



Footscray City Primary School

Learning From Home

Parent Handbook

We are future making for every child so that they are learning to *learn*, learning to *thrive* and learning to *contribute*.

Our students will possess the *skills, knowledge* and ways of *thinking* that enable them to *embrace learning, respond to challenges* and thrive as *active members* of the community.

At Footscray City Primary School we are a diverse and inclusive **COMMUNITY** who value

- Taking **RESPONSIBILITY** for our learning and our impact on our selves, others and our environment.
- Thinking and acting with **KINDNESS** which means we are friendly towards others and considerate of their feelings.
- Demonstrating **RESILIENCE** by persisting and being courageous when faced with challenges in our learning and relationships.

Preface

This document has been designed to show families how the guidelines from the Department of Education and Training are being implemented within Footscray City Primary School's online learning environment. It is a working document and will be altered and changed as new recommendations and procedures are released and as we adjust to this new way of teaching and learning.

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FCPS Learning From Home Timeline

Term 2 <u>Week 1-2</u>	<ul style="list-style-type: none"> ● Online learning commences via online learning platforms as indicated by classroom teachers. ● Week 2- teachers and students begin to engage in online face-to-face meetings, scheduled in advance and communicated with families.
Term 2: Week 3 onwards	<ul style="list-style-type: none"> ● Daily, online, morning, check-ins begin. ● Attendance taken at 9am via the check-in ● Teachers begin implementing guided group work and conferencing. This can occur over a fortnightly basis and will be communicated about in advance with families.

The School Day

Footscray City Primary School (FCPS) staff working hours are Monday to Friday: 08:45 - 3:45pm or in accordance with part-time hours or role specifications. Whole School Professional Learning Communities are conducted on Tuesdays and Thursdays.

During this time, FCPS staff will be contactable via the platforms noted in '**Communication Expectations**' in the '**Parent Resources pack**' to be distributed in week 2. Outside these hours teachers are not expected to respond to parent/student communications.

Professional Learning Teams (teaching teams, e.g. the Year 3 team) will provide families with weekly overviews as part of their usual Compass posts at the beginning of each week. These posts will usually come from the team leader, rather than individual classroom teachers to minimise notifications. These posts will outline the week's upcoming learning and will give suggestions of the times and sessions in which students can complete their learning.

We understand that all families are different and have varied home situations and capabilities during this unusual time. Although the expectation is that students complete this learning, please know that we are accepting of timetable variations. If your child/children or family is having difficulties completing the set learning, please reach out to your child's teacher and the leadership team.

When planning for learning, classroom teachers and specialist teachers have taken into consideration the data results from our FCPS Learning from Home Access Survey to ensure each student and family are catered for in an online or offline capacity. As previously communicated by the school principal and the Department of Education and Training (DET), arrangements are underway for those families with no ICT access to rectify this.

FCPS Learning from Home guidelines

The following timetables show how the guidelines provided by the Department of Education and Training (DET) will be translated into student learning at Footscray City Primary School.

Prep-Year 2	
DET Recommendation	What this looks like at FCPS
Literacy 45- 60 mins	Reading, Writing, SMART Spelling, Speaking & Listening Tasks
Numeracy 30-45min	All mathematical strands, Mathletics Tasks
Play Based Learning 30-45min	SPECIALIST Program: We acknowledge at FCPS the importance of our Specialist Program and allocate this DET learning time to the Specialist classes Music, Art and LOTE (with PE included in Physical Activity below) Days where specialist is not present consider the following: Concept Curriculum, SWPBS, Character strengths, STEAM
Physical Activity 30-45min	Specialist: Physical Education and other simple outdoor activities

Years 3-6	
DET Recommendation	What this looks like at FCPS
Literacy 45- 60 mins	Reading, Writing, SMART Spelling, Speaking & Listening Tasks
Numeracy 30-45min	All mathematical strands, Mathletics Tasks
Physical Activity 30 mins	Specialist: Physical Education and other outdoor activities
Some of: Science and Tech The Arts Health Languages Critical and Creative Thinking Intercultural and Ethical Understanding Personal and Social Development 90mins	SPECIALIST Program. We acknowledge at FCPS the importance of our Specialist program and allocate this DET learning time to the Specialist classes Music, Art and LOTE on a daily rotation (with PE included in Physical Activity above). Days where specialist is not present consider the following: Concept curriculum, School Wide Positive Behaviour Support (SWPBS), Character strengths, STEAM

Example Timetable For Students

The allocation of minutes has been included as we understand that not all families will be able to use the usual school timetable structure within a home environment.

