

# Catholic College Sale

## *Remote Teaching Guidelines*

### Tips for Staff

- You will be required to be available via email from 8.30am-4.00pm
- Contact from school, parents or students should be acknowledged and responded to within 48 hours.
- Follow your usual timetable to determine when you are available for your students.
- You must use Class Notices on SIMON prior to the start of the normal scheduled class to outline lessons.
- Identify Learning Intentions and Success Criteria and learning activity to be completed.
- Teachers to contact parents/guardians if students are not engaging with the learning.
- Other resources such as Hapara, Google Drive, SIMON Learning Area, Google Meet, screen casting software or other resources at your own discretion may be used to support teaching and learning.
- Ensure that you are creating work for students following your normal Subject Summary (please upload this to Hapara or Learning Area in SIMON and that it has meaning and purpose).
- As you would within your classroom continue to make learning adjustments on a needs basis. Support can be provided by the learning adjustments Leaders via email.
- Consider your own wellbeing and your commitments when devising lesson plans.

### Setting Up Your Space

- Make sure your devices are charged and connected to both power and wifi.
- Have water nearby.
- Allocate a study space within your home.
- Consider comfort. Elevate your laptop, use a good chair and don't forget to stand up and stretch regularly!
- Work in a well-lit space. This can be tested with the Lux app:  
<https://apps.apple.com/us/app/lux-light-meter-pro/id1292598866>
- Schedule regular breaks.

### Learning Schedule

Pastoral Check In	8.45 am – 9.00 am	Period 3	11.25am – 12.25pm
Period 1	9.00 am – 10.00 am	Period 4	12.27 pm – 1.27 pm
Period 2	10.02 am – 11.02 am	Lunch	1.28 pm – 2.15 pm
Recess	11.02 am – 11.25 am	Period 5	2.15pm - 3.15pm



*Every Student Every Day*