



St Bede's College

30 April 2020

Dear Parents and Guardians

May this email find you, your family and friends well.

In the attachments below there is both a summary of the results from our recent survey on Offsite/Online learning and some revised Student Protocols. You will see from the data that we have received a healthy number of responses from students, parents and staff alike. There is much common ground in these responses, especially in relation to the effectiveness of the current processes. Thank you to the many families who responded to our request for feedback.

Both Positive Work Engagement and Levels of Productivity were rated well by all groups. It does seem that the clear majority of students have adjusted very positively to this new experience. The efforts of our staff, supported by our families, have led to this outcome.

In relation to the mode of delivery, we have decided to further supplement this program with an opportunity for *some live interaction* via Google Meet through both the morning Homeroom/Tutor times and subjects. This is the result of consultation with yourselves, students and staff, as well as absolute consideration of our Child Safety obligations.

I encourage you to read the attachments so that you may view the collective results and carefully read the structure and protocols for students around live Google Meet sessions. These live interactions will begin on **Monday 4 May**. Your son will also receive a copy of the protocols.

I will be back in touch tomorrow with an update on a number of areas.

God Bless

Per Vias Rectas

Yours sincerely

Mr John Finn

PRINCIPAL

Dip T | B Ed | B Sc | M Ed Studies | M Ed Leadership

ATTACHMENTS:

1. Offsite/Online Survey Results & Future Processes – From the DP of Teaching & Learning
2. Student Protocols – From the DP of ICT

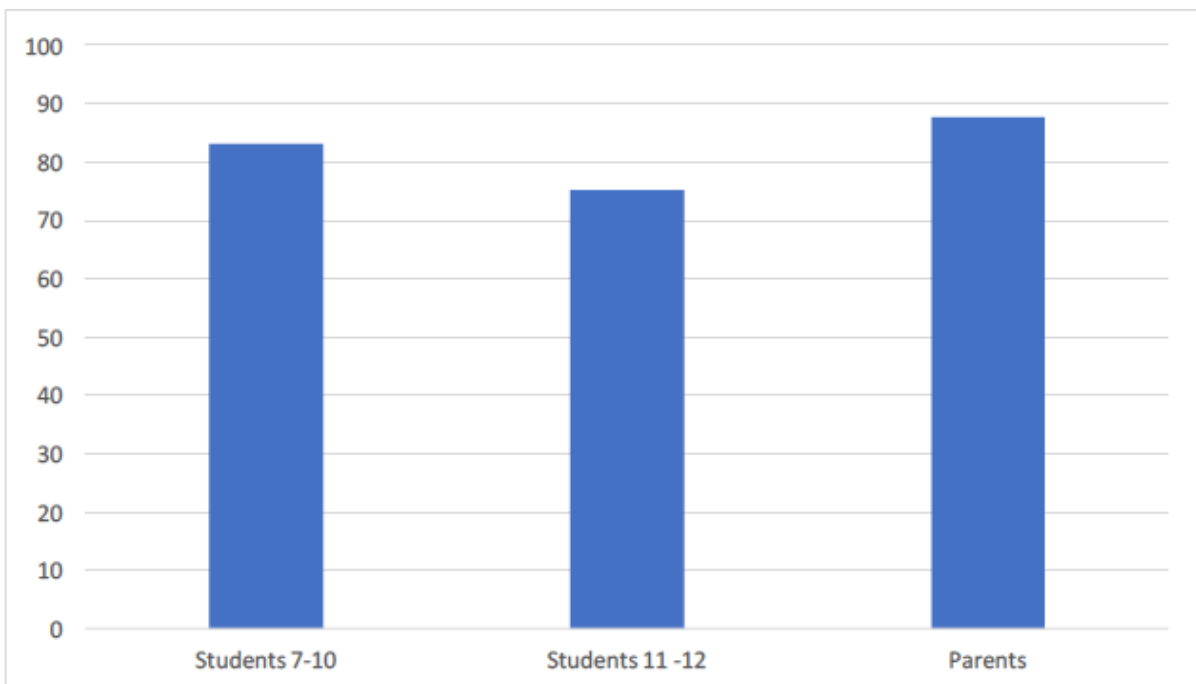


Offsite/Online Learning

St Bede's College values the involvement of the whole school community as partners in student learning, wellbeing and safety. As we adapt to the changing needs of the current situation brought about by the COVID-19 pandemic, we appreciate the role each member of the community has played in supporting the education of our students. The College is grateful for the time and thought given to providing feedback on the current Offsite/Online Learning Program and aims to be adaptive to the needs of all community members.

