

# INFORMATION FOR FAMILIES

LEARNING @ HOME - LCS PRIMARY



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# LCS PRIMARY - LEARNING @ HOME

Term 2 Initial Letter – GMA & ESC



## LCS LEARNING@HOME AND LEARNING@SCHOOL

### Learning@Home and Learning@School

Dear Parents and Guardians,

Term Two is certainly starting off in a way that we could never have imagined only a few short weeks ago! Teachers finished the term very hard at work adjusting their planning, aligning the content across both of our campuses and preparing it for two types of delivery, Learning@Home and Learning@School.

#### Curriculum Delivery

Whether students are at home or at school because they need to be, they will be learning and completing the same work and covering the same content in both settings.

#### Starter Pack for ALL students in Week One

Monday the 27<sup>th</sup> of April is a STUDENT FREE DAY. We are asking that all families to come in from 11.00am to 3.00pm on that day to collect the first Learning@Home packs for all students, as teachers have prepared many additional resources that cannot be sent home electronically. These will support student's learning over the coming weeks.

#### Weekly Learning Programs - TEAMS

This Microsoft Teams platform will become the main way that we deliver work to students who are Learning@Home electronically. Directions for use will be sent out in a separate email so that we do not overwhelm you with information. The TEAMS platform also allows Teachers to make video calls to students and families.

#### Contact with the Class Teacher

Teachers and teacher aides have been allocated to supervise students and learning spaces at school. When they are not on class, teachers will be contacting students and families to assist with learning and to help with further explanations or advice with the schoolwork. We are committing to calling home to students each week so that contact with their teacher is maintained and help is available when it is needed. Of course, an email or message through TEAMS at any time is also encouraged and then the teachers can respond when they are free.

#### Digital Delivery or Hard Copy packs

Thank you for indicating through our surveys as to what your preference would be for the delivery of learning materials to your child/ren. Different learning activities and resources will be best utilised in either way, meaning a combination of delivery types will provide the best Learning@Home for your child. Because of this we would like you to organise the best means for your situation with the class teacher directly.

#### Support for students on an ILP or SSP

These students will continue to be supported and looked after by each of our staff members, as they were when they were at school. This will come from extra communication between home and school, modified work as per their ILP goals and support learning resources as we are able to make and produce them.

#### Kinder to Year Two

We would recommend you select a hard copy of the work for children in Kinder to Year two as a lot of their work requires printing on to A3 sheets so that they are the right size for the students to be able to cut, paste, manipulate, write and draw on. Many of their tasks require them to complete tasks such as cutting, gluing, colouring etc. and we would only be too happy to provide everything that they need to be able to do this well.

**Learning Spaces at School**

We will have two learning spaces open at school. One will be for students from Kinder to Year Two and the other will be from grade Three to Six. There will be a teacher and teacher aide in each of these spaces.

**Attendance**

You will notice, in either your hard copy pack or on the Microsoft TEAMS platform, that there is a *Weekly Goals* sheet. Each week the children need to tick off the tasks they have completed for that week, parents sign the bottom of it and these are returned to school. They will become evidence of student's attendance in a similar way as we mark a roll at school. It is essential that these are returned each week to your classroom teacher.

**Returning completed work**

Drop off and pick up of work will be each Friday from 10.00 am to 3 pm in the MPH area, which can be accessed through the Primary School entrance. See map below. Please follow the social distancing expectations on both campuses when coming in to return or collect work. As you drop off one pack there will be a new one available for the coming week and teachers will then mark the returned work. If you have selected to complete work online, teachers will be in contact with you about the collection of completed work for marking.

**Borrowing from the library**

The Library will remain open for students Learning@School. For students Learning@Home, we are still encouraging borrowing. We will continue to operate our School Library under strict conditions, and more detail around this borrowing process will be communicated out soon.

**Feedback**

Please keep in communication with your classroom teacher, about whether the learning packs have contained too much or too little for your child, so that these can be adjusted. Term 2 will be a bit different, but it's only for a season. Please continue to communicate with your child's Class teacher, Head of Primary and Head of Learning Support. Send in photos of Learning@Home and drop us a line so that we can keep our school community and connections strong.  
Yours,

Glenn Mace  
Ulverstone Campus Principal

# LCS PRIMARY - LEARNING @ HOME

*Usage Guide for Families – Initial Letter*



## LCS LEARNING@HOME

The Leighland Christian School Primary team have planned and prepared our Learning Programs to be delivered to students and families at home. We want to support you and your children in this difficult and uncertain situation that our community is currently navigating. As we do this, our highest priority is that we utilise every means possible to remain connected with each other as well as God. Maintaining a strong, Christ-centered connection, will enable us to provide all the support possible for our students, our families, and our staff. Partnering together to achieve this will minimise the potential effect this situation will have on your child's growth and development academically, socially, emotionally and spiritually.

