

JUNIOR SCHOOL REMOTE LEARNING HANDBOOK 2021



KINROSS WOLAROI
— SCHOOL —

A MESSAGE FROM THE PRINCIPAL

In the face of the ongoing and unpredictable challenges of the pandemic, the school and our community well understand the importance of providing flexible and uninterrupted delivery of our students' educational needs. Our Junior School Remote Learning Handbook for 2021 is designed to provide you with the information you need to confidently and effectively pivot to remote learning.

This plan builds upon the School's transition to off-site learning in 2020, with adaptations based on comprehensive feedback from staff, students and parents about last years' experience. It provides our students with a structured school day that also encourages independent and flexible learning.

This document will provide you with information about learning from home, including the responsibilities of students, parents/carers and teachers. Our Remote Learning Program provides students with direct

instruction, online resources and online classes led by teachers and support staff. This includes a simplified timetable for students to follow, with breaks between lessons, opportunities for self-paced learning and regular wellbeing sessions. The plan has been prepared with accommodations in mind for students who face challenges in accessing reliable internet.

The partnership between the school and our families is of great importance during remote learning. We encourage you to reach out to your child's teacher with any concerns about their learning or wellbeing.

Thank you for your ongoing support as we continue to work together to achieve the very best educational outcomes for our students.

Dr Andrew Parry
Principal

A MESSAGE FROM THE HEAD OF JUNIOR SCHOOL

Kinross Wolaroi Junior School is prepared, alongside our core face to face teaching, to present programs via remote learning in 2021. Following our most recent remote learning experience we know the improvements in ICT services, school systems and approaches to teaching online have made remote learning a more engaging and sustainable experience for students, families, and staff.

Our online teaching programs follow the same content as would be delivered in a class situation but have been tailored to suit online delivery. Activities are intended to provide students with the opportunity to continue to learn new knowledge and skills supported primarily by the involvement of the class and specialist teachers and for some students, due to their young age, parents and caregivers.

The school is mindful of the demands on internet and devices during periods of remote learning (and working).

As parents please be kind to yourselves and kind to your children, by placing reasonable expectations during this time. Know we are here to support you.

Included in this guide is information for accessing our remote learning platform for students and parents. A Teams page has been created for parents. As always you can contact the School through Junior School Reception 02 6392 0316 or via email to junioroffice@kws.nsw.edu.au. Mrs Kennewell will be monitoring email and will send messages on to the appropriate teachers.

If you have any questions or concerns, please do not hesitate to contact me.

Wishing you all good health and safety.

Mrs Denise Hayward
Head of Junior School

GETTING STARTED WITH REMOTE LEARNING

Just like learning on campus, there is a planned structure for each day of remote learning, and this has been designed with the best outcomes for student learning and wellbeing in mind. To facilitate remote learning each student is provided with a take home remote learning pack which include a number of key items to support learning from home. These include:

- Scrapbook
- Exercise book
- Whiteboard – rubber, pen
- Printed sheets to support specific lessons and scaffold students in particular tasks
- Textbooks
- Ipads in Years 5 and 6 – chargers...
- Other as relevant to specific year groups

The timetable has been structured to reflect what is covered in a school day with some slight variations due to the unique opportunities learning from home provides. All key learning areas have been scheduled, including specialist lessons. All families are provided with one whole school timetable to enable students and parents to map out online lessons across a number of different year groups.

Weekly Teaching and Learning Overviews are available on Teams each Sunday by 5pm outlining lessons for the week. These are updated each afternoon in preparation for the next day. In providing this it is hoped families can better plan their working arrangements and students can organise any specific materials they need for a lesson.

Throughout the day live lessons are delivered using Microsoft Teams. Students will be expected to attend each lesson online, using their laptop and headphones, with their subject resources and equipment. That said we understand this is not always possible with the number of devices available in a household, demands on data allowances and bandwidth. For this reason live lessons are recorded and can be accessed at other times.

