



# Remote Learning - Student Guide



## Things to Remember...

This is not a normal situation- it's natural for it to take some getting used to.


Nobody is expecting you to get it all right immediately- it will take time to hone your routines and processes.

Follow your teacher's instructions and ask for help whenever you need it

Your teachers will be there to support you.

See what others are doing- there is a wealth of experience between us.

Establish a specific place at home where you will work each day.



What else  
do you need to  
confidently be able to  
be ready for Term 2?

Let us know and we  
will show you.

**Reflect.**

**How prepared you are for remote learning, and what assistance do you need?**

## The need to...be prepared.

### Assessing and planning for Remote Learning.

Assessing your own preparedness will help you to identify what skills to brush up on or develop in order to be ready to begin remote learning. The following checklist can be taken as a starting point for being ready to do this, and the items below refer to skills necessary for Highview College students.

#### Communication

- I know how to email teachers
- I know who to contact when I need help

#### Technical Readiness

- I have internet access on my computer
- I know my login details
- I know how to access SEQTA
- I know how to submit work on line

### Skills for Remote Learning

- I know where to find coursework information
- I know how to use the camera on my computer
- I know how to join 'Google Meet'
- I know how to create and share a video with my friends

### Can you use the approved software?

- Video conferencing – Google Meet <https://meet.google.com/>
- File Sharing – Highview Cloud <https://cloud.highview.vic.edu.au/>
- Recording – Open Broadcast Studio (OBS) <https://obsproject.com/download>
- Video Editing - OpenShot (<https://openshot.org/download>)
- Inter-class communication – SEQTA Forums <https://learn.highview.vic.edu.au/>
- Intra-class communication – Email “Outlook” on laptop
- Video Sharing – Youtube Studio (<https://studio.youtube.com>)

Maintaining routines.

Your priorities and responsibilities remain identical and our work together will continue.

## The need to...continue doing what we do well.

### **Your timetable.**

Your timetable will remain the same. You will be expected to undertake study in the same subjects at the same time you are currently scheduled.

Your days at school will be the same – just done at home.

### **Your attendance.**

You need to 'attend' each on-line class. Make sure you are registered as being present.

If you have a 'meeting' with someone else when a class is scheduled they will advise Reception.

The roll will be marked in the first 10 minutes of each scheduled class. Your teachers will not stay on line for the entire duration of the class – they will give you time to work independently too, just as they do in class.

This may change in time, but it is how we will commence during this transition phase.

### **Learning assistance.**

Learning Support teachers will continue to support students in Learning Support classes. Aides are also available to assist students in Mainstream classes at the request of a teacher.

### **Your DELTA Mentor.**

DELTA Mentors will continue to monitor your wellbeing and overall progress. They will stay in touch with your parents to ensure that you are OK. Please let them know if you feel anxious or worried about anything

Every day will commence with our usual 10 minute 'check in' with Mentors in the morning.

### **Tutorials.**

Tutorials will continue to run as scheduled. Check Daily Notices to see when they are running.

### **Expectations of behavior.**

Our expectations of learning behaviors remain the same. You must not interrupt anyone else's learning. Discipline issues will be followed up, as usual, by a member of the Student Wellbeing Leadership Team.

### **Your Head of School.**

Your Head of School will continue to 'meet' with individual students throughout the day, as required. Teachers will be advised if a student will be 'missing from their class' and Heads of School will advise Reception staff. If you need to speak to your Head of School, please email them.

### **Careers advice.**

Senior students will continue to be supported with Careers advice by phone.

Maintaining expectations.

Remote learning days are not 'free days'. Maintain your commitment to your learning.



## The need to...continue to be engaged.

### Reporting & explaining absences.

Absent students must follow the same procedure of a parent contacting Reception as early as possible, to advise of an absence and to explain absences. Absent students should check SEQTA to see what they have missed.

### Appropriate dress.

Appropriate dress requirements apply to remote learning days. It may feel strange sitting at home in out of uniform day dress requirements, but while you are in classes this is an expectation.

<https://www.highview.vic.edu.au/index.php/enrolment/uniform>

Maintaining this routine will also assist you to distinguish between work and non-work periods.

### Punctuality to classes.

As always, classes must start on time and finish on time. This is respectful of your teachers and peers. Set alarms to ensure that you are on time for every lesson.

### Create a workplace at home.

Your home will be your workplace. Establish one area from which you will work. Ensure that what is behind you and around you is appropriate to a learning context.

Placing a lamp behind the laptop screen will make faces easier to see on camera. Avoid having a window behind you – your face will be in darkness.

### Appropriate focus.

Avoid attempting to multi-task during lesson times. The temptation to have a television on or music playing should be avoided. You need to focus throughout the periods of learning. This will require self-discipline and persistence.


We realise that many of you will not have close supervision or assistance during the time you are 'at school' remotely. This is an opportunity to take responsibility and develop your capacity to be self-directed.

### Maintaining formal relationships.

Be careful not to become casual in your interaction with teachers. Teachers will communicate with groups or copy someone else in to any correspondence they have with you (a Head of Faculty or Head of School).

