



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

Remote Teaching and Learning: FAQ



At College, we work hard to bring out the best in each of our students. At times like this we respond, using the knowledge and information we have at hand to encourage, challenge and extend our students and prepare them for a confident future.

We encourage you to be open to learning new things during this period of remote learning and for it to be successful, we all need to work and support each other. Hopefully the following FAQs will help with some of the questions.

Remote Learning Frequently Asked Questions

How will College keep teaching and learning if students aren't at school?

From Monday 23 March, our student body will engage in a remote learning program. This means they will be learning from home while our staff continue teaching from school.

What is remote learning?

We will use asynchronous learning – this means there may be some live lessons and interactions, online instructions for individual or team-based course work or tasks sets for students to work at their own pace offline.

Teachers have realistic expectations about what will be achieved in the period of remote learning. We feel this is an opportunity to build independent learning skills as they work at their own pace.

Our teachers will ensure instructions are explicit. A learning objective will be set at the start of the lesson and unit. Teachers will provide written instructions, and this may be via email, Class OneNote or Teams. Audio/video or live instructions are also available.

Will teachers be online and available to contact during the timetabled Week 9 classes?

Teachers will check in with their class and be available when a class is timetabled.

Do students need to sit at their computer for the timetabled Week 9 classes?

No. We don't expect students to sit at their computer or structure their day to be exactly the same as their daily timetable. If they can complete their assigned work tasks in the morning, they may choose to take the afternoon off or go for a run and come back to their work in the afternoon. We understand the need to be flexible during this time.

However, it is very important that students check OneNote and email messages from teachers to see if they have requested live engagement. If this is the case, we ask students to prioritise their day around this request.

How does remote learning differ to online learning?

Students won't be asked to sit at a computer and participate self-led online learning programs.

Our students will receive contact from their teachers and will be asked to complete their work in a variety of learning methods. This will ensure students remain engaged and feel supported. They will continue to have deadlines set and teachers will mark and provide feedback.

Remote learning is NOT:

Classes being conducted online for real time delivery of courses and live chatting.

Students will not be asked to learn new tools and programs at such a busy and stressful time.

What is the best way to contact the school if I have questions?

- If you have a generic school question, please call the front office of either the Junior or Senior School.
- Mentors will contact their students each week. If students or parents have any concerns about an individual learning program, the mentor should be the first point of call.
- If it is a **subject specific question**, contact your subject teacher via email. **Teachers** will make contact with their classes regularly.
- Note, teachers will be **available during office hours**, 8.30 am -4.00 pm to provide support and answer questions.

What hardware will students need to learn remotely?

Senior School students will need to have their laptop and charger. We recommend students have headphones to support the use of audio or video communication.

*Students can use their school credentials to download and log on to Microsoft Office 365 on a home desktop or laptop and this would give them access to Class OneNote, OneDrive, Outlook, Word etc.

What learning and online tools will they need to access?

Microsoft Office 365 is fundamental to the delivery of remote learning.

Class OneNote will feature strongly in the delivery of subject learning. It will be used to communicate with students and provide a space for them to work with each other collaboratively and obtain feedback from the teacher.

Microsoft Teams has been introduced to majority of students this year.

Microsoft Outlook is our email tool that will be used by teachers and students to communicate.

SIMON is our school-based Learning Management System. SIMON will enable students to check their timetable, assessment due dates, general notices and advice.

Textbooks will be very important during this period of distance learning. Some students may have access to **e-textbooks** as well. If students are missing textbooks, please inform the teacher and they may be able to load the relevant sections onto OneNote for student use.

EDROLO is used by Year 11 and 12 students. These subject based videos offer excellent tutorials and downloadable notes and activities for revision.

CLICKVIEW may be used by teachers to present video and these often have interactive content.

Wheeler E-Books via the Library link on SIMON gives students access to borrowing ebooks and audio books.

General stationery supplies and workbooks.

What will the remote learning look like?

Teachers will choose how best to communicate with their class. This may be via email, Microsoft Teams and the Class OneNote. **Students should check email and sync their Class OneNote every day.**

Many teachers will expect students to touch base with them each day, but independent learning will be a key feature of this model of delivery. The use of technology plays an integral part of remote learning but ultimately the learning will be a combination of both synchronous (live learning led by the teacher) and asynchronous (individual independent learning).

For Junior and Middle Years students, a range of online activities, spelling, handwriting, journal (print, audio and video), art and craft and reading will be a core focus.

For our Senior students, regular communication with the teacher and whole class may be simplified using Microsoft Teams. A record of all conversations makes reviewing student responses easy and you can have a 'slow' discussion on your topic and revisit it at your leisure.

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Remote learning etiquette:

Be respectful to all student and teachers during this period.

When participating in live Microsoft Team video tasks, we ask that students blur their background. This is a feature of the software.

It is NOT appropriate to record and share online or videoed class work, via email or any form of social media. This would be an invasion of privacy to other College students and would be dealt with formally by the Principal.

Will there be IT support available?

The College has an IT HELPDESK that staff and students will be able to access via email at its@hamiltoncollege.vic.edu.au

*Please note, this **IT HELPDESK** is to support school allocated hardware and software (student laptops) and access to the online systems. We are not able to assist with personal hardware or internet connection issues.

What is the most important thing during this period of remote learning?

Communication is important during times of change and uncertainty. The learning will look different and there may be bumps in the road as we, as a College learning community, engage with this new mode of delivery. Teachers will be available during normal school hours and students and parents are encouraged to make contact during that time.

Connection during a period of social distancing is possible. If there is a scheduled online class discussion, then please attend as it is important for us to 'see' and 'hear' each other.

Consistency will be key for parents and guardians supervising students at home. We encourage families to establish a routine each day, so using the timetable is an important part of this.