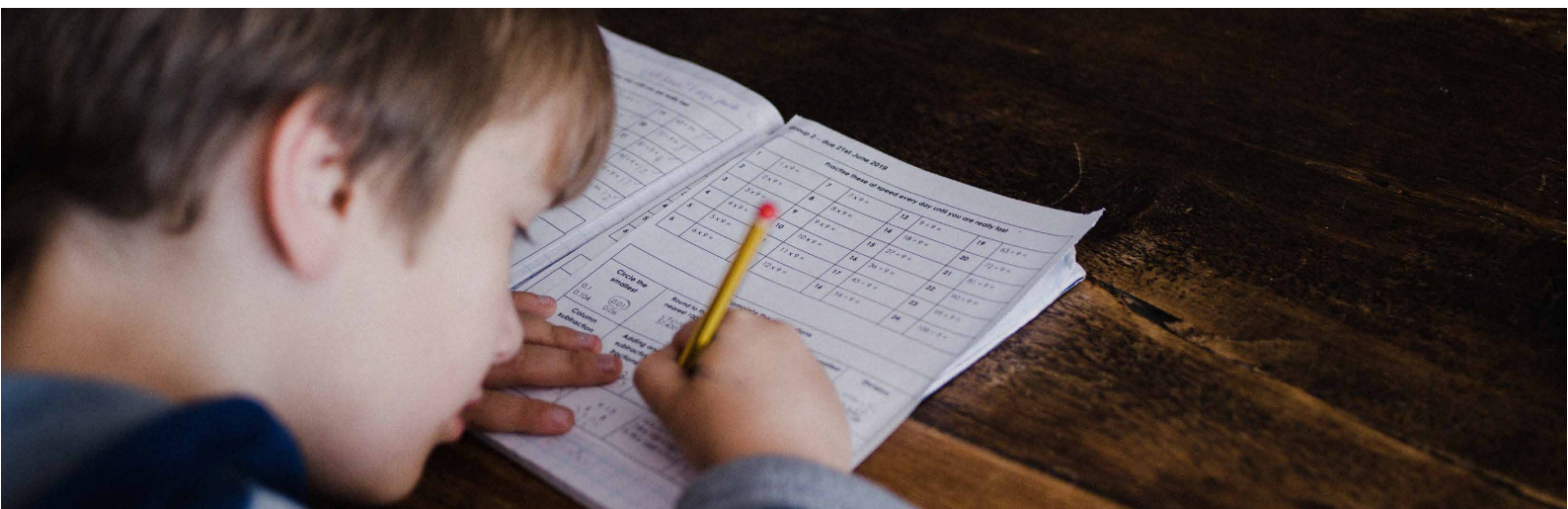
Teachers present and record a 20 min session that is available to students after the lesson time through the Year Group Team.

Student work is submitted and returned using Seesaw in Pre-Kinder to Year 2 and Teams for Years 3 to 6. Teachers will maintain a record of student engagement in the learning activities and provide timely feedback where required. If students fail to complete tasks, in the first instance the class teacher will contact the student, depending on the age of the child. As appropriate teachers will contact parents/carers.

Should a student be unable to complete their assigned online tasks due to sickness or leave, the same procedures apply as during on-campus attendance. Contact Junior School Reception at juniorschooloffice@kws.nsw.edu.au for leave of up to two days. Leave of three days or more must be approved by the Head of Junior School.

Onsite supervision is available to children of essential workers. Please register your child through juniorschooloffice@kws.nsw.edu.au

Students working onsite will be following the remote learning program with support from staff. While School devices will be provided to students on campus children are asked to provide their own earphones and bring their remote learning pack. Students may like to bring materials for passion and construction projects.



