



MacKillop College

Education Continuity Plan

20th August 2021

Dear Students and Parents

Due to the decision for the College to move to Level 4 restrictions as a result of the current COVID-19 situation, MacKillop College will operate using an Education Continuity Plan. This plan will involve students learning from home under a blended learning model, involving online learning. This will take effect from 16th August 2021 and continue until students return to face-to-face learning.

Rationale: What is an Education Continuity Plan?

- The purpose of an Education Continuity Plan is to ensure, as far as reasonably practicable, continuance of the education of students in the event of an extreme event rendering a school unfit for purpose for any period of more than three days.
- An Education Continuity Plan is about connecting with others and fostering relationships that build strong healthy communities so students will not feel isolated or disconnected.
- Teachers will not get through all the curriculum in an online environment. It is not about replicating what is normally done in a face-to-face class but rather an opportunity to reimagine learning, and for students to demonstrate their learning differently.
- Assessments may be modified to suit a Blended Learning model.
- The College will only be open for children of essential workers and students with additional learning needs or disability. Parents of students who may need additional support through Blended Learning are encouraged to contact the school via the office.

To assist all members of the College community we have developed Guiding Principles for teachers, parents and students to ensure quality learning and care. Now, more than ever, the partnership on which MacKillop College's success has been built over many years is critical. It is important staff, students and parents work collaboratively and do their best to follow and implement these principles, valuing every child's education and empowering all. At the same time, we remain sensitive to the health and personal circumstances of all members of the College community. I appreciate that individuals and families are going to be facing challenges during the coming weeks. Please know that as a faith community we are here to support.

I ask that parents and students sit together and review the respective Guiding Principles and contact the College if you have any questions or concerns. It would be foolish to think that the implementation of the plan will be without challenges. I ask that all members of the community are patient and understanding as we once again navigate these unclear waters. Positive and supportive communication and planning both from the school and the home will be the key to success.

I draw particular attention to the *Wellbeing Tips for All* in the Guiding Principles and encourage families to make daily effort to participate in activities that are uplifting and good for our spirits. I pray that each and every one of us can remain strong and optimistic; that we remain people who are strengthened by our Christian values of love, compassion, and care for others during this ongoing challenging time.

Take care,

Cath

Cath Eichmann
Principal



MacKillop College Education Continuity Plan Guiding Principles for Students

1. Remember the College Values and Rules

As a community anchored in faith:

- We show respect to self, others and our environment
- We show kindness and compassion
- We *Strive for Excellence* and do our best at all times

Students are reminded to behave online in a respectful and courteous way. Normal school rules regarding The Code for Use of Digital Technologies, which can be found in your school diary (pages 18 and 19), apply in Blended Learning.

2. Prepare for Success

Students must take responsibility for their own learning, with the support of parents and teachers. Self-motivation and self-discipline are key to your learning success now and in the future.

3. Establish Routines

- **Monday Morning:** *Check your pulse*
- **8:45am – 8:55am:** It is important that you feel supported during this time. Each morning, attend a ZOOM PC from where your PC Teacher will mark the roll and check-in with you.
- **8:55am – 9:00am:** Login and check daily notices, your timetable, GOOGLE Classroom and emails. All CLASSWORK will be distributed through GOOGLE CLASSROOM and direct you to other learning platforms.
- **9.00am – 3.10pm:** It is expected you maintain a normal school day routine as much as possible and follow your normal school timetable as a guide for when to work on each subject. This will assist you to plan your day and manage your time.
- Each class teacher will Zoom you at least one lesson per week during your timetabled lessons. Teachers will notify you of which lesson this will occur in.
- Your Leader of Pastoral Care may host a year meeting via Zoom if required.

4. Expectations during Blended Learning

- Complete tasks with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates. If there are difficulties communicate with your class teacher or PC teacher.
- Collaborate and support classmates in their learning.
- Where possible students should connect directly to their internet via ethernet cable especially Year 11 and 12 students undertaking timed assessments.
- If video-conferencing adhere to the “Guiding Principles for MacKillop College Video-Conferencing at Home for Staff and Students.” See overpage.
- Ensure all communication with teachers and staff is via your school email address and online learning platforms. Do not use personal accounts.

5. Define the physical space for your study

You should establish a space/location where you will learn most of the time. It should be a place that can be quiet at times if possible. It is recommended, particularly for Year 7 - 10 students, that you do not work from your bedroom.

6. Take Breaks

Make sure you remember to move, take regular breaks and exercise. This is vitally important to your health, wellbeing, and to your learning. Breaks are an important part of your day as is time off-screen. After every timetabled lesson move to increase blood flow to your brain. Follow the wellbeing tips below.

Wellbeing Tips for All

- Practise prayer, Christian meditation or mindfulness each day.
- Eat healthily – plenty of fruit and vegetables. Remember less activity requires less food. Don't binge or boredom eat.
- Drink two litres of water per day.
- Exercise a minimum of 30 minutes per day – make it moderate exercise. Sweat is a good guide.
- Be responsible with your use of social media and gaming – put time limits on your daily use. Addiction is a real risk and detrimental to your mental health.
- Conversation is important. Sit and chat to family. Phone a friend and relatives to talk. Don't just message – hear their voice and their laughter.
- Read books for pleasure.

