an online networking platform that allows teachers to share content, distribute and grade assignments, and manage communication with students and fellow teachers. Verso provides the Verso Application, which is an online application that assists Students and Teachers to create and share educational content and interact with each other regarding such content.

Caveat Clause: Where student information is released outside the secured EDSAS program or Education network, the risks of a data breach are significantly increased.

VERSO RISK MANAGEMENT STRATEGIES

Ref	Risk Rating	Risk Description	Risk Management Strategy
1	High	<p>Students may access inappropriate content</p> <p>Given the nature of the application/site, students may be able to access inappropriate content. The risk is likely as students will be frequently using the application.</p>	<ul style="list-style-type: none"> • Use of the application will be only under teacher supervision.
2	High	<p>Students participate in anti-social behavior (i.e. bullying)</p> <p>Students may have access to chat rooms, forums or online communities. Applications of this nature have an inherent high risk of students participating in anti-social behaviour.</p>	<ul style="list-style-type: none"> • Chat/forum functionality is able to and will be disabled. • Logs and activity will be monitored by staff periodically.
3	Moderate	<p>Service outage interrupts business operations.</p> <p>A critical application or process has been identified of which an outage could interrupt business operations.</p>	<ul style="list-style-type: none"> • Cloud services are being utilised which include redundancies to minimise the likelihood of a service outage.
4	Moderate	<p>IT personnel are unable to support users during an outage.</p> <p>A large number of users will be using the application. There is a risk IT personnel are unable to provide an appropriate level of support to users.</p>	<ul style="list-style-type: none"> • The vendor provides free support to users.
5	Moderate	<p>There may be an adverse impact on network or system resources resulting in a service outage.</p> <p>The project involves a large number of users or devices using network or system resources at a time. This could result in poor network connectivity or interruptions.</p>	<ul style="list-style-type: none"> • Performance will be monitored as part of the project, and rollback plans will be established should there be a detrimental impact on network performance. • Emails or notifications will be sent in staggered batches per advice from ICT Cyber Security.

Staff use of Verso

The use of Verso will be monitored by Learning Co-ordinators. Leadership are co teachers of all Verso class spaces. Activities will not be set to “live’ without prior approval from leadership. The Student Wellbeing Co-ordinator will also monitor student responses online to check appropriateness of comments and content.

EDMODO RISK MANAGEMENT STRATEGIES

Ref	Risk Rating	Risk Description	Risk Management Strategy
1	High	<p>Students may access inappropriate content</p> <p>Given the nature of the application/site, students may be able to access inappropriate content.</p>	<ul style="list-style-type: none"> • Use of the application will be only under teacher supervision. • Restricted modes are offered by the vendor and will be enabled to restrict search results. • Logs are available and will be periodically reviewed for inappropriate use of the network.
2	Moderate	<p>Service outage interrupts business operations.</p> <p>A critical application or process has been identified of which an outage could interrupt business operations.</p>	<ul style="list-style-type: none"> • Cloud services are being utilised which include redundancies to minimise the likelihood of a service outage.
4	Moderate	<p>There may be an adverse impact on network or system resources resulting in a service outage.</p> <p>The project involves a large number of users or devices using network or system resources at a time. This could result in poor network connectivity or interruptions.</p>	<ul style="list-style-type: none"> • Emails or notifications will be sent in staggered batches per advice from ICT Cyber Security.

Staff use of Verso

The use of Edmodo will be monitored by Learning Co-ordinators. Leadership are co teachers of all Edmodo class spaces. The Student Wellbeing Co-ordinator will also monitor posts online to check appropriateness of comments and content and to ensure no social/personal interactions.

Appendices

Appendix A Epic factsheet

Appendix B Prodigy factsheet

Appendix C Google Drive factsheet

Appendix A Epic! Factsheet



Epic! - Understanding the risks and how they can be managed

Purpose: to provide site leaders with advisory information about threats and risks to consider as part of making an informed decision to use [Epic!](#). By choosing to use Epic! and accepting the Epic! privacy policy and/or terms of use, site leaders are accepting the risks and their subsequent management.