DAILY TIMETABLE

LESSON	ACTIVITY
BEFORE SCHOOL	<ul style="list-style-type: none"> Wake up at a reasonable time to avoid rushing Eat breakfast and complete morning routine tasks Put on Kinross Wolaroi PE uniform Fill water bottle
STUDENT DAILY PREPARATION	<ul style="list-style-type: none"> Prepare physical environment for learning - sit at a flat surface with good posture and lighting along with computer charger nearby or plugged in Check the timetable and teaching and learning overview to ensure you have writing materials and books available
ROLL CALL 8:45am - 9:15am	<ul style="list-style-type: none"> Meet your teacher and classmates online Students who do not logon at this time will be marked absent and families will be contacted
PERIOD 1 9:00am - 9:40am	<ul style="list-style-type: none"> Join in scheduled live session with teachers and complete and submit individual activities as outlined on the weekly overview
9:40am	Stretch break and transition
PERIOD 2 9:45am - 10:30am	<ul style="list-style-type: none"> Join in scheduled live session with teachers and complete and submit individual activities as outlined on the weekly overview
MORNING TEA 10:30am-10:50am	<ul style="list-style-type: none"> Step away from the screen Eat something light – avoid heavy meals Take time to refresh. For example, go outside for fresh air and to stretch
PERIOD 3 10:50am-11:40am	<ul style="list-style-type: none"> Join in scheduled live session with teachers and complete and submit individual activities as outlined on the weekly overview
11:40am	Stretch break and transition
PERIOD 4 11:45pm-12:35pm	<ul style="list-style-type: none"> Join in scheduled live session with teachers and complete and submit individual activities as outlined on the weekly overview
LUNCH 12:35pm-1:35pm	<ul style="list-style-type: none"> Step away from the screen Eat something more substantial Take time to refresh. For example, go outside and do something active
PERIOD 5 1:40pm-2.30pm	<ul style="list-style-type: none"> Join in scheduled live session with teachers and complete and submit individual activities as outlined on the weekly overview
2:30pm	Stretch break and transition
PERIOD 6 2.35pm-3.15pm	<ul style="list-style-type: none"> Join in scheduled live session with teachers and complete and submit individual activities as outlined on the weekly overview
After school	<ul style="list-style-type: none"> Be active, rest and relax, Contribute to the household – take the garbage out, set the table for dinner, empty the dishwasher, hang up the washing...

STUDENT RESPONSIBILITIES

It is important for students to understand and follow the remote learning guidelines listed below. These are in addition to the ICT agreement signed earlier in the year. Kinross Wolaroi learners must continue to meet their responsibilities in relation to their teachers and classmates.

As when on campus, students participate in lessons with integrity and diligence, including completing all learning tasks to the best of their ability. During remote learning, students will:

- Be on time for lessons and wear Kinross Wolaroi PE uniform
- Come prepared to each lesson, using a laptop/ipad and personal headphones, ensuring the camera and microphone (on mute) are both on and working.
- Have subject resources and hand-writing materials ready to use for each lesson
- Respond to teacher requests in a timely and respectful fashion
- Remove distractions from devices – close email, music or chat apps

