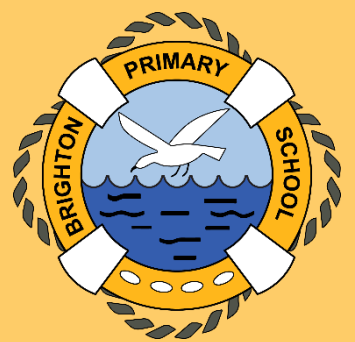


LEARNING AT HOME GUIDE TERM 1 2022



JANUARY 31, 2022

BRIGHTON PRIMARY SCHOOL
AUTHORED BY: REBECCA READ





Revision History

REVISION	DATE	NAME	DESCRIPTION
Original 1.0			
Revised 1.1	24/01/2022	Christie Evans	Resource Center

<https://schoolssaedu.sharepoint.com/sites/BrightonPrimarySchoolStaff2020/Shared Documents/General/Templates/BPS Multipage Document with Title and Contents.docx>





Contents

Welcome	3
Contact Details.....	4
Absent from learning at home.....	4
Attendance.....	4
Behaviour	5
Communication.....	5
Feedback from the Teacher	5
ICT protocols	5
Learning Environment.....	6
Reading	6
Routines	7
Daily Checkin.....	7
Seesaw	7
Student Responsibilities.....	8
TEAMS – Live Lesson	8
EdPass	9
Uniform	9
Wellbeing	9





Welcome

Welcome to Learning at Home!

We are all in this together..... our staff team are here to help you. You don't need to be an expert or a teacher to help your child learn at home.

Communication is the key to our success. Please stay connected with your child's teacher. They are here to help you and your child. This can be done by email, on the phone or by letter.

The leadership team are here to help you as well. Please contact us via telephone and/or email.

Stay connected with our school community- check your child's See Saw, visit the Resource Centre (in person or by email), send us an email, wave to your child's teacher at the beginning of the daily live video lesson and follow us on Facebook.

We recognize that parents may also be working from home which will create a dynamic and potentially challenging learning environment. Your child's learning program is designed to be flexible and can be scheduled to suit families. We do however expect that students 'check in' in the 10 minute morning session each day.

What to expect from your child's teacher

Your child's class teacher will be communicating with you via Seesaw, email and/or telephone. At the beginning of each day your child's teacher will post the daily learning activities on Seesaw or Teams.

Students learning at home (on-line) will have two daily live sessions with their classroom teacher and will engage in independent learning activities via Seesaw or TEAMS. Shortly, you will receive information from your child's teacher about these lessons, including the time.

We are committed to ensure all students receive a quality teaching and learning program. Please take the time to read the information in this guide and then contact your child's teacher if you need further information.

Regards Rebecca



Contact Details

Leadership:

Rebecca Read	Principal	Rebecca.Read360@schools.sa.edu.au
Jan Taylor	Deputy Principal	Jan.Taylor998@schools.sa.edu.au
Christie Evans	Assistant Principal	Christie.Evans848@schools.sa.edu.au
Michelle Smith	Assistant Principal	Michelle.Smith198@schools.sa.edu.au
Kerry Heil	Coordinator	Kerry.Heil379@schools.sa.edu.au
Catharine Carlin	Assistant Principal - CDE	Catharine.Carlin699@schools.sa.edu.au

Other Contact Details:

Sarah Robjent	Front Office	Brightonps.info@schools.sa.edu.au
Kim Middlewood	Front Office	Or
Jan-Marie Cresp	Front Office	8296 3614
Adam Coulls	ICT	Adam.Coulls518@schools.sa.edu.au
Mandy Marshall	Library	Amanda.Marshall252@schools.sa.edu.au

Absent from learning at home

Parents are responsible for informing the school if their child cannot attend on-line learning or complete See Saw learning activities due to illness or family reasons (just like you do when your child is attending school).

Please text the school on **0476 857 212** before 9:00am.