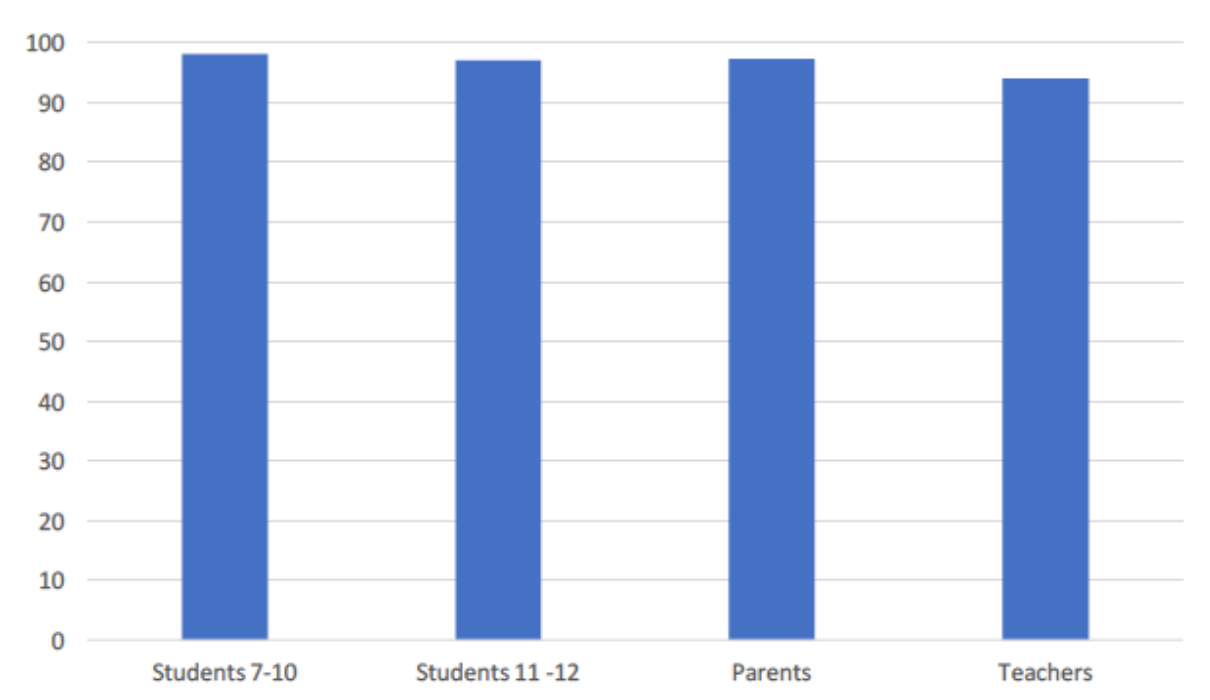
The recent survey received responses from over 705 students, 372 parents and 83 teachers. This is a significant portion of our population and we value the voice of each one. In addition to the whole school survey, 288 senior mathematics students were surveyed about their experiences of learning from home. Many students reported the benefits of independent learning and valued the work being done by teachers to create instructional video content. The whole school survey showed some clear patterns which are shared in the charts below:

Percentage of students and parents reporting positive learning engagement
(responses from engaged to highly engaged)