The Learning@Home program that is delivered to families students will be available for your child to engage with in a variety of ways, so it caters for families with different resources available to them. The following guidelines and instructions will help you establish the best means of receiving and utilising the Learning Programs, as well as how to use your choice of the different Learning Program formats.

## COMMUNICATION AND DELIVERY

Teachers will be available to help support students and families as we deliver the learning programs to family homes. As per usual arrangements, teachers can be contacted through their school email account and by phoning the school. To deliver the learning programs we will be using the Microsoft Teams application, alongside the use of a hardcopy of each Learning Program.

### MICROSOFT TEAMS:

This will be the main platform for communication and delivery of learning programs. You have received instructions to access this platform, which are accompanied by the instructions needed to use this application for the Learning Programs. Refer to the Teams Guide for usage and access instructions.

### HARDCOPY RESOURCES (PICK-UP AND DROP-OFF PROCESS)

Resources required as a hardcopy will need to be collected from the school; if Families are unable to access them through Microsoft Teams. If your circumstances prevent you from being able to collect them from school, contact the main office so we can arrange an alternative means. The collection/drop-off schedule indicates the location of this area and the times you may access them.

## RESOURCE TYPES

These two means of delivery will enable us to provide your child's learning program to you, regardless of the facilities you have at home or your ability to travel to school. Activities and instructions given by the Teachers will be through different resource types, examples of how these can be received as a physical or digital copy are as follows:

RESOURCE TYPE	NON-DIGITAL ACCESS	DIGITAL ACCESS
<b>Weekly Goals</b> (with daily instructions)	Printed for Collection ( <i>see Collection/Drop-off Schedule</i> )	Updated in the classes One Note section with links to specific task deals
<b>Printable Worksheets &amp; Templates</b>	Printed for Collection ( <i>see Collection/Drop-off Schedule</i> )	Printable from Teams, or completed on a digital form ( <i>as a fillable form or with touch screen device</i> )
<b>Group Discussions</b>	Viewing the Teams discussion pages a printed copy or using ICT resources supplied borrowed from LCS ( <i>as per borrowing agreement*</i> )	Chat and Group Discussion facilities on Microsoft Teams
<b>Teacher/Home Online discussion</b>	Phone Call or Letter	Video Meeting, Email or the Teams Chat facility
<b>Task Instructions and Guidance</b>	Phone Call, Letter or Printed for Collection ( <i>see Collection/Drop-off Schedule</i> )	Uploaded document for printing or viewing on device, or video uploaded by teachers
<b>Assessments</b>	Printed for Collection and Return ( <i>see Collection/Drop-off Schedule</i> )	Uploaded in the classes One Note section with links where needed, or using the Forms facility in the Teams application
<b>Support Resources</b>	Printed for Collection ( <i>see Collection/Drop-off Schedule</i> ) or, Required ICT resources supplied*	Links and instructions uploaded to the classes OneNote

