



Doctrina Vitae

Bacchus Marsh
Grammar

School Board Policy

Governance

Remote Learning Policy

Approved by the School Principal 16 April 2020





Remote Learning Policy

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1 Statement of Context and Purpose

- 1.1.1 As a result of the contagious nature of COVID-19 and the most current advice from the Australian Government, Bacchus Marsh Grammar is implementing remote learning for all students across all year levels until such time as the government directs otherwise.
- 1.1.2 These arrangements will help to minimise the risk to the health and safety of our employees, students, parents/guardians, and the wider community.
- 1.1.3 To ensure that learning is not interrupted during this time and all students have the opportunity to learn, develop and achieve, teachers, parents/guardians and students need to be aware that they all have an active role to play in facilitating remote learning.
- 1.1.4 This policy sets out the expectations which Bacchus Marsh Grammar has of teaching staff, students, and parents / guardians for remote learning.

2 Related Policies

Bullying, Harassment and Discrimination Policy
Child Safe Policy
Equal Opportunity Policy
Information Technology Acceptable Use Policy
Privacy Policy
School Community Code of Conduct
Social Media and Social Networking Policy
Staff Code of Conduct
Student Acceptable Online Usage Policy
Student Code of Conduct

3 Responsibilities of Bacchus Marsh Grammar and Teachers

Bacchus Marsh Grammar and its teaching staff agree to the following:

- 3.1.1 Each teacher will provide classes as per the direction from the appropriate Head of School, in line with the regular timetable. This will be a combination of classes, small group work, directed learning and homework.
- 3.1.2 A lesson plan will be prepared for each class meeting time. Teachers will incorporate video, print or audio communication as appropriate and use relevant technology, applications and formats which can be accessed by students on their devices. Staff will abide by the expectations of the Online Learning Document: Staff Protocols for Virtual Classes [Attachment 1].
- 3.1.3 Each teacher will provide a class curriculum, to be posted on Schoolbox. This class curriculum will be updated as required and will include:
 - i. class plans and objectives;
 - ii. links to relevant applications, websites and the like;
 - iii. assessment details; and
 - iv. contact details and office hours, to enable students to get in contact with queries and concerns.
- 3.1.4 Teachers will follow the class plans and lesson plans and make adjustments as and when required.
- 3.1.5 Teachers will have established communication options, including video conferencing or email, to enable students and their parents and guardians to get in contact with them with queries and concerns and will make their office hours available via Schoolbox. These should be the usual school hours of 8:30am to 4:30pm.
- 3.1.6 Teachers will set clear expectations for students in respect of the following:
 - i. how classes, small group work and directed learning will be conducted;
 - ii. what students are required to prepare, have available or have access to for classes, small group work or directed learning;
 - iii. how homework or assessments are to be completed and submitted by students;

- iv. when homework or assessment are to be submitted;
 - v. when homework or assessments will be returned to the students; and
 - vi. how feedback will be given.
- 3.1.7 If required, teachers will work with students on an individual basis to modify the class or lesson plans to meet that students' individual needs.
- 3.1.8 Teachers will engage in professional learning and development opportunities to continue to develop skills and resources to facilitate and improve remote learning opportunities for students.
- 3.1.9 Staff unable to fulfill these requirements due to illness or issues of a personal nature usually covered by leave will make application for leave in the manner set down by the School.

4 Responsibilities of Students

- 4.1.1 All students are accustomed to using technology as part of their everyday learning at Bacchus Marsh Grammar and are aware of the expectations upon them when using technology, including the policies the school has in place.
- 4.1.2 Students should be aware that all school policies and expectations continue to apply while remote learning takes place. In particular, the need to abide by and be directed by the Student Acceptable Online Usage Policy. Students agree to abide by the Online Learning Student's document: Student Protocols for Virtual Classes [Attachment 2].
- 4.1.3 In the remote learning context, students must be clear on the further expectations on them, including:
- a) Students are expected to participate in classes, small group work and directed learning opportunities in the same way as they would in the regular classroom, including complying with all directions and expectations as set by their teachers.
 - b) Students are expected to take an active role in driving their education through remote learning, including by:
 - i. Accessing Schoolbox daily to understand what is required for each class, including homework and assignments to be completed, and attendance and materials required for virtual classes, small group work and directed learning;
 - ii. communicate regularly with their teachers and parents/guardians to confirm they understand what they are required to do for each class, including when they are required to be in attendance in virtual classes and small groups and any homework or assignment requirements; and
 - iii. communicate promptly with teachers where they are experiencing difficulties in accessing content or applications used in the classes, or in completing homework or assignments.

