

Brunswick South Primary School		
Remote Teaching & Learning Policy		
Policy Implementation Date: March 2020	Review Date: As needed	Responsible for Review: Principal Team

Purpose

The purpose of this policy is to provide guidance for staff, students and parents to ensure learning continuity for children and young people during disruption caused by Coronavirus (COVID-19).

Policy points

Brunswick South Primary School continues to follow Department of Education & Training (DET) guidelines in regards to COVID-19. School closures are not a principal decision; it is a decision made following instruction and advice from Department of Health and Human Services and DET. Schools will move to remote teaching and learning upon direction from DET.

Communication

Compass will be the main source of official school communication during this time, in conjunction with the **school email address** and a temporary **mobile phone number**. Social media will be used to continue building community connection and spirit (and to enable parents and carers to share stories of home learning from their children).

Daily Learning Plan

The Daily Learning Plan will include independent learning tasks for Reading, Writing, Speaking & Listening, Mathematics, Humanities, Scienze, Visual Arts, Performing Arts, Physical Education and STEM.

This will include (through English and Italian*):

- Reading and associated tasks aligned with curriculum (eg. comprehension, vocabulary building, online tasks, online books, etc)
- Writing (eg. Independent writing, spelling and word study, etc)
- Mathematics (eg. Open ended tasks, 'real life' experiences, assigned tasks or games).
- Social and Personal Learning (eg. guided conversations, imaginative play, games etc).
- Specialist Areas (Visual Art, Performing Art, Physical Education and STEM). These may include active challenges, simple experiments, creating a dance/song, drawing, creating or making artwork, research into subjects areas like sport rules/artistic styles/scientific discoveries, etc).

**Teachers will ensure that Italian tasks are as accessible as possible and translation support provided for children. Families can choose to modify all tasks to suit individual language capacity.*

Key responsibilities

School leaders will:

- provide whole school updates regularly through Compass and email
- inform the community about any relevant health and wellbeing updates from DET, DHHS or relevant cases of COVID-19 in the school community
- make individual contact with families as required, specifically vulnerable families
- be in regular communication with staff via phone, SMS and teleconferencing
- provide key contacts for families and staff with regards to health and wellbeing
- be available for daily support and to read and respond to parent communication as required
- work to keep the community as connected and engaged as possible
- continue to demonstrate our school values when faced with challenges
- undertake self-directed and online Professional Learning as directed or in line with own professional goals and interests.

Teaching staff will:

- provide daily learning program through Compass by 9am each school day
- ensure learning is relevant and accessible for all families
- communicate regularly to the parents and students through Compass notifications, email or parent carer distribution list
- communicate and collaborate with team members for curriculum planning, delivery and assessment
- connect individually with students and families as much as practicable through Compass, email or telephone
- will check in regularly with school leadership regarding teaching and learning, health and wellbeing or to discuss issues or concerns
- identify students without internet access and communicate through phone calls and postal services
- respond to parent emails as promptly as possible during regular working hours
- provide families with appropriate strategies to support academic, social and emotional learning
- undertake self-directed and online Professional Learning as directed by leadership or in line with own professional goals and interests
- work on their regular working days, ensuring learning tasks are posted in sufficient time for publication
- continue to demonstrate our school values when faced with challenges
- provide tasks that can be realistically achieved in the home environment

Education & Language Support staff will:

- communicate and collaborate with team members for curriculum planning, delivery and assessment
- will check in regularly with school leadership regarding teaching and learning, health and wellbeing or to discuss issues or concerns
- undertake self-directed and online Professional Learning as directed by leadership or in line with own professional goals and interests
- continue to demonstrate our school values when faced with challenges

- undertake relevant administrative tasks as directed by year level leaders, e.g. repairing or covering books, creating resources, developing schedules, translation or reviewing Individual Learning Plans

Administration staff will:

- monitor the school email address and ensure emails are passed on promptly to teachers during regular working hours
- take phone calls during regular school hours through the temporary mobile phone number
- communicate with external providers regarding deliveries, school visitors, hirers and the wider community as required
- continue to be available for HR, OH&S, Finance and other administration support as much as practicable outside internal school infrastructure, e.g. reimbursements, payments, invoices etc.
- continue to demonstrate our school values when faced with challenges
- undertake self-directed and online Professional Learning as directed by leadership or in line with own professional goals and interests

Students will:

- complete tasks and work set by teachers in an appropriate way for their level of learning
- complete tasks that require feedback to teachers so that achievement can be monitored
- communicate any issues to parents or teachers as appropriate
- communicate with friends or peers where practicable
- continue to demonstrate our school values when faced with challenges
- find ways to creatively complete tasks (thinking outside the box) and, where practicable, sharing this with teachers and other students

Parent carers will:

- provide informal communication to families as requested by teachers
- consider opportunities for community connection through a variety of platforms
- continue to demonstrate our school values when faced with challenges
- report to school leadership regarding any health and wellbeing concerns from families

Parents and carers will:

- provide a learning space for students that supports their individual needs, e.g. specific desk or space at home to work
- access learning through Compass regularly at a time that suits families
- reach out to the school if learning tasks are unable to be accessed
- provide overall and general task direction to students and modify as appropriate
- be working to balance the needs of their own work and family and may need to modify the set program
- communicate with teachers about learning
- communicate concerns with learning to teachers or team leaders as appropriate
- continue to demonstrate our school values when faced with challenges
- communicate with school leadership with high level individual health and wellbeing concerns

Brunswick South Primary School - Key Contacts

School Email Address: brunswick.south.ps@edumail.vic.gov.au

School Phone Number: (03) 9380 1231 (to be diverted)

Temporary Mobile Number: 0422 938 014

Teaching Staff				
Foundation Team	1/2 Team	3/4 Team	5/6 Team	Specialist Team
Nancy Cozzo (Team Leader)	Michelle Kumar (Team Leader)	Francesca Mariani (Team Leader)	Chiara Spalletta (Team Leader)	Eileen Archer (STEM)
Aydan de Graaf	Lucy Curatolo	Bethany Tonkin	Caro Guthrie	Giuliana de Franceschi (Performing Arts)
Sarah Pavlidis	Anna Nardo	Ivana D'Aprano	Aimee Gumina	Rachel Harris (Physical Education)
Belinda Colosimo-Minniti	Kate Base	Kate Page	Sarah Burdak	Alice Simone
Virginia Casarin (Language Support)		Giselle Quinti	Simonetta Baio	
Maree Campion (Literacy Intervention and Support)				
Education Support Staff				
	Jo Wals	Vicky Krstevski	Jarrod Brown	
		Nadia Riva	George Mildred-Short	
		Lauren Whitley		
		Giuliano Di Ienno (Language Support)		
Administration Team				
Des Tona – Administration		Key communication contact (Email and phone) Compass support		
Mary Glendza – Business Manager		HR, OH&S, Finance, Newsletter		
Sanae Arnavas – Executive Assistant		Leadership support, International Student Program, Graphic Design, OH&S, Buildings & Grounds (Maintenance), External hirers, Staff Compass support		
Principal Team				
Trevor Strolla		Principal (Key Communications)		
Marg Weymouth		Assistant Principal & Health and Wellbeing Contact (Staff and families)		

Further reading: <https://www.education.vic.gov.au/school/teachers/teachingresources/Pages/coronavirus-home-learning.aspx?Redirect=1#link12>