

# Avalon Public School



AVALON PUBLIC SCHOOL



## Learning From Home Guide

*Term 3, 2021 - For Parents & Students*

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## Important Information for Parents

This guide is to help support our Avalon community and we know that the 'school day' will look different in each and every household. We understand that every family is different and operates on routines that suit them.

*Learning and working from home* is not without its challenges. Not all students do well learning from home, whilst some thrive. What matters most is keeping a **calm and considered, pragmatic attitude** to this situation in your home. We are staying home, to stay safe.

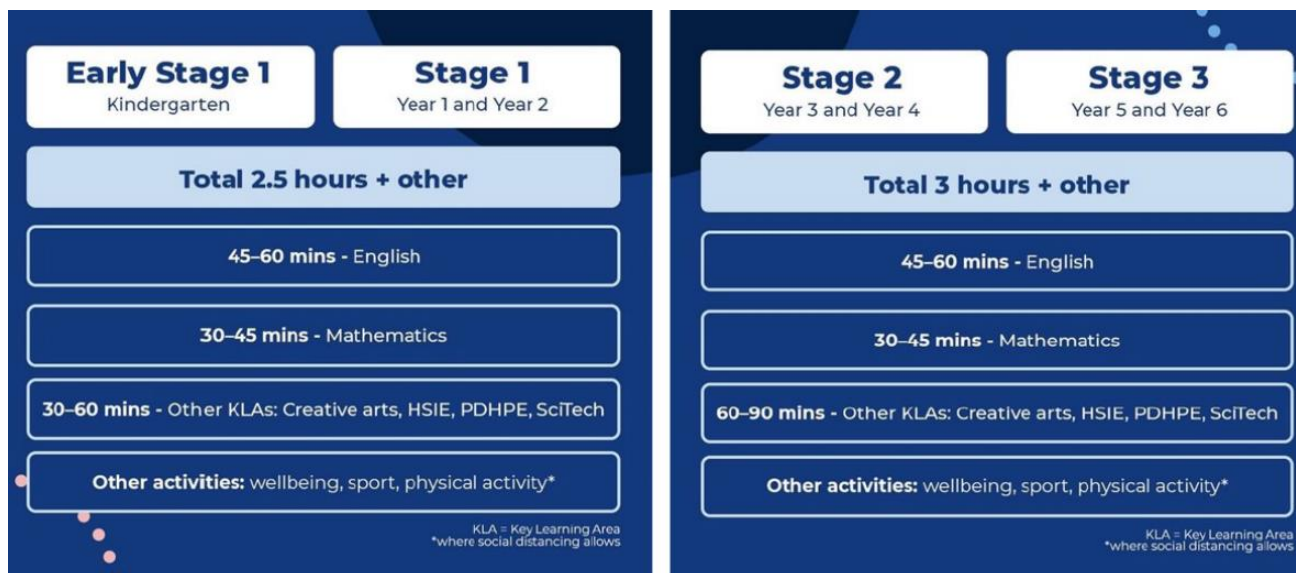
### What matters most is to:

- Prioritise an attitude of managing the learning, as best we can be (Reinforce 'Growth Mindset') and minimise stress and pressure.
- Adapt the timetables and guides to suit your child/your family/your work.
- Do what you can, don't overachieve.
- Be aware that particularly for K-2 students, meaningful play provides important developmental learning. Enjoy this.
- Ensure a focus on healthy activity, brain breaks, creative arts, music/singing/dance, and creativity.
- Rest assured your child's learning at this stage, will not suffer. We will all be through this soon and we will ensure every child achieves learning goals and targets, together.



## Learning From Home Guide (DoE)

The guide below has been published by the Department of Education as a guide for students and parents regarding the expectation for time spent when Learning from Home. It is a guide only and we are adhering to families doing their best and what's possible which changes from day to day, moment to moment!



## Attendance

It is important that our students maintain regular contact with their teacher and class members through the platform that is being utilised for their stage (K-2 Seesaw, 3-6 Google Classroom & Zoom K-6).

Teachers will continue to mark attendance to record the presence of students throughout the week. If your child is sick, please notify the school by email or Skoolbag and our office staff will record this on our records.

## Wellbeing

Please be assured that the staff of Avalon Public School are still here to support your child in their learning and wellbeing. Should you need further support, please contact us via the school office. Below are some tips for looking after your children during learning from home:

- helping your child to think about how they have coped with difficult situations in the past and reassuring them they will cope with this situation too
- exercising regularly
- encouraging children to keep in touch with family members and friends via telephone or email
- talking about what is happening – click the link below to access the ‘**Avalon Learning from Home Story**’



### Avalon Learning from Home Story

<https://drive.google.com/file/d/1iZg5OTXHeib6yb6qtvsasGgdspPnKd0s/view?usp=sharing>

The following websites are also very useful should you require them:

**Kids Helpline** <https://kidshelpline.com.au/>

**eSafety Commissioner:** <https://www.esafety.gov.au/parents>

**Department of Education Strategies & Activities:** <https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/wellbeing-at-home>



## Communication

Our school will continue to communicate with you using our normal communication methods such as:

- Email
- Skoolbag
- The school website
- Facebook

Should you wish to contact the school:

**Phone number:** 9973 1439

**Email:** [avalon-p.school@det.nsw.edu.au](mailto:avalon-p.school@det.nsw.edu.au)

## Contacting the Classroom Teacher

Teachers will be communicating with students within the online learning platforms (Google Classroom &/or Seesaw & Zoom) for the purpose of online learning and to check in. This will involve:

- A daily check message each morning with students via their online platform
- Zoom sessions (Mon, Weds, Fri – Week 3 and daily from Week 4) for video conferencing

Parent communications with the school are via the existing platforms of email or telephone call to the school. It is important that parents are mindful that teachers are communicating with many students or teaching face to face and may not be able to respond immediately.