Attendance

Parents are responsible for ensuring their child is attending school regularly. This includes when they are learning at home. Parents are responsible for supporting their child to:

- access Seesaw daily and complete all learning tasks set by the teacher by the due date
- attend daily live video lessons with their classroom teachers

Classroom teachers will take the roll daily. Students will be recorded as 'present' when logged onto daily live sessions. The school will monitor student attendance and follow up attendance issues with families.



If you need support or are experiencing technical difficulties, please contact your child's teacher by email/Seesaw or phone the school on 8296 3614.

Behaviour

Even though your child is learning at home they still need to follow the School Behaviour Code:

Collaboration, group work and feedback during live video lessons will require students to talk to each other and their teacher. Students are expected to be respectful, use appropriate language, listen to others, and wait their turn. The expectations of your child and their behaviour will be the same as face-to-face lessons at school.

Communication

Parents are asked to communicate with their child's teacher via email, See Saw or by phoning the school on 8296 3614 and leaving a message.

Teachers will communicate with parents between 8:00 am -4:30 pm Monday to Friday. If the matter is urgent, ring the school on 8296 3614 as teachers will be teaching during the school day.

Feedback from the Teacher

Teachers will be looking at the children's learning submitted via Seesaw or Teams. Just like they do when teaching face to face, teachers will keep their own anecdotal records to inform next steps in learning for your child. Your child's teacher will acknowledge the learning once a day and provide an extended piece of feedback once a week.

ICT protocols

When learning at home students are to follow the school ICT Acceptable Use Policy.

It is advisable for parents to be aware of the following:

- limit side conversations as they can be easily overheard during an on-line learning session.
- what is visible behind the student. It is advisable to place students in front of a wall as this makes it safer for the others in the home.
- there is to be no recording, either audio or video, of the on-line lesson.



Learning Environment

Setting up the Learning Environment at Home Tips....

- ✓ Establish routines and expectations
- ✓ Set aside a space for your child to work
- ✓ Make a time each day to look at communication from your child's teacher
- ✓ Begin and end each day by asking your child about their learning
- ✓ Take an active role in helping your child with their learning
- ✓ Encourage your child to take breaks, go outside and exercise
- ✓ Monitor how much time they spend on-line

Reading

Reading has always been an important skill - today it's more important than ever. You can create a rich literacy environment at home by reading with your child.

Reading out loud is important

Reading to your child is a wonderful way to support their literacy development by:

- ✓ exposing them to new vocabulary
- ✓ building their knowledge of various subjects
- ✓ delving into topics that interest them.

Make time for reading every day

Make reading together a special time away from interruptions like television or phones. Your child will value the time spent together. You may want your child to read a text they can decode by themselves, or you could get your child to listen to reading. The key is that you are interacting with your child around the words and the topics of the text.

Encourage and Praise

Your child needs to feel successful when learning to read. Give them lots of praise and encouragement.

By providing our children with lots of opportunities to practise we can help them develop more accuracy, fluency and stamina for reading.

Resource Centre/Library

Students learning at home (on- line learning) can borrow books from the Library through an 'email and collect' service. To access this service please email Mandy: Amanda.Marshall252@schools.sa.edu.au your child's name, year level, type of books required (fiction/nonfiction), favourite genres/authors and interest areas e.g. books about dinosaurs. Based on



the information provided, Mandy will put together some books for your child, borrow them out to your child and will contact you to organise a time to collect the books from the front office foyer.

Routines

Planning your child's day

Establishing routines for learning at home is essential for your child's success. Teachers will provide a suggested daily timetable but this should be developed with the needs of the family in mind.

Daily Checkin

Teachers from classes in years 2 and above will conduct a daily check in via Microsoft Teams (More information on Teams further on).

These check ins will be brief and a chance for the teachers and students to have a virtual face-to-face, catch up, check on each other and go over any questions or work required.

Year 2-3 classes will take place daily at 9.00am.

Year 4-5 classes will take place daily at 9.15am.

Year 6 classes will take place daily at 9.30am.

Seesaw

Families can connect to their child's journal on the web (<https://app.seesaw.me>) or by downloading the Seesaw Family App, available on iOS and Android. Connecting families to their child's journal helps you keep families in the loop and engaged in your child's learning through personalized, easy to use, safe, and visual updates.

