



SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL

Something Beautiful for God

**GUIDELINES FOR
THE ONGOING
FACILITATION OF
LEARNING**

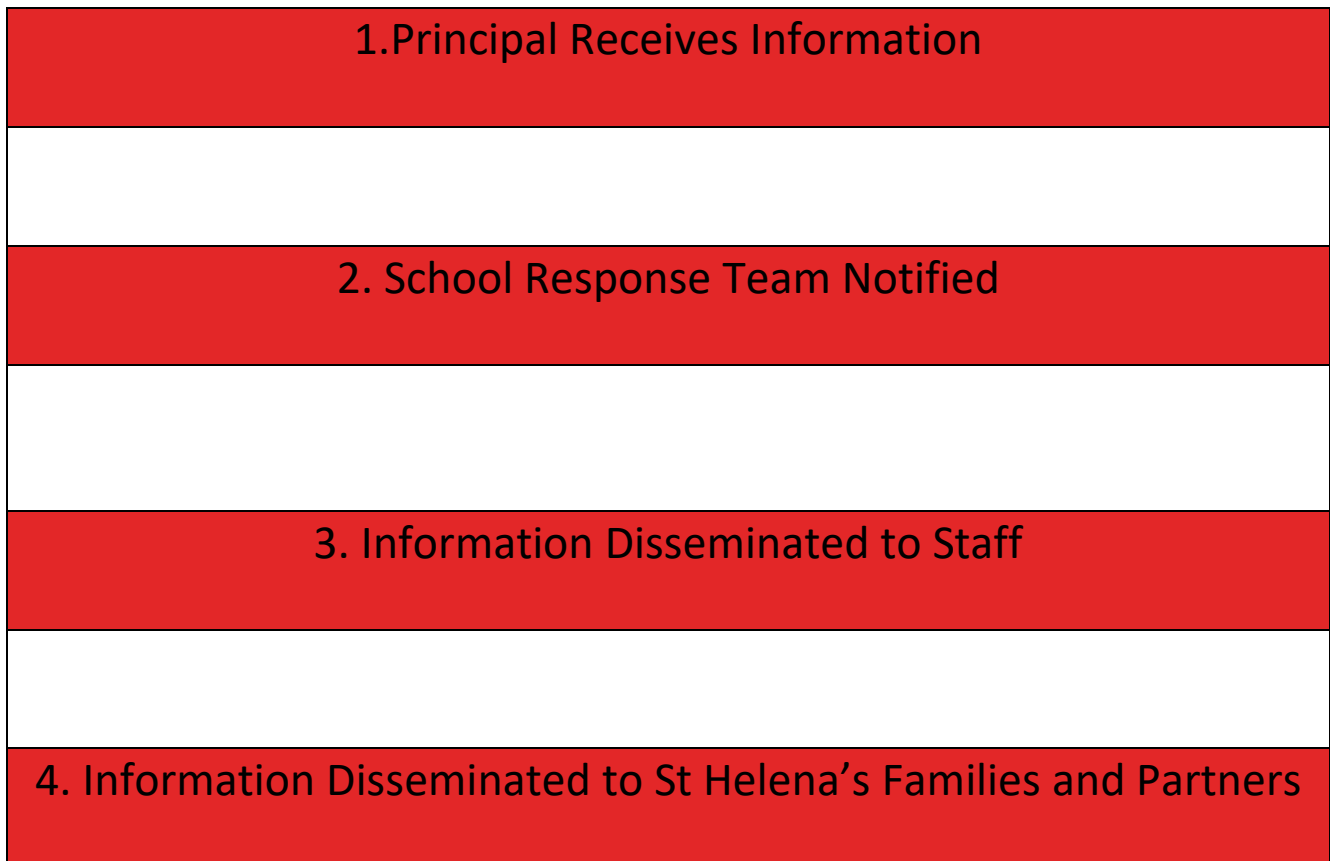
PARENTS' DOCUMENT

PURPOSE

The purpose of these guidelines is to outline the processes and expectations for students, staff and parents for the ongoing facilitation of learning in the event of a school closure or other major disruption to the teaching and learning programme. Teachers will be required to continue delivering high quality education. Students are expected to complete all assigned work under the direction of teachers and under the supervision of parents.

Underpinning the Guidelines is a commitment to enabling students to engage in a Catholic Education that is Christ-centred where students continue to be engaged, challenged and progressing. The decisions and actions articulated in this document maintain the dignity of each member of the school community.

FLOW CHART OF ONGOING FACILITATION OF LEARNING RESPONSE PLAN



SCHOOL RESPONSE TEAM – LEVEL ONE

TEAM MEMBER TITLE		NAME
Principal		Lina Bertolini
Assistant Principal		Pete Merry
Assistant Principal		Victoria Rowland
Assistant Principal		Sascha Saulsman
Senior Administrative Assistant		Heather MacDonald-Rudez

SCHOOL RESPONSE TEAM – LEVEL TWO

TITLE		NAME
SWD Co-ordinator		Kyrya Quayle
Learning Support Co-ordinator		Paulette Lambert
Digital Technology Lead Teacher (DTLT)		Maddie Ciullo
Social Worker		Jemma Trimboli

COMMUNITY REPRESENTATION

Staff

Individual members of the School Response Team (Levels 1 and 2) will have responsibility for communicating with relevant members of staff and seeking feedback to the viability and implementation of the School Response Plan (SRP), providing support and feedback as required.