RESPECTFUL INTERACTIONS

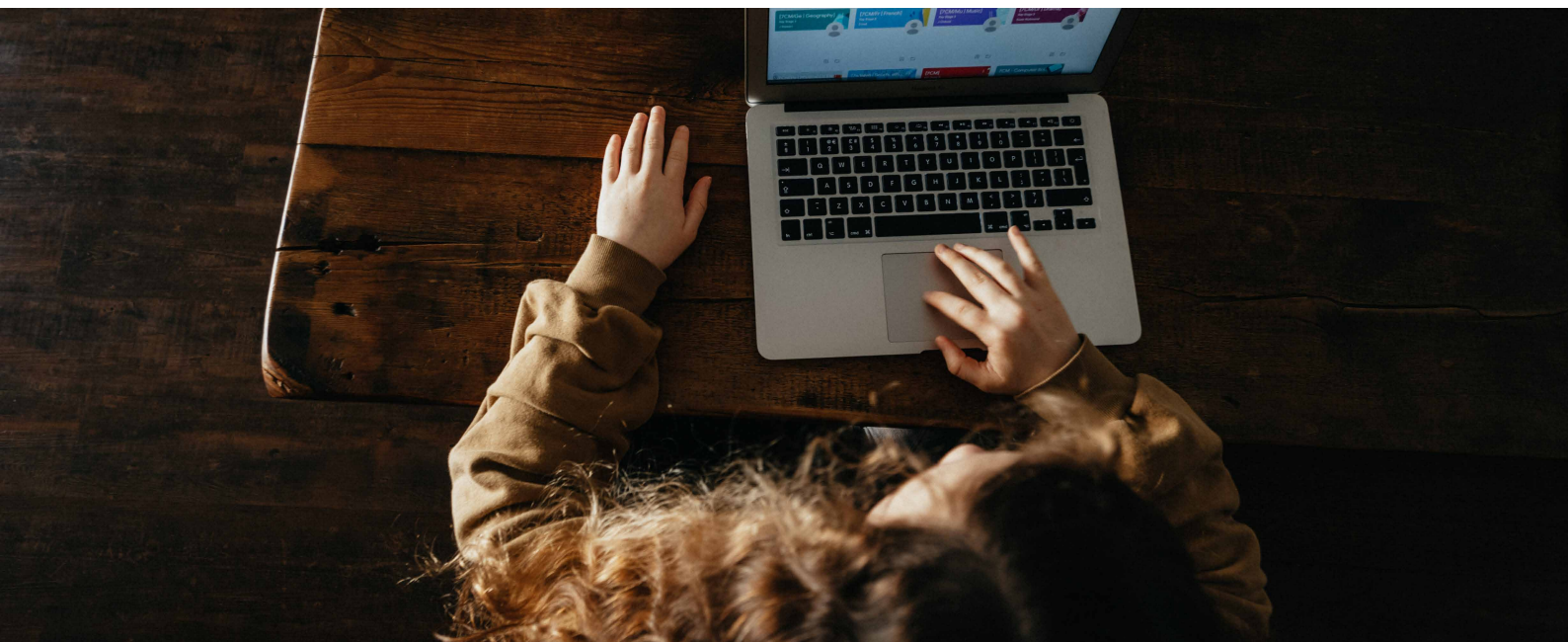
- Speak online in the same way as expected in a classroom
- Ask questions in the chat bar or via the 'Raise your hand' function
- Remain attentive during lessons, be patient and respectful with teachers and peers
- Ensure your microphone is muted during lessons unless your teacher asks you to unmute
- Do not use inappropriate or distracting virtual backgrounds

LIVE LESSONS

- Under no circumstances can a lesson or other online interactions be recorded by students or families. Teachers will record live lessons and make them available in the thread below the meeting
- Students must not go back into a completed meeting, restart the meeting and create a "chat space" with a group of students
- Teachers monitor channels during school hours and they will be turned off outside of this time
- The Year Group Team is not for 'playground conversations', such as chatting in posts or video calls between students – parents are asked to facilitate other ways to catch up with friends
- Instead of posting 'thanks' or agreeing with comments, use the thumbs up emoji 👍 to the right of the comment.

WELLBEING

Use breaks to leave your desk and move around, stay hydrated and have something to eat. Make sure you have time away from screens. Schedule physical activity each day – walk the dog, have a run, help around the house and property. This will help to improve your focus during lesson times.



PARENT RESPONSIBILITIES

In working in partnership with the School, Parents/Carers are expected to provide support by:

- Regularly monitoring digital platforms and communication to check for announcements and feedback from teachers.
- Defining a space for your child to work in, ideally in a public and quiet space with minimal distraction
- Ensuring students are dressed appropriately, including wearing a School Kinross Wolaroi PE uniform
- Establishing routines and expectations, consistent with the daily timetable
- Discussing what respectful interactions 'look like' with teachers and peers online
- Beginning and ending each day with a check-in to help them manage stress
- Encouraging physical activity and/or exercise each day
- Monitoring the balance between on-line and offline activities
- Keeping your child social but setting rules around their social media interactions

COMMUNICATION

Parents can use the Parents Channel in the Year Group Teams to communicate with the teachers. For more private matters parents may email the teacher directly. Be aware staff will be monitoring these channels of communication during normal school hours from 8:30am to 4:30pm. Please allow a 24-hour turn around for responding to emails, as per the school policy.