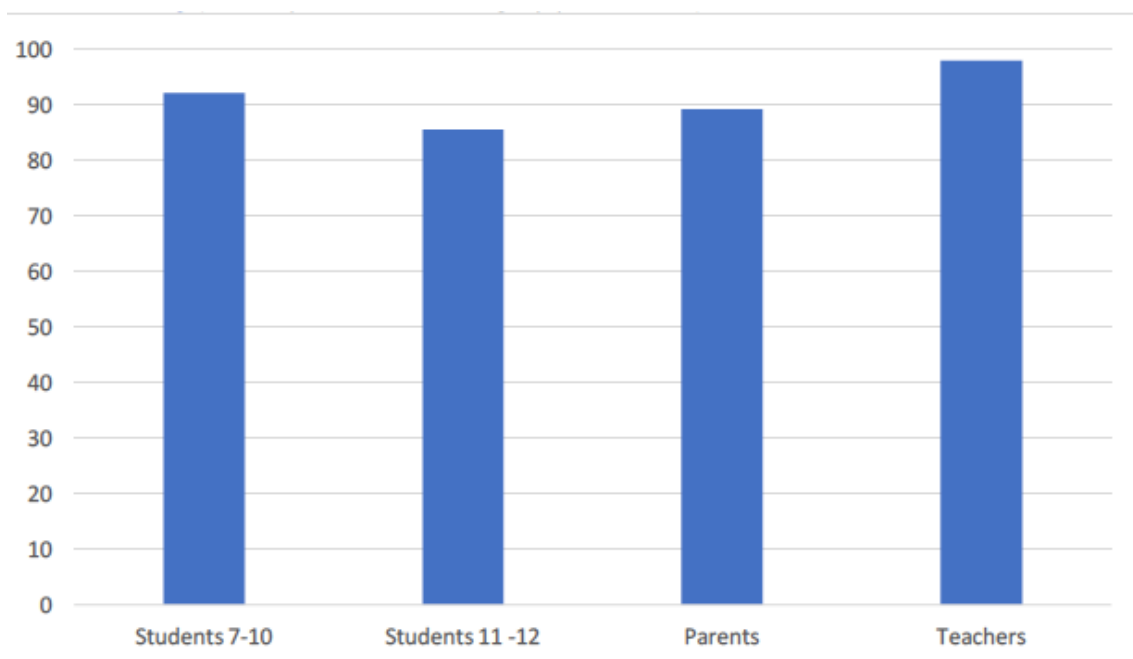
Percentage of respondents reporting level of *connection* to Google Classroom

(connected much of the time to connected every day)



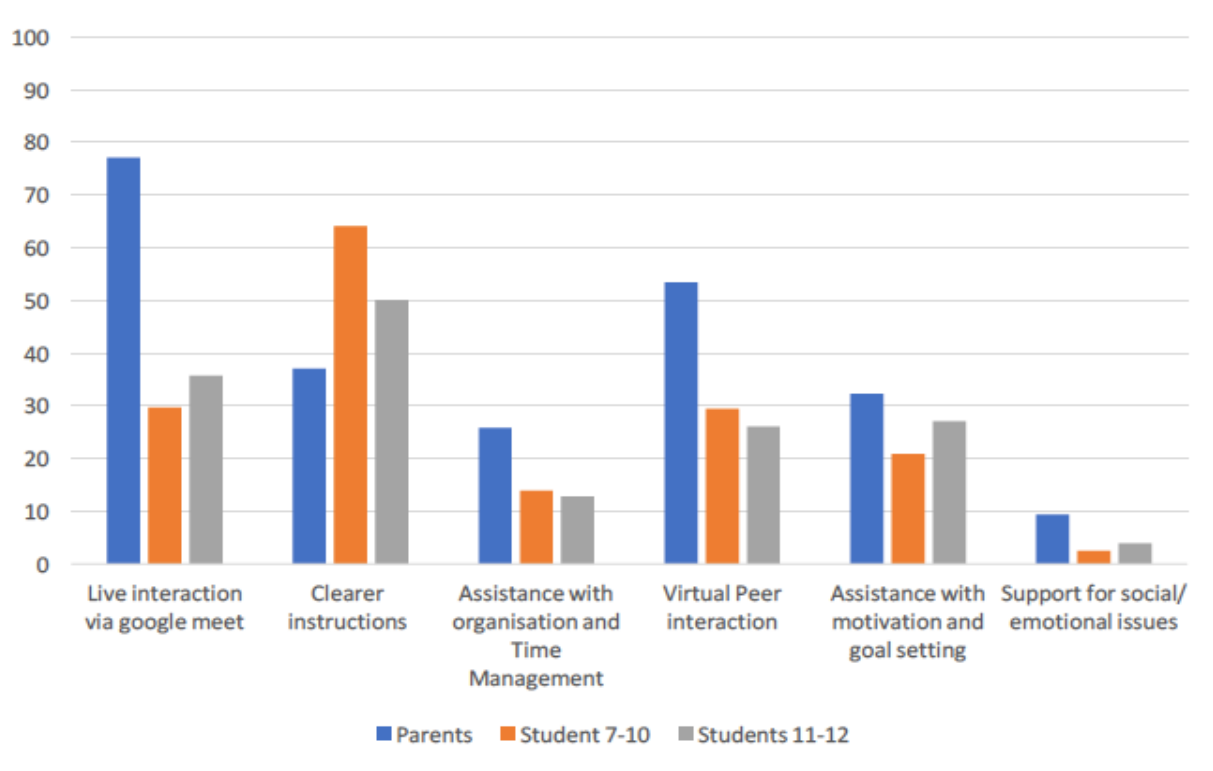
Percentage of respondents reporting level of student *productivity* as compared with onsite learning