## Parent Responsibilities during Learning from Home

Provide support for your children by:

- Assisting, where necessary, in helping your child familiarise themselves with the online learning platform
- Establishing routines and expectations
- Defining a space for your child to work in
- Monitoring communications from teachers
- Taking an active role in helping your children process their learning
- Encouraging physical activity
- Checking in with your child to help them manage stress
- Monitoring how much time your child spends online
- Have appropriate resources to ensure all tasks can be completed.



## Student Responsibilities during Learning from Home

Adjust these according to the age of your child:

- Following a daily routine for learning
- Identifying a safe, comfortable, quiet space for learning
- Regularly monitoring communications from teachers
- Doing their best work
- Complying with the department's student use of digital devices



## Establishing Routines & Expectations

Support your child by:

- Establishing routines and expectations from the start
- Encouraging your child to follow the class timetable
- Encouraging regular breaks and regular movement breaks
- Keeping normal bedtime routines.

## Setting up a Learning Environment

Support your child by ideally creating a space that:

- Is quiet and comfortable
- Set in a public / family space (not in a bedroom)
- Has an adult present who can monitor your child's learning

| NSW Department of Education



### Learning environment checklist

In setting up this space the following should be considered:

- Is the area free of distraction?
- Is there excessive noise in the area?
- Are there trip hazards in the area?
- Is the area exposed to direct glare or reflections?
- Does the area have sufficient power points available?
- Is equipment (extension cords etc.) in good, safe, working condition?
- Is there a proper desk and chair and other necessary equipment (light, stationery and devices)?
- Is the chair adjusted correctly?
  - Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
  - The chair backrest should support the lower back and allow your child to sit upright.
  - The chair should move freely and not be restricted by hazards such as mats and power cords.
  - Chair arm rests should be removed or lowered when typing.
- Is the computer adjusted correctly?
  - The screen should be positioned directly in front of your child.
  - The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
  - The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed.
  - The mouse should be placed directly next to the keyboard.
- Are their most frequently used items within easy reach from a seated position?



## Accessing the Learning

The school will provide the weekly Learning from Home timetable for your child via the **school website** under the 'Online Learning from Home' tab by 3.25pm on the Friday the week before. Additionally, they will also be sent via your **email** and the **Skoolbag App**. Paper copies will be available outside the front gate of the school each Monday at 8.55am when the gates open.

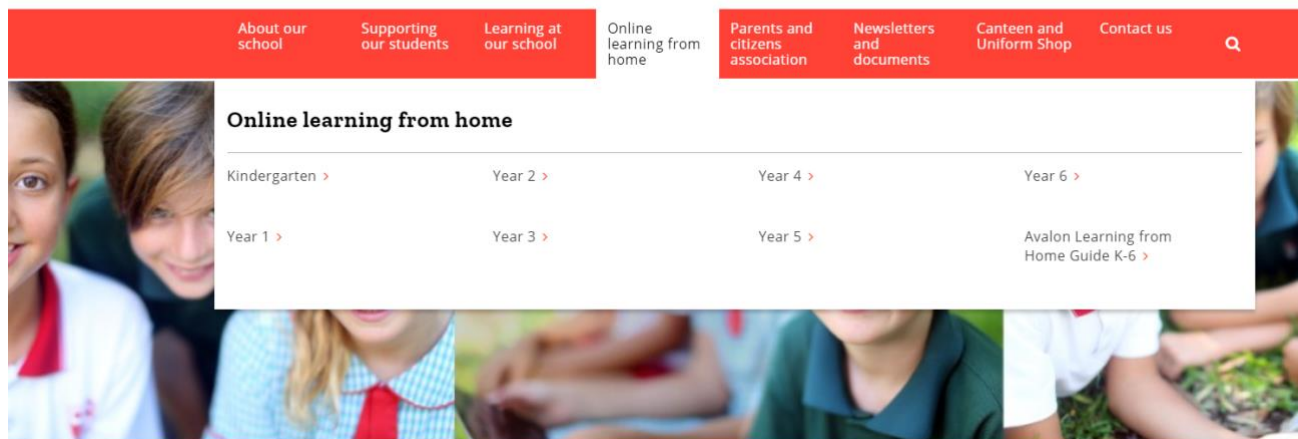


### Avalon Public School

Opportunity. Learning. Community

T: 02 9973 1439

E: avalon-p.school@det.nsw.edu.au



## Zoom Timetable Week 3

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.30am	Year 5		Year 5		Year 5
10.00am	Kindergarten		Kindergarten		Kindergarten
	Year 6		Year 6		Year 6
10.30am	Year 1		Year 1		Year 1
11.00am	Year 2		Year 2		Year 2
12.00pm	Year 3		Year 3		Year 3
12.30pm	Year 4		Year 4		Year 4