TEACHER RESPONSIBILITIES

- Collaboratively design and deliver a remote learning program to be undertaken by students either online or onsite, including breaks from screen time, unplugged activities and learning experiences that require minimal parent supervision.
- Set clear and consistent expectations for students, including interactions online.
- Use school approved platforms for communicating with students and parents in a timely manner.
- Monitor course work and provide feedback on learning activities

This will be achieved by:

- Uploading all learning resources to the Teams platform
- Engaging students through carefully designed, authentic and meaningful learning opportunities
- Maintaining regular connection with students and providing opportunities for peer-to-peer learning and collaboration
- Monitoring course work and providing feedback on learning activities
- Catering for students with additional learning needs, with support from the Learning Support Team

RESOURCES AND SUPPORT

REMOTE LEARNING HOME PAGES

Students access online learning through the Remote Learning Home Page on Teams.

WEEKLY OVERVIEW

The Weekly Overview is the outline of teaching and learning activities planned for the week. It is posted on a Sunday afternoon by 5pm and updated each day, as appropriate, by 5pm.

LINKS TO STUDENT RESOURCES

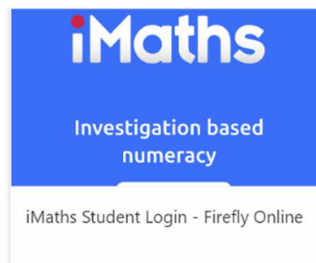
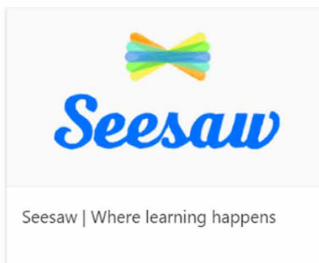
Each Year Group Team provides access to uploaded classroom resources through links to programs used in the delivery of remote learning.

In addition to links provided for programmed class lessons there are links to activities students may like to access to take their learning further and delve deeper into an area of special interest. Topics include science, art, music, stories and virtual tours.

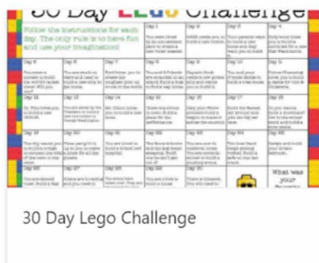
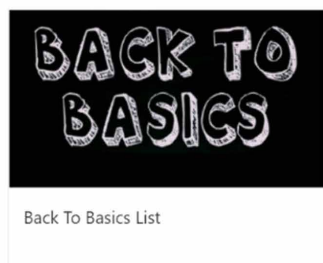
PARENTS & CAREGIVERS

In each Year Group Team, there is a Parent channel. This includes tabs for quick access to the whole school timetable and relevant resources. If there are any suggestions for resources to include on this page for all Parents and Caregivers, please email Junior School Reception.

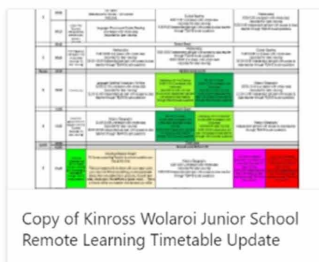
Classroom Resources



What Can I Do Now?



School Resources



RESOURCES AND SUPPORT

BOOST GROUPS

Boost Groups will continue during the remote learning period via video call. Each group will have a channel for calls and questions with their teacher. More information will be communicated to the students involved.

MUSIC LESSONS

Arrangements for Remote Instrumental Lessons should be made directly with the Instrumental tutor. For any questions or concerns, please contact your tutor or Ms Katherine Howarth khowarth@kws.nsw.edu.au