(ie as productive to highly productive)



- Students were asked if they were completing *as much or more* work than they did when onsite. 60% of Year 11 and 12 students responded that they were completing **more** school work than they normally would onsite. 64% of students in Year 7-10 responded in the same way.

Parent and Student responses to how Offsite/Online learning could be **improved** (%)



Integrating Google Meet into Teaching and Learning

The College recognises that while many students are engaged, connected and productive within the current program, this experience would be enhanced with some face-to-face interaction. We are pleased to be able to expand Offsite/Online Learning to integrate the Google Meet platform. This decision has been taken after due consideration of:

- Child Safety obligations
- Recommendations of the Office of eSafety Commissioner
- Student, Parent and Teacher responses to recent surveys
- Our obligation to support teachers in this rapidly changing environment.

It is our expectation that each student logs on to the Google Meet session that has been established for each of his classes.

Structure

Homerooms and Tutor Groups will meet on Monday, Wednesday and Friday at the usual time of 8.40am.

Students should continue to log their attendance via the current system.

In keeping with the feedback from students, teachers and parents, the Google Meet tool will be integrated into the current Offsite/Online Learning program for **subjects** as follows:

	Frequency	Duration
Unit 3 Subjects	3 per fortnight	20 minutes
Unit 1 Subjects	1 x per week	20 minutes
Year 10 All Subjects	1 x per week	20 minutes
Year 9 Core Subjects	1 x per week	20 minutes
Year 9 Elective Subjects	1 x per fortnight	20 minutes
Year 8 Core Subjects	1 x per week	20 minutes
Year 8 Drama, Music, Design Tech, Art	1 x per fortnight	20 minutes
Year 7 Core Subjects	1 x per week	20 minutes
Year 7 Drama, Music, STEM, Art	1 x per fortnight	20 minutes

Technical Instructions and Protocols

Instructions and protocols on how Google Meet must be used can be found [here](#). Students have also been emailed a copy. Should you require further assistance please contact ICT Support.

What the Google Meet sessions will be used for

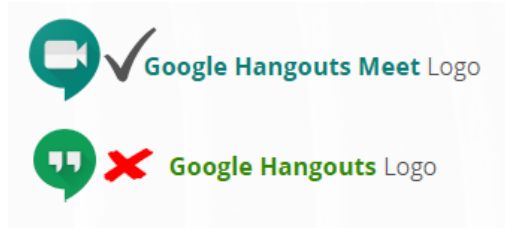
- ✔ Teachers will specify their Google Meet availability in the class/subject Learning Guide, which is published on Google Classroom.
- ✔ In many cases, there will be sessions in the first and last lessons of the cycle to 'bookend' the Google Classroom learning program.
- ✔ All Google Meet sessions will be recorded for future reference in the event that a student has issues with connection.
- ✔ Teachers will use the sessions to:
 - Clarify concepts that students may have had questions about on Google Classroom
 - Provide verbal feedback on **common** questions
 - Provide direction on future learning
 - Explain the resources posted on Google Classroom and how best to utilise them (eg video instruction).
- ✘ Google Meet sessions will not be run as substitutes for onsite lessons, nor will they be used to deliver content that students can learn independently.

