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.
- All teachers are requires to ZOOM each lesson for a minimum of 15 minuets to mark roll on SIMON and introduce lesson.
- 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, ZOOM, screen casting software or other resources at your own discretion may be used to support teaching and learning.
- 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.
- Student activities are to be designed for engagement and learning growth. Adapt assessment and delivery to suite a remote learning environment.
- 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 – 8.55 am	Period 3	10.40 am – 11.20 am
Period 1	9.00 am – 9.40 am	Period 4	11.25 am – 12.05 pm
Period 2	9.45 am – 10.25 am	Period 5	12.10 pm – 12.50 pm
Recess	10.25 am – 10.40 am	Lunch	12.50 pm - 1.20 pm

1.20 - 3.20 pm Consolidation and Organisation