



ST JAMES
THE APOSTLE

CATHOLIC PRIMARY SCHOOL

Learning with strength and in gentleness

T. (03) 9749 1000
E. principal@sjhcn.catholic.edu.au

330 Derrimut Road,
Hoppers Crossing Vic 3029

ABN: 80 261 830 152

www.sjhcn.catholic.edu.au

26 March 2020

Dear families,

Our teachers have spent the last few days planning for online learning. We are hoping that we all return to school on Wednesday 15 April. If this does not eventuate, teachers have put together an online learning program. This has the expectation of 2 hours of academic learning occurring daily, with various other activities including household chores, creative and active activities. This program will be shared with learners throughout the week via Seesaw for Years Prep - 2 and Google Classroom in Years 3 - 6.

Week 2 online learning will be posted throughout the week beginning 20 April. Learners will be notified via their online platform when new tasks are available, based on the times given in the suggested daily routine. From Week 3, beginning Monday 27 April, learners will be involved in academic sessions for 2 hours and 40 minutes per day with chores, creative and active activities planned for the week. Week 4 will use the same structure. As for the rest of the term, we will plan for that if or when the need arises.

As a Catholic primary school, it is important to us at St James that we educate the whole child - that is the academic, spiritual, physical and emotional learning for each child. We see the spiritual growth of your child just as important as their academic growth and development. When at school, your child's faith learning and spiritual development takes place in a community of faith, either in learning spaces, sacred spaces or the church. Over the upcoming weeks, we ask all children to start each day with a prayer or reflection, remembering that, at school, Christian meditation is a type of prayer. It would be lovely if the parents or family members joined in with this, as faith is 'caught and not taught' and real faith comes from the core of the family.

Anxiousness is normal at this time as we are all uncertain and unable to control things going on around us. Whilst we cannot control a lot of things, we can control our responses and reactions. Our physical health will need to be nurtured by going for walks and exercising. This is something we all put off as we have other things to do, but it is also important for our emotional wellbeing.

Setting up a space in your home for learning to occur in each day will help your children. This will provide defined spaces and times - learning time, active time, relaxation time, etc.

Finally, all family members will be relying on each other more than ever. While this may seem scary, it is an opportunity for us to socialise with the people that live in our homes, laugh with each other and be there for each other. It will be difficult to socially distance yourself from friends and family you do not live with, but this will pass and then we will be so grateful for the gift of family and friends when our lives go back to 'normal'. You and your children are in our thoughts and prayers.

Take care,







Mary Abbott
Principal

David Hurn
Deputy Principal
(Learning & Teaching)

Renae Stone
Deputy Principal
(Wellbeing & Community)

Our School Remote Learning Platforms

St James the Apostle Primary School maintains a robust ICT infrastructure which can deliver online learning for students in a time of need. Each element provides a unique service and together forms the School Remote Learning Platform.

Platform	Audience	Link	Purpose
 School App	Staff Parents	iOS (App Store) Android (Google Play)	School-wide communication. Ensure your notifications are turned on.
 GMail	Staff Parents Students	mail.google.com <i>Students log in using their sjhcn email address</i>	Personal communication between staff and students in Years 3-6 and personal communication between parents and staff. Leaders' emails are located on our website.
 FAMILY Seesaw Family	Parents	iOS (App Store) Android (Google Play) Web: app.seesaw.me <i>Parents log in using their usual Seesaw account</i>	Year-level communication between parents and teachers.
 CLASS Seesaw Class	Students: Years Prep - 2 Staff	iOS (App Store) Android (Google Play) Web: app.seesaw.me <i>Students log in using their personalised Home Learning code</i>	Platform for remote learning tasks for students in Years Prep - 2.
 Google Classroom	Students: Years 3 - 6 Staff: Years 3 - 6	classroom.google.com <i>Students log in using their sjhcn email address</i>	Platform for remote learning tasks for students in Years 3 - 6.
 Google Drive	Students Staff	drive.google.com <i>Students log in using their sjhcn email address</i>	All students have access to their own personal Google Drive, with Year 3 - 6 students required to use it as part of Google Classroom.
School Website	Parents Staff	www.sjhcn.catholic.edu.au	Visit the Learning at Home section for useful links and information (via Learning and Teaching or the icon on the home page)

Suggested Daily Routine for Remote Learning

Weeks 1 and 2

Time	Activity	Description
8:00 - 9:00am	Breakfast	
9:00 - 10:00am	Morning walk / physical activity	Yoga online, play a game outside, PE, do some gardening, help keep the house clean, organise your room
10:00 - 11:00am	Academic Time with Nude Food: Log on to your platform to access new work	Check for and complete a Mathematics task and begin your English task
11:00am - 12:00pm	Creative time / Play Time (this time can also be accompanied with snack)	Use Lego, drawing, block building, crafts, music, cooking or baking
12:00 - 1:00pm	Lunch	
1:00 - 2:00pm	Academic Time: Log on to your platform to access new work	Complete your English task and your RE or Inquiry task
2:00 - 3:00pm	Quiet Time / Household Chore Time	Help clean up around the house, pray, reflect on the day

Teacher Responsibilities

- Plan appropriate tasks, relevant to learning for Term 2 each week
- Share work with students through Seesaw or Google Classroom
- Give feedback on student work
- Meet online with teaching teams and as a whole staff weekly

Parent Responsibilities

- Provide an environment conducive to learning (access to technology, safe and quiet space during the day time in a shared space at home)
- Actively supervise students and support to complete their assigned work
- Monitor time spent engaging in online and offline learning
- Correct student work and give suggestions for improvement

Student Responsibilities

- Use technology responsibly - follow our expectations for digital tools
- Complete set tasks, show parents your work and listen to feedback given
- Submit online work to teachers by the due date
- Check emails regularly

When using digital tools, I agree to be...

Respectful by:

- Treating all ICT resources, including the desks and chairs in the ICT Lab, with care.
- Not interfering with the security of the School Network or online spaces or the data of any other user.
- Fully acknowledging the creator and publisher of any material that I find and use online.
- Not taking other people's online work and pretending that it is my own.
- Respecting the e-mail privacy of others.
- Composing e-mail messages using appropriate language and ensure that any e-mail I send shows that I am a positive ambassador for my School.
- Not participating in online bullying, including forwarding messages, or supporting others in inappropriate or hurtful online behaviour.

Responsible by:

- Only using the School Network, networked devices and ICT tools with permission and/or supervision.
- Not using the Internet to engage in illegal activities, such as downloading copyrighted media or hacking.
- Not responding to any e-mails or 'pop ups' that are unpleasant or that make me feel uncomfortable in any way.
- Reporting a student's unsafe, harmful, inappropriate or hurtful online behaviour to a staff member.
- Ensuring that work I complete online is shared with the right people, including a teacher.
- Adhering to the age restrictions placed on apps and ICT tools by their publishers.

Safe by:

- Keeping my log in information, usernames or passwords to myself and not sharing them with others.
- Using the log in details assigned to me when accessing the School Network, online spaces or Internet.
- Immediately closing a display and informing the teacher if there is content that makes me uncomfortable.
- Not sharing my personal information, such as my full name, address, telephone number or photographs, online.
- Not sharing the personal information and photographs of others online.

A learner by:

- Not bringing or downloading unauthorised software, including games, to the School or running them on the School Network.
- Only accessing appropriate information when using the Internet, which is relevant to the work I am completing.
- Only sending e-mails to other students and teachers and negotiating with a teacher to send e-mail externally.