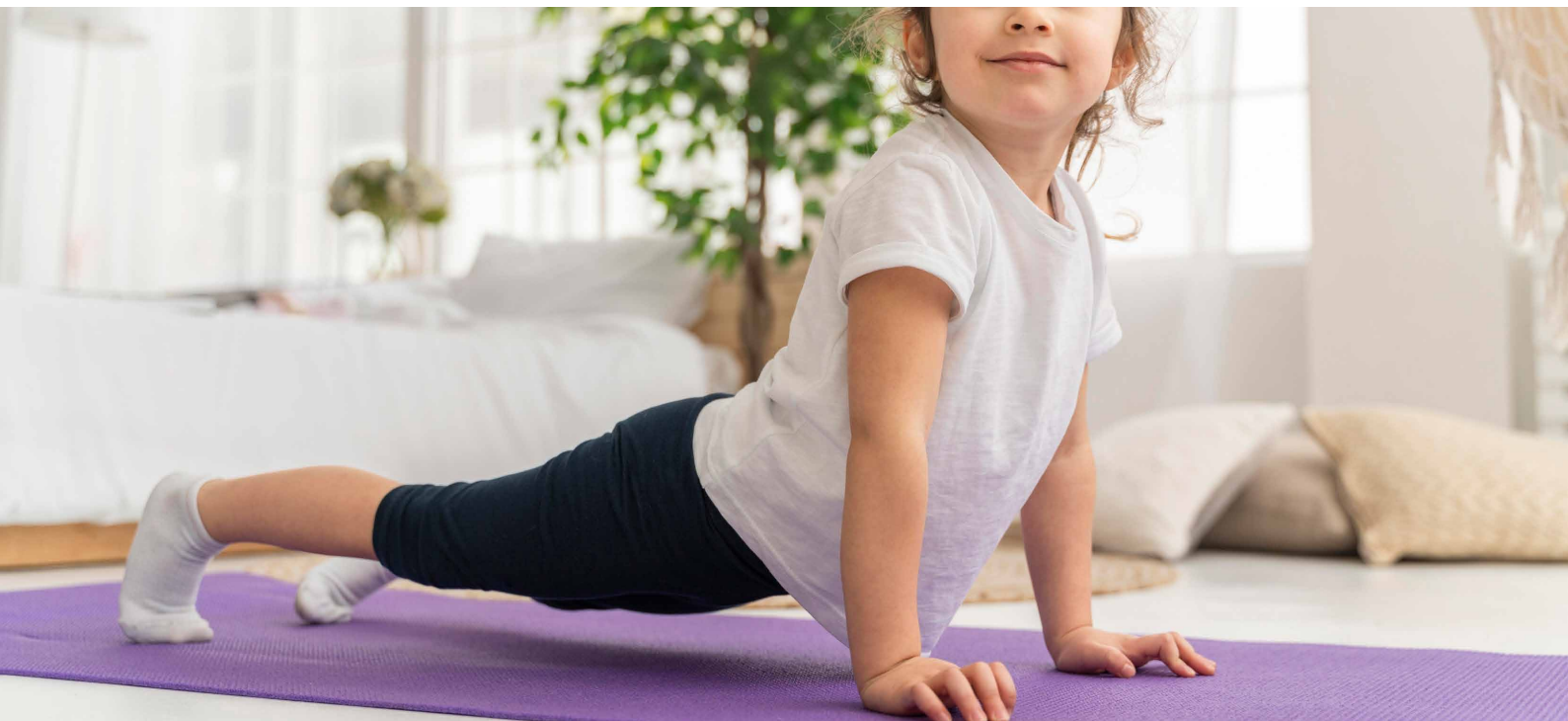
PDHPE CONSIDERATIONS

As part of the specialist program included in the timetable Mr Jones, the Junior School PDHPE teacher, will provide guided lessons to encourage students to develop gross motor skills and maintain physical fitness.

Parents should understand when their children participate in any of the home exercises there is a possibility of physical injury. It is advised children participate with parental supervision and by allowing their children to participate parents agree to accept the risk of injury to their children. To reduce the risk of injury, every effort is made to make each task suitable for the corresponding age group. It is also advised children find a suitable space to complete the exercise, warm up effectively and stay hydrated.









