



# *Our Lady of the Sacred Heart School Merbein*

*Reg. No. 1277*

4<sup>th</sup> August, 2020

Dear Parents and Families,

As you can imagine, yesterday was very busy for staff as we got our heads around the return to remote learning! We received many encouraging words from parents, which was much appreciated. Your child will now have hard copy packs of work to use from Wednesday to Friday this week and the website will be ready for students to access from Sunday. Once again, the teachers have worked very hard to provide the best learning experience possible for our students.

During remote learning for the next six weeks, there will be similar expectations attached to the learning as there were in Term Two. While there is some flexibility to the learning, these expectations are necessary to make sure that our students continue to learn and achieve while away from the classroom. Outlined below are some points to help make online learning run smoothly.

## **Learning from the website:**

- Please remain positive during the online learning time. By encouraging your child and working alongside them, they can continue to reach satisfactory levels in their learning and enjoy it as well!
- We do not expect parents to do the same job that your child's teacher would do! All we ask is that you do your best and support your child throughout this period.
- 3 hours is the expected amount of time to be spent on the website each day. Make sure your child has regular breaks to keep them going. Learning should not be a chore!
- There will be more of a focus on completing the core subjects of Reading, Writing, Spelling and Maths during this period. These should be made a priority each day. All tasks that have been set will need to be completed by the end of the week.

## **Attendance:**

- Attendance will again be judged by the amount of time spent on the learning, the evidence of learning and the presence of students at their classroom Webex conferences. Taking attendance is a requirement of the Victorian Registered Schools Association. Parents will be contacted if a child misses a significant number of conferences or is not completing set work.

## **Communication:**

- If you need to contact your child's teacher to ask questions or seek clarification about a task, please do so between 8.30am and 4pm. The teachers will answer as quickly as they can but please don't expect them to answer outside of the times above.
- Please do not hesitate to call the office if you have questions or issues. We are always available to help.
- Any work that needs to be collected or dropped off can be left on the stand outside of the office door.

**Technology:**

- Those students who accessed a computer from school can again do so, but must arrange this with the office. This can be collected over the next few days and an agreement can be signed.

**On-site learners:**

- Students can be dropped off at school from 8.30am and must be collected promptly at 3.25pm through the drive-through if possible. Parents walking to the gate must wear a mask and must stay back from the gate.
- Students are expected to wear their full school uniform from Tuesday to Thursday and their sports uniform on Monday and Friday.
- Recess and lunch must be brought from home, along with a water bottle. There will be no canteen during remote learning.

**Wellbeing Day:**

- At the end of the third week of learning a Wellbeing Day will be scheduled when students, staff and parents can have a break from the remote learning! This will be on Friday, 21<sup>st</sup> of August. We will send reminders of this as the time comes closer.

**We thank you for supporting your children and the school as we take on Remote Learning once again! We wish you all good luck and hope you enjoy sharing your child's learning experience with them! We can do this!**

*On the following pages are the new login details to the website and the times allocated for Webex conferences. Note: this address has changed – it is not the same as the one we used last term. Please read and type in your login details carefully!*

**<https://sites.google.com/olshmerbein.catholic.edu.au/olsh-term-three/principals-chat>**

## Accessing Webex Video Conferences

To access these virtual meeting rooms, Parents and Students will need to follow these simple steps.

- 1) Go to the WebEx website at - <https://www.webex.com/>
- 2) Click on the JOIN button in the top right hand corner of the screen
- 3) In the “Enter the meeting information” box, type in the appropriate 9-digit code from below and press enter
- 4) There may be a pop up asking to download the app, **this is optional**. You can access the meeting through the web browser you are using by clicking on the “JOIN FROM YOUR BROWSER” option
- 5) Enter a name and email address when prompted and follow the prompts to familiarise yourself with the web page
- 6) Click on the “Join Meeting” button and make sure your microphone is muted to avoid feedback.

For more information, please have a look at the;

- WebEx FAQ for Parents Sheet,
- Quick Start Guide for Students Sheet and
- Tips for an Awesome day with WebEx Sheet.

### Teacher codes for WebEx Video Conference Calls

|                       |             |
|-----------------------|-------------|
| <b>Prep Appledore</b> | 573 038 614 |
| <b>Prep Sullivan</b>  | 579 256 199 |
| <b>Grade 1</b>        | 570 771 716 |
| <b>Grade 2</b>        | 576 911 978 |
| <b>Grade 3</b>        | 572 324 742 |
| <b>Grade 4</b>        | 576 770 669 |
| <b>Grade 5</b>        | 577 818 416 |
| <b>Grade 6</b>        | 577 095 793 |

## Timetable for Video Conferences

Starting Monday 10<sup>th</sup> of August

|                          | Monday  | Tuesday | Wednesday | Thursday |
|--------------------------|---------|---------|-----------|----------|
| <b>9am – 9:30am</b>      | Prep    | Prep    | Prep      | Prep     |
|                          | Grade 1 | Grade 1 | Grade 1   | Grade 1  |
| <b>9:30am – 10am</b>     | Grade 2 | Grade 2 | Grade 2   | Grade 2  |
| <b>10am – 10:30am</b>    | Grade 3 |         | Grade 3   | Grade 3  |
|                          | Grade 4 | Grade 4 |           | Grade 4  |
| <b>10:30am - 11am</b>    | Grade 3 | Grade 5 | Grade 6   | Grade 6  |
| <b>11:30am – 12:00pm</b> | Grade 5 |         |           | Grade 5  |
| <b>12:00pm-12:30pm</b>   | Grade 6 |         |           |          |

**PLEASE NOTE:**

These are the times that each class teacher has booked in for WebEx Video Conferences.

This does not necessarily mean that your child will be required for every one of the sessions.

Please check the information that your child's teacher has send home for specific days, times or groups for each child.

If there are any questions, please contact the teacher directly.