Families have been invited to connect to their child's Seesaw. If you have not done so please connect with your child's teacher to assist your child with their on-line learning. If you need to have the code reissued please contact your child's teacher for the information.

Please note there are two different Seesaw apps in the stores: Seesaw 'Families' and Seesaw 'Classroom' and both have separate logins. 'Families' is for you as parents to communicate with; 'Classroom' is for students to communicate with and also access and complete work.

SeeSaw have a large range of helpful guides and videos available on their [website](#), some key ones include

[How do I use SeeSaw Activities](#)

[Student Sign In \(How to video\)](#)

[Student Post to Journal \(How to video\)](#)

[Adding other content to SeeSaw](#)



Student Responsibilities

Student Responsibilities while learning at home:

- ✓ Follow the daily routine
- ✓ Wear their school polo top for live video lessons with their teacher
- ✓ Every school day, check Seesaw or Teams for daily learning tasks and feedback from their teacher
- ✓ Post their learning on Seesaw or Teams
- ✓ Do their best, meet timelines
- ✓ Communicate with their teacher if they cannot meet deadlines and/or need help
- ✓ During on-line lessons show respect to others- listen to teacher and classmates, use appropriate language and wait your turn.

TEAMS – Live Lesson

Live video lessons and daily check-ins will be done through an on-line platform Microsoft Teams. Your child will have at least one live lesson with their teacher each day.

For everyone's safety

- ✓ meetings are password protected
- ✓ meetings are locked once started
- ✓ screen sharing for students will be disabled
- ✓ lessons not to be recorded

Students can Access Microsoft Teams through Edpass. (More information below.) Their logins to Edpass have/will be emailed out in a personalised email to families prior to commencing on-line learning.

If you are using Teams on a Tablet or Phone device, please make sure you have downloaded the free Microsoft Teams App from your relevant App Store. To login to Teams see the EdPass section below, but rather than navigating to <https://portal.edpass.sa.edu.au>, open the Teams app and enter your child's email address (below). This will direct you to Edpass where you can select the school and input the username and password as per the EdPass Section.

For a Tablet or Phone see this [video](#) as a guide.

Once you have completed the EdPass Steps and clicked the Microsoft Teams Tile you will have been presented with any or all the "Teams" that your child is a part of. This will most likely only be one, titled "BPS Year "x" Learning Community." Inside the Team is what is called channels. Your child will see General and their Class Name. Anything in the general Channel is visible and accessible by the whole learning community, anything in their class channel is visible by all Staff, but only students of that class.



Clicking on the channel for the child's class will filter down to their class only view. If the online meeting has been started by the teacher(s) then there will be a purple "Join Now" button. Clicking this brings you to the "lobby" where the child will select to have their camera and microphone on or off independently. It is asked that students all start with their microphones off and only turn it on when they are asked to speak. They can then click the Join button a second time and they are in the meeting.

To turn the microphone or camera on/off during the meeting the child can move their mouse or tap the screen and a tool bar appears that includes the microphone and camera button, tap or click to toggle on and off.

You can see all the above in this sample [video](#).

EdPass

EdPass is the department's new authentication portal – short for Education Passport. Once a student is logged into EdPass any of the tiles in the app they click on will take them straight there, logged into that site/application as themselves.

Student can access EdPass via <https://portal.edpass.sa.edu.au> and log in with the credential sent in the personalised email to families.

If you would like to see this in an example [Video](#) please click the link.

Uniform

To maintain some routine we ask students to wear their **school polo top for live video lessons with their teacher**.

We suggest students get up and get ready for school, just like they would do if attending on site, including wearing school polo top. This helps them to focus on their learning for the day and to keep existing routines/ habits in place which will support their transition back to school.

Wellbeing

Being away from school and friends for an extended period of time can have a negative impact on student wellbeing. We will be sharing wellbeing tips on Seesaw and our Blog. If you would like support please contact our Wellbeing/Intervention Leader, Kerry Heil.

Kerry.Heil379@schools.sa.edu.au or phone the school on 82963614.