Safety Considerations for at home PDHPE:

- Parents / carers should contact the school or PDHPE teacher if they require further information regarding Physical Education occurring in their home as part of their child's PDHPE learning.
- Students to ensure all activity surfaces are smooth, flat, free of obstructions and loose objects.
- Students to wear appropriate footwear such as sports shoes.
- Students to wear appropriate clothing such as their school PDHPE uniform or similar.
- Students to stop and seek clarification from their PDHPE teacher/s if unsure of techniques or if activities are beyond their ability.
- Students to ensure medical devices such as asthma inhaler or EpiPen is easily accessible.
- Students to have drink bottles and if outside, wear sun protection during Physical Education.
- Parent /carer in close proximity for supervision of Physical Education for primary and junior secondary students.
- A responsible adult/ older sibling in close proximity for Physical Education for senior secondary students in case assistance is needed.
- Students to adhere to safe and appropriate use of equipment involved in learning.



FREQUENTLY ASKED QUESTIONS

WHAT PASSWORDS DO WE NEED?

TEAMS		Microsoft login & email address: 29smithj@kws.nsw.edu.au Password: School password
OFFICE365		Microsoft login & email address: 29smithj@kws.nsw.edu.au Password: School password Access to Teams, Outlook, OneDrive, Word, Excel, OneNote (Class Notebook) and more.
SEESAW		Click on the link in your Year Group Team or alternatively download the See Saw app to your device. Tap 'I'm a Student'. Scan the individual student QR code in the Remote Learning Scrapbook.
CLICKVIEW		Microsoft login: 29smithj@kws.nsw.edu.au Password: School password
MATHLETICS		The majority of students have already been using Mathletics. A QR code for logging in should be on the Passwords page of the Remote Learning Scrapbook.
IMATHS		Click on the link in the Year Group Team. Enter your class code.
TYPING CLUB		Microsoft login: 29smithj@kws.nsw.edu.au Password: School password
EPLATFORM BY WHEELERS		Login: Borrower Barcode Password: kinross The Borrower Barcode should be on the Passwords page in the Remote Learning Scrapbook

Some Year Groups may use other online resources. Contact the classroom teacher for login details.

FREQUENTLY ASKED QUESTIONS

HOW DO I LOG INTO TEAMS?

The Microsoft Teams app can be downloaded onto any smart phone, tablet, laptop or desktop computer.

If you do not have the app, access Teams, and all of the Office 365 programs, by opening any browser and typing office.com into the address bar. Sign in with your Microsoft login and school password.

HOW DO I UPLOAD AN ASSIGNMENT INTO TEAMS?

Find the relevant Assignment post on the General Channel of your Year Group Team.

Click on [View assignment](#)

The Immersive Reader can read the instructions to you. Click on add work.

Next, you will get options to upload files from your OneDrive, a link to work, files from Teams. Upload from this device or take a photo.

To upload a file, choose the directory you wish to use and find the file you wish to upload.

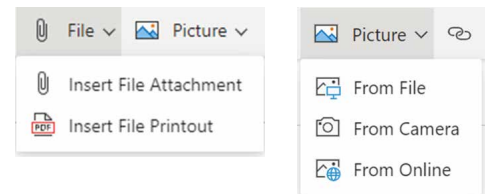
To upload a photo of your work, click on take a photo and confirm when you are happy with the photo.

The final step is to click on hand in, in the top right corner.

HOW DO I UPLOAD WORK INTO ONENOTE?

In the personal student folder, students can +Page and type straight into the OneNote. It will save automatically.

If students want to upload a file into their Class Notebook, select or add a page, then click on Insert. Next select from a range of options including File, Picture, Link and Audio. Choose the file type to upload and then select options.