Example of timetable - Foundation - Year 2

Time	Activity	Explanation
Before 9am	Wake Up	Before school/home learning routine organise learning space
9am-10:00am	Literacy (30 mins)- Reading Literacy (30 mins)- Writing	Interchange with SMART Spelling
10am- 10:15am	Fruit and Veg break/	
10:15am-11am	Numeracy (45 mins)	Revision of Term 1, Beginning new learning week 2
11am-12pm	Morning Tea	
12pm-12:45pm	Specialist (45 mins)	Alternating Specialist, Concept, STEAM
1pm-1:30pm	Lunch Time	
1pm-2pm	Quiet Time	Reading, colouring...
2pm-2:45pm	Physical Activity (45 mins)	Specialist -PE Outdoor movement, mindfulness:yoga etc, active language experience
2.45pm-3.30pm	Afternoon Tea- Outside or Free Play Time	

Example of timetable - Years 3- 6

Time	Activity	Explanation
Before 9am	Wake Up	Before school/home learning organisation
9am-10:00am	Literacy (30 mins)- Reading Literacy (30 mins)-Writing	Interchange with SMART Spelling
10am- 10:15am	Fruit and Veg break/	
10:15am-11am	Numeracy (45 mins)	Revision of Term 1, Beginning new learning week 2
11am-12pm	Morning Tea Break	
12pm-1:00pm	Specialist	Days of no specialist: Concept, SWPBS, STEAM
1pm-2:00pm	Lunch Time	
2pm-2:30pm	Physical Activity (30 mins)	Specialist : PE Outdoor movement, mindfulness:yoga etc
2:30pm-3:30pm	Afternoon Tea Outside or Free Play Time	

Attendance

Week 1 and 2:

In accordance with DET, classroom teachers will mark students' attendance through each child's access and participation with their online learning tasks. This will be counted as 'participation attendance'.

Participation attendance will be collated and lodged by 4pm each day

Week 3 onwards:

As of week 3, teachers will take the class attendance during morning 'check-in'.

This will be lodged as per usual via Compass. Your child's classroom teacher will communicate more information about **how** and **when**, in their upcoming posts.

If your child is unable to participate in their live online 'check-in', parents must notify their classroom teacher via email.

If your child is unwell and is not able to complete their Learning From Home tasks, please be sure to log this on Compass as you would if they were absent from school.

Please Note: Attendance on school grounds is strictly governed by the school principal in accordance with the Department of Education and Training. Students may not attend school without prior documentation filled in and authorisation is granted. Please contact the school if you require more information around this.

FCPS Online Platforms for Learning from Home



Footscray City Primary School: LEARNING AT HOME: Our Technology

FOUNDATION - YEAR 3

Foundation to Year 2 students will continue to engage in learning through the Seesaw Platform.

How it's used:

1. Communicating Learning Tasks
2. Students share their learning
3. Teachers providing feedback.



YEAR 4

Similar to F-3, the Year 4s are using Seesaw, but are also beginning to utilise the Google Education Suite

How they're used:

1. Seesaw for communicating learning tasks
2. Google Applications for demonstrating learning using Docs, Slides and Sheets



Google for Education



YEAR 5/6

Year 5/6s are already familiar with the Google Education Suite, providing a seamless transition to learning online.

How it's used:

- Google Classroom - learning tasks
- Google Sites - Resource compilation and managing student goals.
- Google Drive - utilising Docs / Sheets / Slides

Google for Education



SPECIALISTS

The specialist team will liaise with each Team with regard to communicating learning in a consistent way that aligns to the above. This also means the utilisation of COMPASS.

SCHOOL WIDE

All Teams will continue to provide Weekly Updates via our school wide communication package - Compass



Instructions and information around how to download, join and participate in online learning within these platforms will be supplied by classrooms teachers.