What is it? [Epic!](#) is an online platform where students can read books online. Students can create book reviews and recommend favourites to classmates. Teachers can also track reading progress of students.

Information collected: first and last name, email address, school information, school ID numbers, gender, email address and other demographic information about teachers, students and parents/guardians. The application may also collect geographic information about the user's location.

What are the risks with using Epic!?

- Risk 1** Information is stored in the United States of America and their privacy protection laws are substantially different to Australian privacy laws.
- Risk 2** The app stores and processes sensitive information, including first and last name, email address, school information, school ID numbers, gender, parent/guardian email address and other demographic information.
- Risk 3** The vendor may share personal information with third parties without consent.
- Risk 4** The vendor draws additional information without user consent (through Google Classroom).
- Risk 5** Students may be able to share or access inappropriate materials online.
- Risk 6** The app has its own username and passwords. Users may use the same password for the app as they do for school systems, increasing the risk of a school system being compromised (i.e. LearnLink).
- Risk 7** The app has its own username and passwords, which could be compromised to access personal information about the user.
- Risk 8** Epic! has the right to use, copy, process, adapt, modify, publish, transmit, display, and distribute any content that is submitted through the use of the application.

How risks can be reduced/managed

Site Leaders should conduct a [risk assessment](#) for their own records. Recommended mitigation strategies include:

1. Carefully read and understand its terms of service, privacy policy and privacy policy for educators. Contact Education [Records Management Unit](#) regarding specific data retention legislation etc.
2. Ask parents with children < 18 years of age to sign a [consent form](#).
3. Limit the amount of personal detail provided, use initials instead of complete surname.
4. Do not enter students ID numbers that are associated with the school. Instead create a list of IDs specific to the Epic! Service.
5. Do not use the Import Google Classroom feature.
6. Ensure it is used appropriately; staff adhere to the Public Sector Code of Ethics and students follow the schools or preschool ICT acceptable use policies.
7. Use of the application should only be under teacher supervision.
8. Staff to use @schools.sa.edu.au email address and to ensure password is completely different to Education used systems such as LearnLink.
9. Usernames must be non-identifying.
10. Passwords are to be complex and unique, MUST not be based on anything somebody else could easily guess or obtain using person-related information (e.g. names, telephone numbers or dates of birth) and MUST have different passwords to Education systems, such as LearnLink as per [ICT Security Standard](#).
11. Instruct all users to only upload content that is suitable for public release. Do not upload content that contains identifiable information, such as surnames, school/site name etc.
12. Sites to ensure that Antivirus Software & operating system patches are up to date.
13. Sites Leaders are responsible for and assume all risk arising from your use or reliance of any third party sites.

Summary

With [all](#) of the above managed processes in place, the initial overall risk rating of **HIGH** can be reduced to **MODERATE**.

Site Leaders should conduct a risk assessment for their own records.

Need to know more about ICT risk management

Contact Education.ICTCyberSecurity@sa.gov.au or read [Procedure – ICT Security Risk Assessment](#).

Relevant links

[ICT Security Standard](#) [Australian Code of Ethics](#)
[Children's Protection Act 1993](#) [Copyright Act 1968](#)
[Information Management Policy](#) [Children's eSafety](#)
[Australian Privacy Principles](#) [Privacy Act 1988](#)
[PC012 – Information Privacy Principles \(NPPS Instruction\)](#)

Appendix B Prodigy Factsheet



Prodigy Math Game - Understanding the risks and how they can be managed

Purpose: to provide site leaders with advisory information about threats and risks to consider as part of making an informed decision to use Prodigy Math. By choosing to use Prodigy Math and accepting the Prodigy Math privacy policy and/or terms of use, site leaders are accepting the risks and their subsequent management.

What is it? [Prodigy Math Game](#) is an online math game, designed to engage students with game play involving math problems.

Caveat Clause: Where student information is released outside the secured EDSAS program or Education network, the risks of a data breach are significantly increased.