Hints for students

- ✔ Practise self-management by trying different approaches prior to asking your teacher for help
- ✔ Make use of the resources and videos posted on Google Classroom
- ✔ Make a note of the things you have found challenging during the week
- ✔ Have pre-prepared questions which you can post on the chat function of Google Meet, or ask directly

Online Safety for Students, Parents and Teachers

The College has given serious consideration to moving to a live, face to face platform. Below you will find some tips on how to operate safely in such an environment.

Students	Parents	Teachers
<p>Students play a central role in creating and maintaining a safe online environment within their community.</p> <p>We aim to create opportunities for young people to participate, and be involved, in this process in ways that are authentic and resonate well with them.</p> <p>Below you will find resources for students in different age groups:</p> <p>Resources for students in Years 7 and 8 Resources for students Year 9 and above</p>	<p>Offsite/Online Learning is most effective when teachers and families understand the complementary roles they play in educating young people.</p> <p>We ask parents and carers - as far as is possible – to be present in or near the learning space and to assist in promoting a balanced approach throughout the day.</p> <p>See these resources from the eSafety Commissioner for tips on how to stay safe online.</p>	<p>We encourage all teachers to learn more about protecting their privacy online. Refer to eSafety's tips on protecting personal information.</p> <p>Only use Google Meet. Google has another product called Google Hangouts and teachers should not use this app for connecting for Offsite/Online Learning.</p> <div data-bbox="1406 758 1908 986" style="text-align: center;">  </div> <p>Watch this video for a guide to using Google Meet safely.</p>



Google Meet Classroom Lesson Protocols

These protocols have been developed by St Bede's College to create the best learning experience in a safe environment for both staff and students.

Student Protocols

Summary as follows:

- The aim of these sessions is to clarify work which has been set and allow questions to be answered.
- Use your St Bede's College Google Account.
- Use the link in Google Classroom.
- A teacher must be in the Google Meet session with students.
- All sessions are recorded.
- Wear appropriate attire.
- Be in an appropriate space.
- Be Respectful and Considerate. ICT Policy must be followed.
- Mute your microphone during the meeting until asking a question.
- Have your class materials and questions ready.
- Do not copy or distribute any recordings made.

Using your St Bede's Google Account

All Google Meet video conferencing use is for learning purposes and must be done through your St Bede's College Google Account.

Taking part in the Google Meet Class Session

All students are to enter the Google Meet sessions through the link generated on Google Classroom. This link enables Google Meet sessions to be owned and run by the teacher. This prevents students from entering the classroom without a teacher and gives the teacher extra privileges to record, mute and exit students from the session. **The aim of these sessions is to clarify work which has been set and allow questions to be answered.** Teachers will indicate through the Learning Guide on Google Classroom which lessons are Google Meet sessions and when to enter the Google Meet.

Recording

All lessons are to be recorded by your teacher and be available for the student on Google Classroom for revision at some time following the lesson. This is for child safety and revision purposes.

Appropriate Attire

When watching and participating in a lesson, students are to wear casual clothing that is presentable and appropriate for online learning. This should be similar to attire worn for a casual clothes day at school.

Appropriate Space

Where possible, students are to participate in lessons from a space that is set-up for home learning and free of distractions (eg a home office or dedicated space in the living room) and never in areas which are inappropriate. Students should work with their families to keep the area as clear as possible from additional noise that can disrupt the lesson and be distracting. Be aware of the appearance of the background area shown during the video conference. This area must be appropriate.

Be Respectful and Considerate

While participating in a live lesson may be exciting and new for students, we ask that students remain well behaved and mannered. Students are to conduct themselves and follow the same rules as though they were still on-site at the College. ICT policy and protocols should be followed at all times. This includes your use of images as avatars that are presented when your camera is muted. Microphones should be muted when entering a meeting and when not interacting with your teacher.

Have Class Materials on Hand

Students are expected to have all their learning materials required for that class on hand during the video lesson, the same expectations as if they were attending the lesson on campus.

Distribution

These lessons are provided for the exclusive use of the students enrolled in the nominated class. Students are not to download the Google Meet lessons or redistribute/repost to other people, devices, online destinations or social media.

Information on how to use Google Meet and tips for how to best use Google Meet can be found on the [Google Classroom Help page](#) for students.