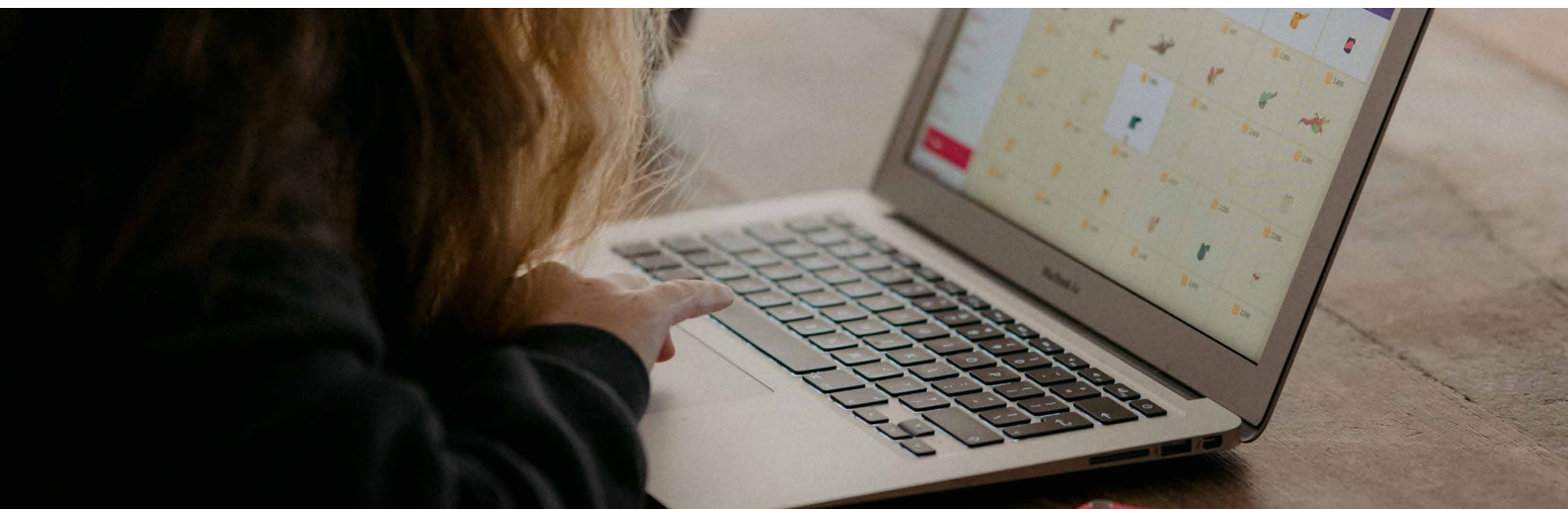


HOW DO I LOG INTO SEESAW?

Click on the link in your Year Group Team or alternatively download the See Saw app to your device. Scan the individual student QR code in the Remote Learning Scrapbook.

HOW DO I UPLOAD WORK INTO SEESAW?

At the top of the screen is a green circle saying 'add'. Click this circle to choose photo, drawing or video uploads. Make your selection and when you are ready to send, simply press the green tick in the top right corner.



KEY CONTACTS

Students can communicate with teachers through the landing page on the General channel under Posts. Please remember this is for “classroom conversations”. Be mindful of comments. Students can also ask questions relating to particular lessons in the thread underneath the appointment in the channel.

Parents can use the Parent channel to communicate with teachers. **For private matters please contact the School through Junior School Reception 02 63920316 or via email junioroffice@kws.nsw.edu.au.** Mrs Kennewell will be monitoring email and send messages onto the appropriate teachers.

Teachers will be monitoring these channels of communication between normal school hours and respond accordingly.

Principal

Dr Andrew Parry
principal@kws.nsw.edu.au

Head of Junior School

Mrs Denise Hayward
junioroffice@kws.nsw.edu.au

Junior School Office

Mrs Gail Kennewell
junioroffice@kws.nsw.edu.au

Instrumental Lessons

Ms Katherine Howarth
khowarth@kws.nsw.edu.au

Emails for any staff member can be sent to junioroffice@kws.nsw.edu.au and will be forwarded to the appropriate staff.

ICT Help

For assistance with Online Platforms, such as access to Teams or School Email account, please contact our Help Desk 02 5319 0222 or email support@kws.nsw.edu.au (Please include student name, year group, and best contact phone number in email to support).

Please note the Help Desk can support issues with school programs and school aligned-devices. For issues with personal devices, home internet or other programs, families will need to consult their usual providers.

In times of working and studying from home, there are increased demands on internet providers. This may slow down Wi-fi, downloading and uploading. In addition, remote regions may experience difficulties with internet service, which has been considered in the development of the teaching programs.

Before you begin remote learning lessons, check students can log into Microsoft Teams and access their Year Group Team. From here, students can test the links on this page and check they know the passwords and have access to the resources that are needed.