Parents/Caregivers

- The Principal will inform the School Board.
- The Principal will communicate to the School Community offering avenues to seek support, provide feedback and to clarify information.
- The Principal or the Assistant Principal will inform the wider community which includes but is not limited to our Parish Priest, external partners and neighbouring schools and Day Care facilities.

PROCEDURES

1. Class Teachers: Pre-Kindergarten to Pre-Primary

- 1.1 Pre-Kindergarten families will be provided with a keep-at-home pack of suitable activities for their child in the event of a closure.
- 1.2 Kindergarten and Pre-Primary Teachers will provide a weekly activity guide to share with parents via SeeSaw. The activity guide will outline appropriate play-based activities for students covering Early Years Learning Framework (EYLF) outcomes and key focus areas such as fine and gross motor skills.
- 1.3 Teachers will regularly check their emails between 8.20am and 2.30pm for communication from parents and respond within the hour or at the beginning of the next school day if communication is received after 3pm.
- 1.4 Teachers will complete attendance via SEQTA twice per day, as per normal (by 9am and 2pm daily). Students' attendance will be recorded as present when students join the day's lessons.
- 1.5 Teachers will provide each student with a dedicated workbook for the purposes of this plan if suitable.

2. Class Teachers: Years One to Six

- 2.1 Teachers will provide a daily schedule of lessons and activities for students via SeeSaw and/or Teams as appropriate.
- 2.2 Teachers will ensure that learning is not totally reliant on digital technologies and accommodates the needs of students with limited access.
- 2.3 Wherever possible, work set will reflect the normal curriculum learning intentions and success criteria. Learning activities may differ from those in a classroom setting to reflect the nature of the lesson delivery.
- 2.4 Teachers will regularly check their emails between 8.20am and 2.30pm for communication from parents and respond within the hour or at the beginning of the next school day if communication is received after 3pm.
- 2.5 Teachers will complete attendance via SEQTA twice per day, as per normal (by 9am and 2pm daily). Students' attendance will be recorded as present when students join the day's lessons.
- 2.6 Teachers will provide each student with a dedicated workbook for the purposes of this plan.

3. Specialist Teachers

- 3.1 Specialist Teachers are responsible for uploading weekly lessons or activities and communicating with students and parents via the relevant platform according to each class' regular timetable.

4. SWD and Learning Support Team

- 4.1 SWD and Learning Support Teachers will connect with parents and/or students under their care and monitor students' work and wellbeing to ensure that they are engaged, challenged and progressing.

5. Support and Administrative Staff

- 5.1 Support and administrative staff will undertake a regular workday from home. Staff and parents may contact support staff using the following avenues:

Email: admin@sthelenas.wa.edu.au

Phone: (08) 9297 7500

6. Leadership Team

- 6.1 The Leadership Team is responsible for ensuring a continuity of learning for students.
- 6.2 The Leadership Team and other members of the School Response Team will meet each morning at 8.30am via Teams video conferencing. Further meetings will be scheduled as required.
- 6.3 The Principal will update the school community on the status of the closure or disruption to normal programmes, as appropriate.

7. Parents

- 7.1 Parents are required to support their child's learning – including providing an appropriate place to work and access to a reliable Internet service; and checking that set work is completed by the end of each day.
- 7.2 Parents are responsible for ensuring home Internet filters are set to protect student safety and for ensuring their children demonstrate good digital citizenship and adhere to the school's acceptable use of Information and Communications Technology (ICT) policies.
- 7.3 Parents can contact the appropriate Teacher via email should any concerns arise.

8. Students

- 8.1 Students in Yrs 3-6 must check the relevant online communication tools to see the posts for each day. For younger students, this will rely on adult support.
- 8.2 Students must complete all set work and communicate with their class teachers if they experience difficulties completing the required work.
- 8.3 Students must use school-approved platforms to communicate individually with Teachers and ask questions if they do not understand.

9. Child Safe Framework

In order to ensure the Key Practices of the Child Safe Framework, including extended guardianship, healthy and respectful relationships and situational prevention, are at the forefront of all communications, staff are asked to adhere to the following protocols

- 9.1 The St Helena's Code of Conduct remains and must be adhered to in all instances.
- 9.2 Communication must be on school agreed platforms, take place at appropriate times (normal school day) and be limited to interactions related to student learning and well-being.
- 9.3 Video communications must be pre-recorded. If utilised, Teachers must ensure the location and background setting are appropriate or use blurring and masking options to remove backdrops.
- 9.4 As per the Code of Conduct, staff must report to the Principal behaviour that is not in keeping with the Code.
- 9.5 The privacy of all individuals must be maintained at all times.