

Guidelines for online learning

From Monday 30 March, Lindfield East Public School will provide online learning for all students, either at home or under supervision at school. Teachers work collaboratively in Year groups, therefore the delivery mode and content will differ amongst students. Our aim is to provide an online classroom similar to a physical classroom, to guide student learning, assist students maintain a level of routine and continue to provide feedback. This form of remote learning will require trial and improvement, so we ask for everyone's patience and understanding as we adapt to this new style of learning.

Students who will be learning from home will be expected to:

- Be ready for learning at 9:15am each day
- Wear appropriate casual clothing
- Find a suitable space where they can learn effectively
- Follow the directions and guidance of their teacher/s and show that they are engaging with all set learning activities
- Continue to complete home tasks and all set work to the best of their ability. All Kindergarten to Year 6 students are to continue with daily home reading and students in Years 3 - 6 Mathematics tasks. Not all activities will be required to be completed online.
- Show Care and Respect, both offline and online.
- Comply with the school's [Student Technology User Agreement](#).
- Comply with the Department of Education's 'Student use of digital devices and online services policy'.
<https://policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471>

Additional information for students learning from home:

- If students are too unwell to engage in online learning, parents/carers will need to complete the absence form on Schoolzine or email the school by 9.15am each morning
- We do not expect students to be sitting in front of their screens for 7 hours each day, however, we do expect all students will make a genuine effort to be proactive and engage positively in online learning
- Only school platforms are to be used for interacting with teachers
- Teachers will not be required to be available for online lessons outside of 9:15am and 3:15pm
- Parents wishing to contact the teacher will need to follow the standard school protocols of emailing the school office
- Students are not to change their passwords, as re-setting passwords is time consuming for staff.

Activities set by teachers for online learning may include:

- Collaborative docs/tasks through Google Classroom – see log on steps below
- Reading
- Use of existing online learning tools such as Reading Eggs, Mathletics and Inquisitive
- Online quizzes
- Live streaming of lessons through a variety of platforms, eg: Adobe Connect, Microsoft Teams
- Project based work
- Physical activity
- Specialist program staff; Music, PDHPE, Library, Science, Mandarin, Technology.

Considerations for parents/carers

- The teacher's top priority is teaching and learning, therefore responding to parent communication may take one or two days. Every effort will be made to respond as quickly as possible.
- We would encourage students to ask their own questions, rather than the parents asking the questions for them, particularly in the younger years. This would encourage child centred learning.
- Teachers use the 'Modelled, Guided, Independent' model of instruction. We advise parents use this model with their children to encourage them to become independent learners.
- Work posted online is for student learning only and not to be shared/posted on social media platforms or shared electronically.
- No recording or taking photos of any identifiable sources, including teacher/student faces and voices, class work.
- No recording or taking photos of live streams or conferences.

Key Contacts

- School office, between 8:30am and 3:30pm
- Email: lindfielde-p.school@det.nsw.edu.au
- Phone: 9416 1955

Advice to parents and carers

The Department of Education has created a 'Learning from Home' webpage which provides information and resources for teachers and parents to support student success when learning remotely. Teaching strategies and resources, learning sequences, student workbooks and materials are being regularly added to the site for students in preschool to Year 12. This site can be accessed via <https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/advice-to-parents-and-carers>

Examples of resources available on this webpage are included below.

We have created a webpage on our school website titled [Learning from home](#). Resources, information and user guides for applications will progressively be added to this site.

Remote learning guidelines for students and parents




Stay connected



Ask questions

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If you don't understand something, ask your teacher or classmates online.



Workspace

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Work in a quiet area, at a desk or table and try to limit distractions.



Use classroom language

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Talking to your teachers and in class is different from how you speak to your friends online. Use proper grammar and avoid excessive emojis.



Focus

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During calls with your teacher, stay focused on the call. Avoid reading chats or looking at other tabs.



Take breaks

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Take breaks away from screen. Move around and try not to sit all day.



Your normal routine

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Eat breakfast, brush your teeth and get dressed in the morning.





Learning environment checklist

In setting up this space the following should be considered:

- Is the area free of distraction?
- Is there excessive noise in the area?
- Are there trip hazards in the area?
- Is the area exposed to direct glare or reflections?
- Does the area have sufficient power points available?
- Is equipment (extension cords etc.) in good, safe, working condition?
- Is there a proper desk and chair and other necessary equipment (light, stationery and devices)?
- Is the chair adjusted correctly?
 - Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
 - The chair backrest should support the lower back and allow your child to sit upright.
 - The chair should move freely and not be restricted by hazards such as mats and power cords.
 - Chair arm rests should be removed or lowered when typing.
- Is the computer adjusted correctly?
 - The screen should be positioned directly in front of your child.
 - The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
 - The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed.
 - The mouse should be placed directly next to the keyboard.
- Are their most frequently used items within easy reach from a seated position?