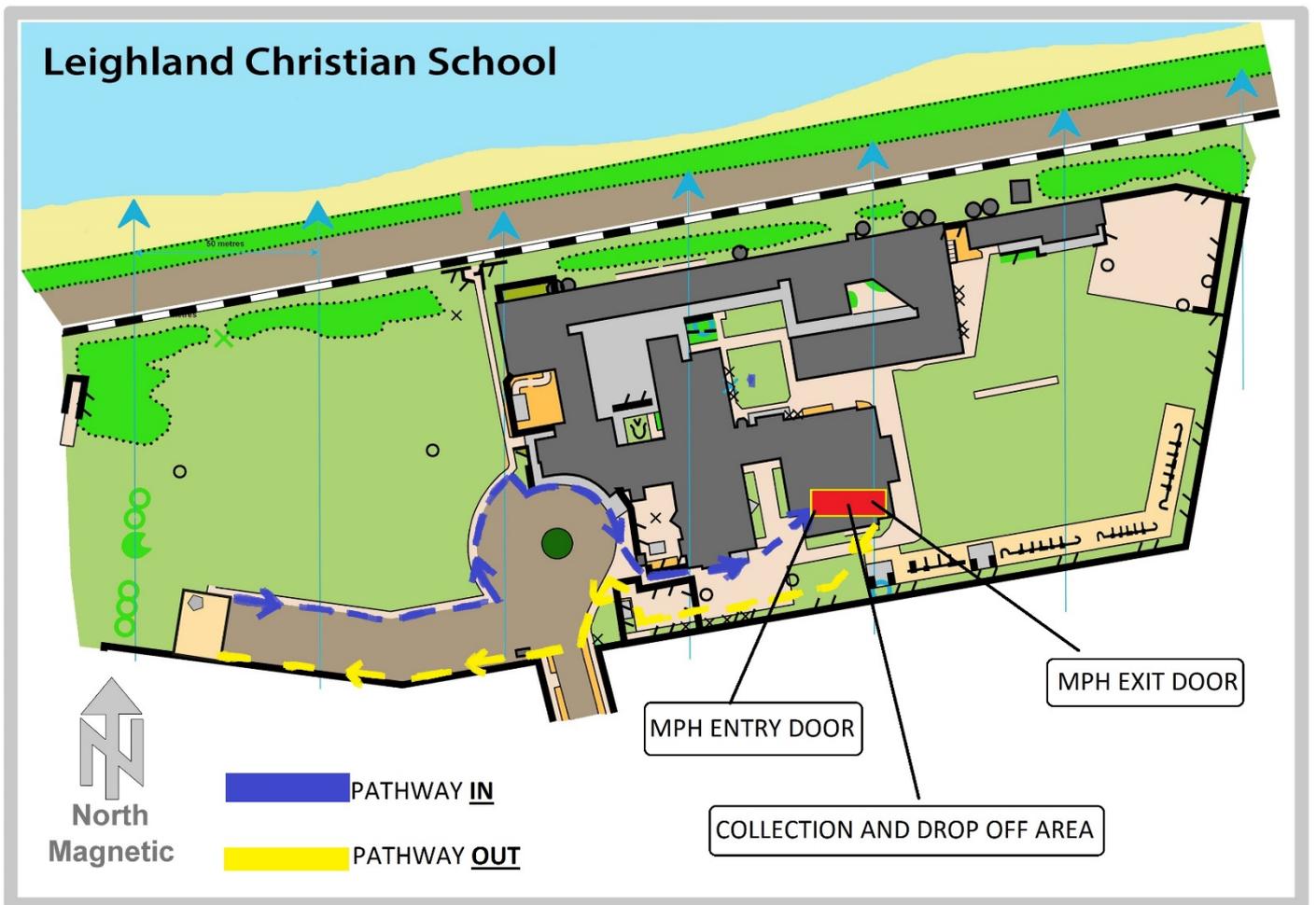
\*As per arrangements organised with the school based on needs established in the technologies

## DROP-OFF AND PICK-UP TIMES AND LOCATIONS

The map and schedule below outline the areas for collection and drop-off and the path that we would like you to take to access this area. This has been organized this way to ensure we are following the guidelines given to schools by the governing bodies. These are in place to minimize contact and potential exposure

**Friday** will be the day families can collect the learning programs for the week ahead and drop off any completed work for teachers to assess. If families need to collect or return student work on another day, it can be arranged with your child’s teacher. Collection and Drop-Off times are **10am** until **3pm**.

### COLLECTION AND DROP-OFF ACCESS MAP



# LCS PRIMARY LEARNING @ HOME

Guide for Families



## ESTABLISHING PREFERRED COMMUNICATION

Each family will be able to choose their preferred means of receiving resources, teacher instructions and guidance, connecting with peers and other school community members, and the way in which they will return completed work for assessment and sharing.

You have received an Edsmart survey letter from the school in the same means you normally would receive any school communications, you need to reply to it indicating your preferred option. Once your responses have been returned to the school, you will receive instructions and guidelines explaining how to use your choice Learning Program delivery and communication with your children at home.

## MICROSOFT TEAMS - INSTRUCTIONS AND USAGE GUIDELINES

If you are able to utilise this platform you will receive your child's email login information with the following instructional steps:

### EMAIL LETTER EXAMPLE

 <p>Leighland Christian School Computer Credential Sheet 2020 Students</p>	
<b>CONFIDENTIAL</b>	
Name:	Billy Student
Network User Name:	billy.student
Network Password:	Bob33595
Email Address:	billy.student@leighland.tas.edu.au
Email Password:	Bob33595
Year:	Year 5

Do not lose this document before logging on. If someone else reads your password they can impersonate you on the computer network. It is your responsibility to keep your credentials secure.