### Appropriate language.

These circumstances are unusual but the expectations remain the same with regard to clear communication. Use formal language and edit carefully for accurate language use when communicating in writing. This applies also to texting teachers or when in collaborative workspaces.



It is your  
job to be a  
student

Maintaining community connections.

Sustain a sense of community while engaging in remote learning.

## The need to... remain connected with community.

### **Connect with your teachers and friends.**

Use video to stay connected with friends and teachers to extend learning. This can be really reassuring and beneficial.

Your teachers will be using video to present concepts and you can do the same to study with friends.

### **Join in.**

Try something you haven't tried before. Check the Daily notices to see what's happening and get involved.

### **Continue to volunteer.**

Community Service is as important as ever. You may be able to offer your services to assist others from home. Many people may be feeling frightened and lonely during this period. See how you can assist.

### **Continue to be aspirational.**

Physical distance will not stop the world turning. Seek information about courses on-line at TAFE and Universities. Apply for scholarships and check prerequisites for courses which interest you. See if you can complete additional short courses on line, such as Responsible Service of Alcohol (RSA), Safe Food Handling, etc). Keep building your portfolio.

### **Be careful using social media.**

Limit your exposure to unknown on-line groups. Stick with people you know and shut down anything which is not 'kind' to anyone. There will be a lot of people on line with nothing better to do than bring people down. Avoid them.

### **Do not stay in your room all day.**


The idea of working from your bedroom may seem tempting but try to separate where you sleep from where you work. Your routines need to remain as healthy as possible. Restful sleep and active engagement both need attention. Even if you swap rooms with a sibling, try to distinguish the purpose of each physical space.

### **Check in with family.**

There are going to be challenges with many people probably working from home in time. This will be confronting for everyone. Take the time to ask how others are and really listen to their response.

### **Leave the house.**

We are so lucky in this regional area to have the opportunity and space to walk without being in crowded conditions. Make use of that freedom. Exercise! Walk the dog. If you have a veggie garden, leave some lemons or tomatoes at a neighbour's door. Connect (even if virtually) at every opportunity.



Stay  
connected to  
real people

Maintaining balance.

Ideas for maintaining balance between school and home when the lines become blurred.

## The need to... maintain balance.

### **Share (and stick to) hours when you will not be on-line.**

While you will be expected to be working on learning activities throughout the usual school day, it'll be quite easy for you to fall into a pattern of working on assignments for longer hours than you might normally do

Although you will need to be flexible in your approach to remote learning, having cutoff times for when work starts and finishes will help to maintain a balance. After this time, it's OK not to check your email - this is your down time to focus on family and home responsibilities.

### **Take regular breaks away from your computer.**

When working remotely, you'll be spending more time in front of a screen than you are used to, so it's very easy to spend long periods sitting. Try to make a habit of standing up and moving around regularly, taking a break between jobs to go outside for some fresh air or checking in with other family members who are at home.

### **Keep moving.**

While you are working remotely you will have far less movement built into your day. It is important that you continue to include physical activity into your routine.

Your teachers are also aware of this and will ensure that some activities require kinesthetic responses.

### **Switch on 'screen time' and 'bedtime'.**

If you're on your computer a lot during the day, switch on 'Screen Time' to see how much time you're spending in front of your device and to check that the time doesn't creep up as you spend longer learning from home. Try setting restrictions to stop yourself from accessing your devices without consciously choosing to ignore them.

### **Reach out for help.**

Reach out to a member of your family, a trusted teacher, your DELTA Mentor, your Head of School or the Chaplain if you're struggling to find balance - everybody's home life will be different and what is manageable or comfortable for some will be challenging for others - that's normal.



Maintaining wellbeing.

Let us know how you are feeling and coping with challenging circumstances.

## The need to... maintain wellbeing.

### Check in with friends during breaks.

Set aside some time to connect with friends with no aim other than socialising. Set up a video call with your peers to maintain social bonds and help you stay positive.

Students in the Senior Years will likely be staying in touch with friends through social media, but make a point of connecting – don't ignore crucial face-to-face opportunities to connect – it is all too easy to become isolated.

### Activities will still run.

Activities which students are used to attending will still run wherever possible. Check the Daily Notices to see what's on and join in!

Students Councils will still meet as scheduled.

### Respond to the surveys – we will be checking in with you several times a week.

Teachers are very skilled in recognising when students are feeling anxious or unsettled, but we will need your assistance during this period. You will regularly be asked to respond to simple surveys checking in on your wellbeing. Please respond to all of these.

Take it seriously if you are experiencing feelings of anxiety or discomfort. Check in with family or get in contact with a trusted teacher, your Head of School or the School Chaplain so that you can be supported with managing those feelings.


### Be aware of your participation and engagement levels.

We will establish routines and you'll start to be able to notice whether you are checking in and engaging. If you feel that this is difficult for you, contact your Head of School for support immediately.

### Schedule a 'virtual gathering'.

Contact some friends, and schedule an on-line catch up; give yourselves time and space to catch up in a video chat to share stories of how working remotely is going for you, and to share what else is new.

Remember that your own wellbeing is key; you can't support each other if you aren't taking care of yourself.



Stay in  
Touch. We  
are here.



With thanks to St Peter's College Adelaide