What are the risks with using Prodigy Math Game?

- Risk 1** Information is stored in the United States of America and their privacy protection laws are substantially different to [Australian privacy laws](#).
- Risk 2** Prodigy requires the teacher, parent and/or student to share identifiable sensitive information such as first name, surname, grade, email address, parent email address, year level and location (state and/or country).
- Risk 3** Prodigy asks for a separate password to be created.
- Risk 4** It can draw in extra publicly available information which you have not provided (through Google+, Facebook etc.).
- Risk 5** It uses cookies and 3rd party analytics to track what you do on the site.
- Risk 6** It records identifying information about your computer or device, such as IP address which can be used to determine your location.
- Risk 7** As their Privacy Policy, the Service may include links to other sites and services that are not operated by Prodigy.
- Risk 8** Prodigy works with 3rd party providers to provide the service. This provider may have access to your sensitive information.

How above risks can be reduced/managed

Site Leaders should conduct a [risk assessment](#) for their own records. The information below will assist.

- Manage Risk 1** Carefully read and understand its [terms of use](#) and [privacy policy](#). Contact Education [Records Management Unit](#) regarding specific data retention legislation etc.
- Manage risk 2** Staff/Students to use @schools.sa.edu.au email address and to ensure password is completely different to Education used systems such as LearnLink.
- Manage Risk 2** Limit the amount of personal detail (don't use surnames).
- Manage Risk 2** Ask parents with children < 18 years of age to sign a [consent form](#).

- Manage Risk 2** Ensure it is used appropriately; staff adhere to the [Public Sector Code of Ethics](#) and students follow the schools or preschool [ICT acceptable use policies](#).
- Manage Risk 3** [Passwords](#) are to be complex and unique, **MUST** not be based on anything somebody else could easily guess or obtain using person-related information (e.g. names, telephone numbers or dates of birth) and **MUST** have different passwords to Education systems, such as LearnLink as per the [ICT Security Standard](#).
- Manage Risk 4** Do not use a third party [Social Media](#) login option.
- Manage Risk 5** Select 'always deny and don't tell me' if prompted at login. This will deactivate the website's tracking function.
- Manage Risk 6** Sites to ensure that Antivirus Software & operating system patches are up to date.
- Manage Risk 7** Sites Leaders are responsible for and assume all risk arising from your use or reliance of any third party sites.
- Manage Risk 8** Limit the amount of personal detail (don't use surnames).

With all of the above managed processes in place, the initial overall risk rating of **HIGH** can be reduced to **MODERATE**.

Site access to Prodigy Math Game

Prodigy has been centrally configured to work within the eduCONNECT LearnLink filtering service.

For sites intending to access via their Dual ISP connection then refer to the [fact sheet](#).

Need to know more about ICT risk management

Contact Education.ICTCybersecurity@sa.gov.au or read [Procedure – ICT Security Risk Assessment](#)

Relevant links

- | | |
|---|--|
| ICT Security Standard | Australian Code of Ethics |
| Children's Protection Act 1993 | Copyright Act 1968 |
| Information Management Policy | Children's safety |
| DCU Screening | Risk Introduction to Cloud Computing |
| Australian Privacy Principles | |
| PCOL2 – Information Privacy Principles (IPPS Instruction) | |

Appendix C Google Drive Factsheet



Google Drive - Understanding the risks and how they can be managed

Purpose: to provide site leaders with advisory information about threats and risks to consider as part of making an informed decision to use Google Drive. By choosing to use Google Drive and accepting the Google Drive privacy policy and/or terms of use, site leaders are accepting the risks and their subsequent management.

What is it? [Google Drive](#) is a cloud based storage services which can be installed as a local folder on a users' device that then syncs with its cloud counter-part. It enables users to access their documents across different devices, and has a collaboration feature that allows multiple users to work on the same document simultaneously.

Caveat Clause: Where student information is released outside the secured EDSAS program or Education network, the risks of a data breach are significantly increased.