**IMPORTANT:** You have two accounts, these being computer network and e-mail. This means that when you change your password for the computer network, your email password will not change automatically (and vice-versa). It is recommended that you change both passwords.

Choosing a password

When choosing a password, there are a few requirements. The password must:

- Be 8 to 16 characters long
- Must not contain your first or last name
- Have at least 3 of the 4 following characters:
  - Lowercase
  - Uppercase
  - Number
  - Symbol

How to change your network password

Login with the credentials above (network user name, network password). To change your password, press 'Ctrl', 'Alt', and 'Delete' together on your keyboard. Then select 'Change a password'

How to access e-mail

E-mails can be accessed from anywhere with Internet access by browsing to <https://outlook.office365.com>. To login, you need to input your email address and the email password as above. To change your email password, click the cog in the top right corner of the screen and click 'Office 365 settings'. You can then click on 'password'. It is recommended to make both passwords the same.

### LOGIN CREDENTIALS EXAMPLES

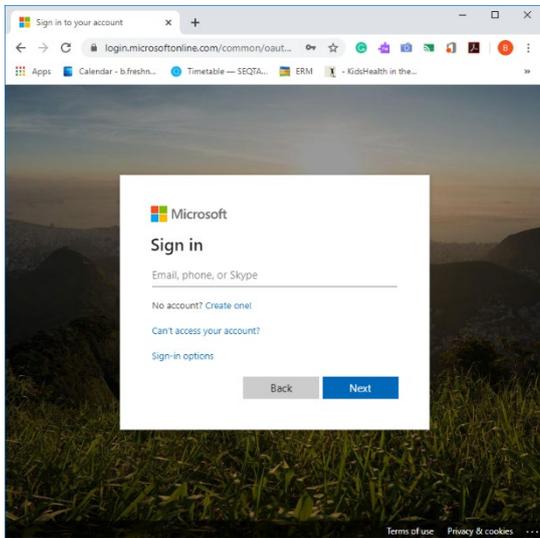
<b>Name:</b>	Billy Student
<b>Network User Name:</b>	billy.student
<b>Network Password:</b>	Bob33595
<b>Email Address:</b>	billy.student@leighland.tas.edu.au
<b>Email Password:</b>	Bob33595
<b>Year:</b>	Year 5

The email information sheet will also direct you to the following web address for login:

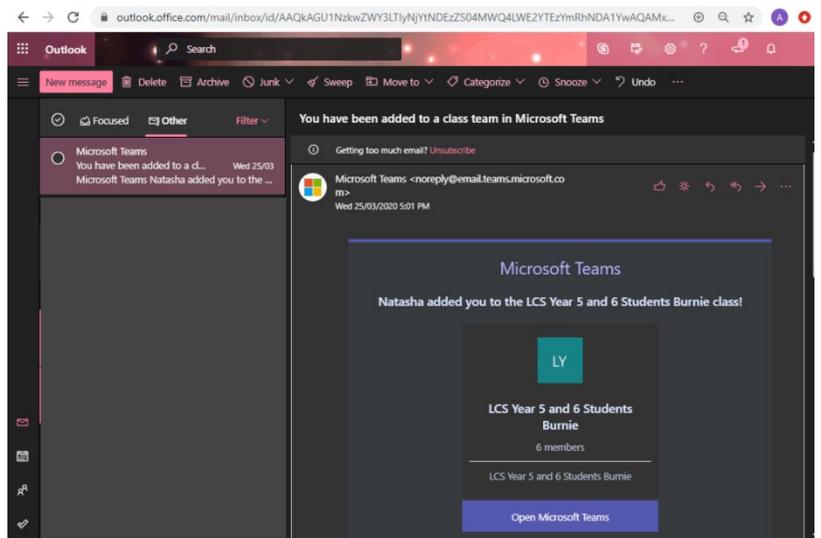
- <https://outlook.office365.com>

The web address will take you to the following site for login, and in your inbox, there will be an email inviting your child into their year level Team that they will be a part:

LOGIN PAGE:

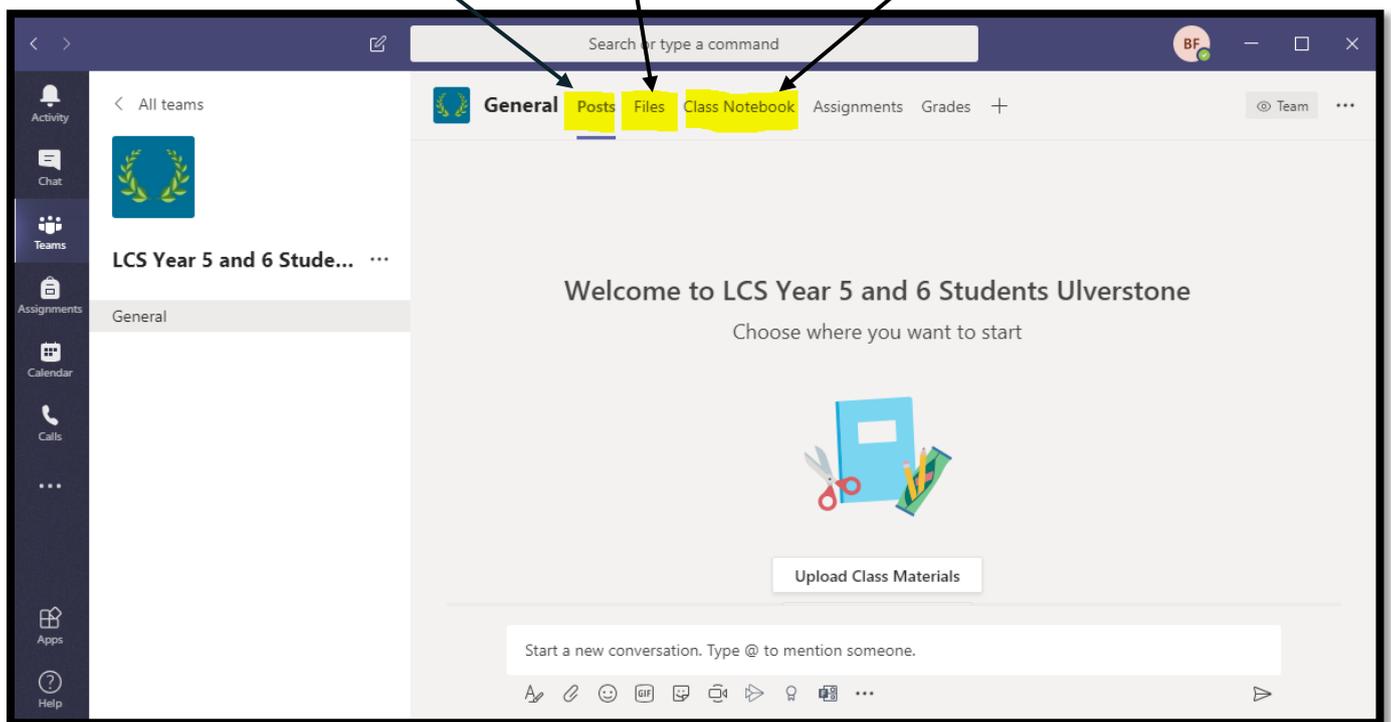


EMAIL SENT WITH TEAM LINK:



TEAM PAGE:

*Cover Page and Discussions for all Team Members*      *Files linked to the Learning Program*      *Class One Note - Weekly Learning Plans*



# PROTOCOLS FOR LEARNING @ HOME

*Parent and Students expectations for engaging in Learning@Home*



## STUDENTS

- Dress code needs to adhere to the expectations of a school based casual clothes day;
- Computer use is to be in the common areas of the house and not in private spaces;
- Where possible, blurred backgrounds are to be used to protect the privacy of those involved;
- Classroom behaviour expectations apply;
- No student comments or conversations are to take place unless in response to the teacher's questions, direction or task;
- Maintain respect for your teachers at all times in the delivery of online content;
- Any breaches of these measures put in place will incur a parent phone call.

## PARENTS

- Teachers will only respond to parents between 8.30am and 4.30pm week days;
- Parents may email at any time but will not receive a response outside of these hours;
- Parent contact with the School should remain via phone call or email;
- No parent comments or conversations are to take place unless in response to the teacher's questions, direction or task.

### **Please Note:**

As the COVID-19 situation continues to unfold, the School will continue to refine this list of protocols for Learning @ Home.

