



# SHALOM COLLEGE

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Monday, 23 March 2020

Dear Parents and Caregivers

In advance, I apologise for the length of this letter. Normally, I try to keep things to a page but, right now, everything is different!

I would like to offer information to you around the College's plan for possible school closure and the continuity of learning for your child while they are at home.

For "learning at home", students would be supported by their teachers through the various online learning tools currently utilised by the College. Different subject areas and year levels engage with a variety of digital platforms for learning. The Student Café continues to provide students with access to subject specific information such as term/lesson plans, resources and key dates. Other platforms used by students throughout the College include but is not limited to:

- Microsoft - Classroom OneNote, Teams
- Google Suite (Classrooms, Meet)
- Padlet
- Teams
- Zoom
- Email
- Education Perfect / Maths Pathway / Reading Plus
- Studiosity (Years 10 – 12)

Each platform provides students the opportunity to access curriculum content and allows for engagement and continuity for learning at home. These along with textbooks (online and hardcopy) will continue to be the resources primarily used to support your child with their learning if face-to-face learning cannot occur.

In preparation for this possibility, it is important for your student to ensure that they can do the following:

- Access the Shalom College Intranet
- Access Student Café and other platforms utilised in their subjects
- Access Foldr
- Access emails through Outlook or Webmail
- Regularly clear out email mail box and deleted items folder

Other digital learning tools for providing instruction, collaboration and feedback maybe used where possible and as suited to the subject areas.

It is important to understand there is no expectations that lessons would be live-streamed or video-recorded. Like the vast majority of schools around our community, we do not have the capacity to introduce new systems of online delivery of lessons in what is now a rapidly shrinking timeframe. However, I can assure you every day that our school remains physically open, we are working purposefully to maximise face-to-face lesson time to ensure students are well-positioned to move to an 'learning at home' mode if required.

I would also encourage students to create their own online study groups as a way of supporting each other if there is a prolonged school closure.

If a prolonged shut-down were to occur, it would be our intention that our teachers would, where possible, work to the school timetable unless advised otherwise. That is, they would be looking at student work, returning student emails and adding content for a particular class at the time that the class was scheduled. It is important to remember also that our teachers may experience the same realities as many other people during a shutdown – they may be minding their own children, caring for relatives and they may become sick themselves. Therefore, there are many reasons why a teacher might not be available at the scheduled class time but they will certainly do their best.

I would also like to clarify that it is important to have realistic expectations of when staff will work during a school shutdown. It is reasonable to expect that staff, if able to, would work the hours of a normal working day while working from home. This may mean that it is not possible for them to respond to every student query they may receive in a day taking into account that a teacher may have contact with over 150 students.

### ***What else do you need to do to prepare for a possible School Closure?***

- Have students take their device, charger and other equipment such as textbook, musical instruments home with them on a daily basis.
- Check your contact information (especially email and mobile phone number) is up to date should the School need to send you an urgent message. This can be done through Parent Lounge. <https://520scbg.rok.catholic.edu.au/parentlounge/login.cfm>
- Check that your home data plans can cope with the significant downloads 'learning at home' may require, particularly if you have two or more children impacted by the shutdown. (Note – if you can stream Netflix you should have capacity)

With the move to potential online learning, we would like to remind parents that they can make adjustments to what their children can access online at home using Family Zone. If any parent is having difficulty with their account, especially if their student is unable to access the Internet at all, it is vital for parents to configure their account or contact Family Zone for support. Shalom Family Zone Website: <https://www.familyzone.com/shalom-qld>

Quick Videos:

Setting Your Child's Online Routine:

<https://www.youtube.com/watch?v=xARvwHXhRu8&t=57s>

Install Mobile Zone: <http://howto.familyzoneschools.com/watch/7o5aCi4F1n9zyzhuspCLcH>

Shared Parenting:

<http://howto.familyzoneschools.com/watch/aWRbMS1VyKXyQ4F53dT5wc>

How To Change The Device Owner:

<http://howto.familyzoneschools.com/watch/UZoZJSCqVW2Fn3BSvGzopu>

Requesting an Access Change:

<http://howto.familyzoneschools.com/watch/zLGpujm6Y11qQWhQ5eLzWj>

Usage Reports: <http://howto.familyzoneschools.com/watch/yKiEiK43aG6Qq8WYUdHvJr>

Restricting Social Networks & Games: <https://www.youtube.com/watch?v=ePHPIfn4qMk>

If worst comes to worst, don't hesitate to contact Family Zone: [support@familyzone.com](mailto:support@familyzone.com) or 1300 398 326

Thank you in advance for your support of our efforts to ensure continuity of learning for your child, whether it be at school or from home. Taking the preparatory steps outlined in this letter and setting realistic expectations of 'learning at home' will assist greatly at this time of unprecedented and challenging situation for students, staff, and parents and caregivers alike.

Yours sincerely



**Dan McMahon**  
**PRINCIPAL**