What are the risks with using Google Drive?

- Risk 1** Information is stored outside of Australia (for example in the United States of America) as such their privacy protection laws are substantially different to [Australian privacy laws](#).
- Risk 2** Google requires the teacher and/or student to share identifiable sensitive information such as name, email address, username, phone number and add a profile picture.
- Risk 3** Google asks for a separate password to be created.
- Risk 4** It can draw in extra publicly available information which you have not provided (through Google+, Facebook etc.).
- Risk 5** It uses cookies to track what you do on the site and Google's automated systems analyse your content
- Risk 6** It records identifying information about your computer or device, such as IP address which can be used to determine your location.
- Risk 7** Google works with 3rd party providers to provide the service. These providers may have access to your sensitive information.

How above risks can be reduced/managed

Site Leaders should conduct a [risk assessment](#) for their own records. The information below will assist.

- Manage Risk 1** Carefully read and understand its [terms of use](#) and the [Google privacy policy](#). Contact Education [Records Management Unit](#) regarding specific data retention legislation etc.
- Manage Risk 1** Only be used for information/data suitable for public distribution.
- Manage risk 2** Staff/Students to use @schools.sa.edu.au email address and to ensure password is completely different to Education used systems such as LearnLink.
- Manage Risk 2** Ensure it is used appropriately; staff adhere to the [Public Sector Code of Ethics](#) and students follow the schools or preschool [ICT acceptable use policies](#).
- Manage Risk 2** Ask parents with children < 18 years of age to sign a [consent form](#).

- Manager Risk 3** [Passwords](#) are to be complex and unique, **MUST** not be based on anything somebody else could easily guess or obtain using person-related information (e.g. names, telephone numbers or dates of birth) and **MUST** have different passwords to Education systems, such as LearnLink as per [ICT Security Standard](#).
- Manage Risk 4** Do not use a third party [Social Media](#) login option.
- Manage Risk 5** Select 'always deny and don't tell me' if prompted at login. This will deactivate the website's tracking function.
- Manage Risk 6** Sites to ensure that Antivirus Software & operating system patches are up to date.
- Manage Risk 7** Limit the amount of personal detail (don't use surnames) and use avatar images instead of personal photos.
- Manage all risks** Consider using the department's [LearnLink Office 365 services](#). OneDrive offers the same document collaboration and storage of documents.

With **all** of the above managed processes in place, the initial risk rating of **HIGH** can be reduced to **MODERATE**.

Site access to Google Drive

Google Drive has been centrally configured to work within the eduCONNECT LearnLink filtering service.

For sites intending to access via their Dual ISP connection then refer to the [fact sheet](#).

Need to know more about ICT risk management

Contact Education.ICT@sa.gov.au or read [Procedure – ICT Security Risk Assessment](#)

Relevant links

- [ICT Security Standard](#)
- [Children's Protection Act 1993](#)
- [Information Management Policy](#)
- [DCSI Screening](#)
- [Google compliance](#)
- [Australian Code of Ethics](#)
- [Copyright Act 1968](#)
- [Children's eSafety](#)
- [Australian Privacy Principles](#)
- [Print Introduction to Cloud Computing](#)
- [Office 365 Additional Services – Risk Assessment Part A](#)
- [Office 365 Additional Services – Risk Assessment Part B](#)
- [PC012 – Information Privacy Principles \(IPPS\) Instruction](#)

Onsite Learning

Purpose

The purpose of this section is to outline the procedures for supporting students who continue to attend the school site (during a period of remote delivery) due to:

- Parents who are unable to provide supervision at home, due to work in frontline services
- Increased vulnerability due to disability, wellbeing &/or personal circumstances

'Onsite Learning' Student Register

Students who will attend the site from Term 2 will be required to register for 'onsite learning' via the Front Office for data collection purposes. Details required will include:

- Name of student
- Year level
- Class teacher/class number

Teaching & Learning

Teachers will provide learning remotely and:

- Use Verso for delivery of the 'face to face' element of lessons
- Differentiate to accommodate the needs of students with particular learning needs, difficulties or wellbeing concerns

Students who attend the site will :

- Undertake their learning using online learning activities on Verso
- Bring their own food, drink and snacks
- Leave the school grounds at the end of the school day
- Engage in required health & hygiene routines

Learning Co-ordinators will:

- Support onsite learners to engage in learning programs and complete required assessment tasks
- Scaffold online learning with additional support and materials as required

Canteen

The canteen may be closed at short notice. Updates will be provided via our school newsletter in Week 2, Term 2.