# WEEKLY LEARNING GOALS

Parent and Student Instructions for Subject Learning Activities



## WEEKLY GOALS - DIGITAL

At the beginning of each week you will receive a weekly goals sheet. If you choose to receive this electronically, it will come to you as a OneNote page. You can simply click the subject goal you and your child wish to work on and it will take you to a page with all the instructions and any resources required. The 'Weekly Goals' page will be presented in one of the following designs:

Design 1:

Design 2:

Week: 1 Term: 2 - Goals  
Monday, 6 April 2020 9:27 AM

**Year 3/4 Christian Living**

This week's Christian Living focus: The story of Joseph. Click here for: [Instructions](#)

**English**

<b>Weekly Spelling Goals:</b>  Click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Spelling Goals Completed	<b>Weekly Grammar Goals:</b>  Click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Grammar Goals Completed	<b>Weekly Reading Goals:</b>  Click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Reading Goals Completed	<b>Weekly Writing Goals:</b>  Click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Writing Goals Completed
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**Mathematics**

<b>Weekly Math Mental Goals:</b>  Click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Math Mental Goals Completed	<b>Weekly Workbook Goals:</b>  Click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Workbook Goals Completed	<b>Weekly Mathematics Online Goals:</b>  Click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Mathematics Goals Completed
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**HASS**

**Science**

**Technologies**

**LOTE**

**Visual Art**

**Music**

**HPE**

**Weekly Attendance and Engagement**

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Home <input type="checkbox"/> School				

My child has engaged in this week's learning program and weekly goals:  Yes  No. Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Week: 1 Term: 2 - Goals  
Monday, 6 April 2020 9:27 AM

<b>ENGLISH</b> English – Spelling & Grammar, click here for: <a href="#">Instructions</a> <input type="checkbox"/> Weekly Spelling Rule <input type="checkbox"/> Partner Testing <input type="checkbox"/> Spelling Activities <input type="checkbox"/> Suffixes and Prefixes English – Writing, click here for: <a href="#">Instructions</a> <input type="checkbox"/> Personal Journal Writing <input type="checkbox"/> Narrative Writing Task (Sizzling Starts) English – Reading, click here for: <a href="#">Instructions</a> <input type="checkbox"/> 15 minute Independent Reading <input type="checkbox"/> Novel Study Activities	<b>MATHEMATICS</b> Mental Math, click here for: <a href="#">Instructions</a> <input type="checkbox"/> Daily Questions <input type="checkbox"/> Tables Challenges Mathematics Booklets, click here for: <a href="#">Instructions</a> <input type="checkbox"/> Units of Measurement Mathematics Booklet Online Mathematics Activities, click here for: <a href="#">Instructions</a> <input type="checkbox"/> Online Lesson			
<b>SCIENCE</b> <input type="checkbox"/> Complete Investigation Task Click here for: <a href="#">Instructions</a>	<b>HASS</b> <input type="checkbox"/> Our Place in the World Click here for: <a href="#">Instructions</a>	<b>TECHNOLOGIES</b> <input type="checkbox"/> Cyber Safety Activity Click here for: <a href="#">Instructions</a>	<b>LOTE</b> <input type="checkbox"/> Online Lesson Click here for: <a href="#">Instructions</a>	<b>VISUAL ART</b> <input type="checkbox"/> Line Drawing Click here for: <a href="#">Instructions</a>
<b>HPE</b> <input type="checkbox"/> Goal 1: <input type="checkbox"/> Goal 2: Click here for: <a href="#">Instructions</a>		<b>Music</b> <input type="checkbox"/> Goal 1: <input type="checkbox"/> Goal 2: Click here for: <a href="#">Instructions</a>		
<b>Student Attendance</b> Day: _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Place of Attendance: <input type="checkbox"/> Home <input type="checkbox"/> Home <input type="checkbox"/> Home <input type="checkbox"/> Home <input type="checkbox"/> Home <input type="checkbox"/> School <input type="checkbox"/> School <input type="checkbox"/> School <input type="checkbox"/> School <input type="checkbox"/> School				
<b>Student Engagement</b> My child engaged in this weeks Learning Goals: <input type="checkbox"/> Yes <input type="checkbox"/> No. Parent Name: _____ Signature: _____				

Design 2:

LEIGHLAND CHRISTIAN SCHOOL  
LEARNING GOALS TERM 2 – 2020

Student Name: \_\_\_\_\_ Learning@Home week: \_\_\_\_\_

ENGLISH	MATHS	SCIENCE	HASS
○ ○ ○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○ ○ ○ ○ ○ ○ ○ ○
THE ARTS	TECHNOLOGIES	HPE	LANGUAGES
○ ○ ○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	○ ○ ○ ○ ○ ○ ○ ○ ○ ○

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WEEKLY GOALS - HARDCOPY

If you have chosen to receive this as a hardcopy you will receive the same Weekly Goals sheet, however it will be in the weekly collection pack and subject task instructions will be also in the packs as a printed document.