Guiding Principles for MacKillop College Video-Conferencing at Home for Staff and Students

When using video and audio:

- be aware all Zoom lessons are recorded as per CSO guidelines;
- use your correct name;
- be aware that you will enter via a waiting room;
- be aware of what is in your camera view/screen share; use a blank wall backgrounds;
- have only the lesson platform open on your computer. Close all other confidential and sensitive documents and windows. Remove personal photos etc;
- avoid having other people in the room/screen shot;
- staff should be professionally dressed or in College polo. Students should be in College Sports polo;
- mute student audio feed and only switch on if in a discussion;
- be aware of audio feed;
- do not have one:one video conferencing;
- speak as though you are in a face-to-face classroom; and
- do not share class codes with anyone outside of the class group.

Further information can be found in the CSO guidelines [Zoom guidelines for Students](#).



MacKillop College Education Continuity Plan

Guiding Principles for Parents

1. Remember the College Values

As a community anchored in faith:

- We show respect to self, others and our environment
- We show kindness and compassion
- We *Strive for Excellence* and do our best at all times

2. Establish Routines and Expectations

From the first day of school closure, your child should begin their studies at 8.45am and is expected to follow their normal school timetable as far as possible.

Lessons will be uploaded based on the timetable and teachers will be giving a weekly outline of learning intentions and activities. Each class teacher will zoom with the class during scheduled class time a minimum of once per week. PC teachers will also contact PC groups. We recommend parents know what subjects your child has each day, based on their normal timetable. Monitor communications from teachers, via school email addresses and online learning platforms. Please discuss with your child the “Guiding Principles for MacKillop College Video-Conferencing at Home for Staff and Students” which is included on the *Students Guiding Principles* sheet.

3. Communication with Teachers and College Staff

- Parents are asked to encourage your child to be proactive in communicating with their teachers.
- Teachers will contact parents if they have concerns students are not engaged in their learning.
- Teachers can be contacted via email 8.30am - 3.30pm Monday to Friday.
- If your child is unwell and unable to complete their coursework please email the College.
- Staff will endeavour to respond to all communication in a timely manner.
- All communication between staff and students is to use school email and online learning platforms.

4. Begin and End Each Day with a Check-in

It is important that your child feels supported during this time. We encourage you to regularly check in with your child to ensure they are engaged in their learning. If you have any concerns or your child needs assistance you are encouraged to make contact with the relevant staff member via email. Teachers and Pastoral Coordinators are available via email to support your children.

5. Define the Physical Space for Study

We encourage families to establish a space/location where your child will learn most of the time. If possible this should be a place that can be quiet and is recommended, particularly for Year 7-10 students, not to be their bedroom.

6. Encourage Breaks

Ensure your child remembers to move, takes regular breaks and exercise. This is vitally important to health, wellbeing, and learning. Breaks are an important part of the day and it is recommended they be off-screen for part of the day. Encourage your child to follow the wellbeing tips below and keep social, but set rules around their social media interactions. Finally, try and ensure during this challenging time, that you and your child have some FUN together.

Further advice from the NSW Department of Education on learning from home:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/advice-to-parents-and-carers>

7. Wellbeing Tips for All

- Practise prayer, Christian meditation or mindfulness each day.
- Eat healthily – plenty of fruit and vegetables. Remember less activity requires less food. Don't binge or boredom eat.
- Drink two litres of water per day.
- Exercise a minimum of 30 minutes per day – make it moderate exercise. Sweat is a good guide.
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- avoid having other people in the room/screen shot;
- students should be in College Sports polo;
- mute student audio feed and only switch on if in a discussion;
- be aware of audio feed;
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- do not share class codes with anyone outside of the class group.

Further information can be found in the CSO guidelines [Zoom guidelines for Students](#).

Who can help?

For queries about	Contact
A subject, activity or resource	<p>Classroom teacher</p> <p>KLA Leader of Learning</p> <p>Teacher/Librarian: Suzanne Penson suzanne.penson@lism.catholic.edu.au</p> <p>Leader of Curriculum – Sarah Warby sarah.warby@lism.catholic.edu.au</p> <p>AP: Learning and Teaching – Christine Harmer christine.harmer@lism.catholic.edu.au</p> <p>Year 11 & 12 NESA Advice Click here</p>
Pastoral Care or wellbeing	<p>The PC teacher</p> <p>The Leader of Pastoral Care</p> <p>Leader of Pastoral Care: Student Support warren.lorger@lism.catholic.edu.au</p> <p>Leader of Pastoral Care: Wellbeing nicole.oconnell@lism.catholic.edu.au</p> <p>AP: Pastoral Care - Jennifer Campbell jennifer.campbell@lism.catholic.edu.au</p> <p>Our College Counsellors: tracy.knight@lism.catholic.edu.au or candice.pankhurst@lism.catholic.edu.au</p>
Learning Support	<p>Leader of Learning Support – Jessica Prussing jess.prussing@lism.catholic.edu.au</p>
A technology related problem or issue	<p>Submit a helpdesk from the College Moodle site</p>
Student illness or inability to complete work due to family matters	<p>pmac@lism.catholic.edu.au</p>
Other queries or concerns	<p>The Principal - Cath Eichmann cath.eichmann@lism.catholic.edu.au</p>