



Doctrina Vitae

Bacchus Marsh  
Grammar

# School Board Policy

## Governance

### Remote Learning Policy

Approved by the School Principal 27 May 2021







## 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 may implement 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

<b>School Document No.</b>		
<b>School Document Name</b>	<b>Remote Learning Policy</b>	
<b>Approval Authority</b>	<b>Principal</b>	
<b>Approval Signature</b>	Andrew Neal <b>Principal</b> <b>Bacchus Marsh Grammar</b>	
<b>Administrator</b>	<b>Company Secretary</b>	Greg Gough
<b>Approval Date</b>	<b>27 May 2021</b>	Approved by Andrew Neal
<b>Date of Next Review</b>	<b>27 May 2022</b>	To be reviewed every year

## 8 History

<b>Date</b>	<b>Amendment</b>
<b>16 April 2020</b> <b>27 May 2021</b>	1. New policy 2. Reviewed version 1.1