5 Responsibilities of Parents/Guardians

- 5.1.1 Parents and guardians can assist students to benefit from remote learning through playing an active role in facilitating a home environment which supports the child's learning. Parents and guardians understand that in participating in online learning that the image of their child will be available to be viewed by Bacchus Marsh Grammar Staff and other students in the class. Parents and guardians in agreeing to participate in online learning agree to the streaming of such images for the sole purpose of online instruction.
- This can be done by:
- a) Providing your child with a dedicated space for completing their remote learning. Ideally the space should be one where the child is able to study and engage in virtual classes free from noise or distractions, but where you are able to monitor the child and assist where required;
 - b) Working with your child to assist them to understand their expectations, including setting up a timetable to outline when they are expected to be engaging in virtual classes and small groups and when homework and assignments need to be completed;
 - c) Discussing with your child the work they are expected to complete for each class;



- d) Accessing Schoolbox regularly to ensure that your child is undertaking the work required for each class;
- e) Encouraging and facilitating your child to maintain regular contact with their teachers and peers.
- f) Parents and guardians will report appropriate absences from online learning to the School in the usual manner. Parents and guardians will not be informed of absences from school in the usual manner unless a student is physically on the School property. Parents and guardians will be able to access absentee data through the parent portal; and
- g) If parents or guardians have concerns about their child, how they are adapting to the remote environment, or the work their child is required to undertake, they should make contact with either their child's teacher or Bacchus Marsh Grammar.

6 Consequences of Breach of the Policy

- 6.1.1 Failure to comply with this Policy may result in disciplinary action in accordance with the Staff Code of Conduct and Student Discipline Policy.

7 Authorisation

School Board No.		
School Board Name	Remote Learning Policy	
Approval Authority	Chair of the School Board	
Approval Signature	Moira Berry Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	16 April 2020	Approved by Andrew Neal
Date of Next Review	16 April 2021	To be reviewed every year

8 History

Date	Amendment
16 April 2020	1. New policy



Bacchus Marsh
Grammar

Staff Protocols for Virtual Classes

Environment

- You should be seated at a table or desk (not on couch or bed.)
- You are dressed appropriately and ready for class as per your timetable.
- Ensure there are no other distractions, turn your phone off, TV off and take yourself away from others.
- Wear headphones with microphone where possible.
- Open your link to the classroom 5 minutes before scheduled time and ensure you have muted class and hit record before you begin class.
- You should have a virtual or blurred background to your video.

Behaviour

- You will need to ask students to identify themselves at the start of class so the roll can be marked in your chronicle, they must have their camera on and face visible. Unmute student microphones at this time.
- Students to be marked absent if they do not remain visible for the entire class.
- Any student disruption to the lesson should see a warning followed by a removal from the virtual class. This would then be advised to a Year Level Coordinator in the normal way.
- Make this time as interactive as possible – pose questions, set problems, have students share their responses.
- Set clear expectations about raising hands if they wish to speak and call on all students to contribute at some stage each lesson.
- Record the class, stop recording at the conclusion of the lesson – Zoom/Teams will send you a link to the recording. Post the link to SchoolBox.

Wellbeing

- Be patient, schools who have been doing this for a while tell us students will soon settle in to a routine – we will all get the hang of it.
- Use your colleagues and the IT Support team to help you.
- Get up between classes and move around. Use the recommendations and welfare tips given to you to support your physical and mental wellbeing.
- Let your Head of Department/Head of School know if you are not coping or experiencing technical difficulties regularly.
- Remember technology is great when it works and we can only endeavour to do the best we can, if a video link fails – make contact with your class via SchoolBox to check in and try again next class.



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Student Protocols for Virtual Classes

Environment

- You should be seated at a table or desk (not on couch or bed).
- You are dressed appropriately and ready for class as per your timetable.
- Ensure there are no other distractions, turn your phone off, TV off and take yourself away from others.
- Wear headphones with microphone where possible.
- Use the chat function as a way to ask questions and share ideas – be appropriate and respectful.

Behaviour

- You will be asked to identify yourself at the start of class so the roll can be taken, you must have your camera on and facing you.
- Unless instructed otherwise by your teachers, cameras must remain on and facing you for the duration of the lesson or you will be marked absent.
- Be positive and respectful with your communications at all time.
- If you wish to speak, raise your hand and wait to be called on by your teacher.
- Each student will be called upon at some stage in the lesson, be attentive and ready to respond.
- Do not record the class (this will be done by the school and distributed afterwards).
- Taking screen recordings or screen shots is a breach of Privacy Laws and the School's digital code of conduct.

Wellbeing

- Take this learning experience seriously. It will be a bit strange at first, but we will all get the hang of it.
- Take advantage of the virtual classrooms to engage with your teacher and classmates. You may feel quite isolated at home.
- Get up between classes and move around. Use the recommendations and welfare tips given to you to support your physical and mental wellbeing.
- Let your Teachers, or Year Level Coordinator know if you are struggling, having trouble accessing your lessons or are confused in any way.