Health & Safety

Onsite learning will be supervised and supported with current public health advice in mind including:

- Social distancing requirements
- Hygiene requirements
- Minimising student movement

Behaviour

- Students must wear school uniform
- All school behaviour expectations apply
- Students will be supervised in allocated breaktime spaces

Attendance

For students in attendance at school:

- Class teachers will mark rolls as per normal
- Attendance data will then be centrally entered into Edsas for each onsite learner by admin SSOs
- In the event that a student is absent without explanation the school will alert parents by phone and email
- Students are signed in and out via normal process at the Front Office

Onsite Learning continued

Class roll codes:

- If a student is PRESENT onsite the teacher will mark the roll with PRESENT
- If a student is ABSENT from site the teacher will mark the roll with code U – Unexplained
- Attendance follow up will initially be undertaken by the class teacher
- If unsuccessful, attendance concerns will be referred to the Student Wellbeing Leader for follow up

Parent Responsibilities

Parents & family members should:

- Contact the school as soon as possible if your child is going to be absent to provide explanation
- Not enter school buildings other than when signing their child out at the Front Office (Early departure)

Supervision

On site each day will be the following staff:

- Leader(s) or wellbeing staff to provide wellbeing support
- Teacher(s) to provide supervision, learning support
- SSO(s) to provide administrative and learning support
- A designated first aid officer(s)

Wellbeing

Wellbeing advice regarding self -safety, stress and anxiety related to Covid-19 pandemic will be available via the iNewsletter for all families. In addition, students may also access the Student Wellbeing Leader for additional support. Students may be added to the At risk/vulnerable students register to be supported with Level 1,2 or 3 interventions as appropriate.

[A Guide for Parents, Students & Teachers](#)

[Student 'At Risk' Case Management](#)

Monitoring responsibilities	Engagement and Wellbeing Concerns		
<p>Teachers: Monitor and manage online student behaviour Report any concerns regarding onsite behaviour or wellbeing to Learning Co ordinators or Student Wellbeing Leader as appropriate</p> <p>Leadership: Collate a School At risk/vulnerable student list and allocate case managers from Leadership according to the nature and severity of the concern Implement Level 1, 2 or 3 strategies aligned to risk level and meet weekly to discuss and review students of concern Monitor Wellbeing dashboard and identify additional actions needed</p>	<p><u>Low/Level 1</u></p> <ul style="list-style-type: none"> • Inconsistent attendance • Low level disengagement • Low level wellbeing concerns • Low level behaviour concerns <p><u>Level 1 response</u> Contact made with student and family Development of agreed improvement strategies Ongoing monitoring If concerns continue then add to At risk list</p>	<p><u>Medium/Level 2</u></p> <ul style="list-style-type: none"> • Concerning attendance • Medium level disengagement • Medium level wellbeing concerns • Regular behaviour concerns <p><u>Level 2 response</u> Contact made with student and family Development of agreed improvement strategies Formalise Behaviour or Attendance Plans Ongoing monitoring, documented weekly If concerns continue then consider moving to Level 3 and involving Support Services</p>	<p><u>High/Level 3</u></p> <ul style="list-style-type: none"> • Regular attendance issues • Major disengagement • Serious wellbeing concerns • High level behaviour concerns <p><u>Level 3 response</u> Contact made with student and family Development of agreed improvement strategies Formalise Behaviour or Attendance Plans Ongoing monitoring, documented weekly Utilise Support Services strategies and monitoring as per Department guidance.</p>