## Zoom Timetable Week 4 & Beyond

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.30am	Year 5	Year 5	Year 5	Year 5	Year 5
10.00am	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten
	Year 6	Year 6	Year 6	Year 6	Year 6
10.30am	Year 1	Year 1	Year 1	Year 1	Year 1
11.00am	Year 2	Year 2	Year 2	Year 2	Year 2
12.00pm	Year 3	Year 3	Year 3	Year 3	Year 3
12.30pm	Year 4	Year 4	Year 4	Year 4	Year 4

## Learning Support Programs

If your child is a part of one of the current learning and support programs you will be notified via email. Your child will receive an adapted program in either Mathematics or Literacy/Reading or both. This will be emailed out to you by Friday. If you required a paper copy of your child's program, please contact the front office.

Your child will complete the adapted program *instead* of the Mathematics or Literacy/Reading part of their class timetable. If they would like to complete both, that is completely fine. Learning Support teachers will be contacting student via Zoom beginning in Week 4. Your Zoom sessions will be communicated to you in the coming week.

If your child requires assistance with their support program, please contact the learning and support teacher, whose name will be on the bottom of the note you received via the school email.

## Read Aloud: A Text to Speech Voice Reader

Is your child struggling to read their instructions on Google Classroom or Seesaw every day? Do they always need you to read information to them? This Google Chrome extension may help. Read Aloud uses text-to-speech (TTS) technology to convert webpage text to audio. It works on a variety of websites, including news sites, blogs, fan fiction, publications, textbooks, school and class websites, and online university course materials. Click the image below for access:

[Home](#) > [Extensions](#) > Read Aloud: A Text to Speech Voice Reader



## Read Aloud: A Text to Speech Voice Reader

Offered by: [lisdsoftware.com](#)

★★★★★ 2,150 | [Accessibility](#) | 1,000,000+ users

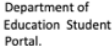




## Online Learning Resources K-6

The following online resources/websites for each grade will help support your child’s weekly learning timetable. All access codes will be distributed by your classroom teacher. Please click the link below for hyperlinks to the websites and brief descriptions and instructions for the resource.

- [Kindergarten Online Learning Resources](#)
- [Year 1 Online Learning Resources](#)
- [Year 2 Online Learning Resources](#)
- [Year 3 Online Learning Resources](#)
- [Year 4 Online Learning Resources](#)
- [Year 5 Online Learning Resources](#)
- [Year 6 Online Learning Resources](#)



### Year 3 Online Learning Resources

	<p>The student portal allows access to the Google Suite and email. Go to <a href="http://portal.det.nsw.edu.au">portal.det.nsw.edu.au</a> to log in using student username and password.</p> <p>If your child does not know their password, please contact your class teacher via the grade's online learning platform or email the school with details of their name and class so we can reset it for them. Every Avalon PS student has a DET email account. This account includes the student's <a href="mailto:username@education.nsw.gov.au">username@education.nsw.gov.au</a></p>
	<p>Google Classroom is a free web service where your class teacher will deliver weekly timetables and daily lessons. Students will be able to access online links, video, images, documents and create and submit their work. Students access Google Classroom via their DET student portal, online or via the Google Classroom App. Term 3 learning at home for Years 3-6 will be managed using Google Classroom.</p>
	<p>Available on Apple and Android as well as online at <a href="https://login.mathletics.com/">https://login.mathletics.com/</a></p> <p>Login and password provided by <a href="#">classroom</a> teacher.</p> <p>Series of lessons and activities aimed at improving your child's maths skills</p>
	<p>Available on Apple and Android as well as online at <a href="http://www.readingeggs.com.au">www.readingeggs.com.au</a></p> <p>Login and password provided by <a href="#">classroom</a> teacher.</p> <p>Students can progress through lessons and activities aimed at helping your child learn to read.</p> <p>Reading Eggspress is for students in Years 2-5.</p>
	<p>Sound Waves is a phonics and word study program. It uses a sound-to letter strategy which acknowledges that sounds can be represented in more than one way in written form. The program also covers language concepts such as homophones and homographs. Students can access games and activities at <a href="http://www.soundwaveskids.com.au">www.soundwaveskids.com.au</a> using their grade access code provided by their class teacher.</p>

## Finished your work early?

### Grade Activities

Please click on your child's stage below to access additional tasks they may complete if they have completed their work early.

- [Kindergarten Additional Activities](#)
- [Year 1 & 2 Activities](#)
- [Year 3 & 4 Activities](#)
- [Year 5 & 6 Activities](#)
- [Additional Activities & Websites K-6](#)

All activities below are optional.			
<b>Calligraphy</b> Build a fort using the couch, cushions, pillows and blankets that you have in your home. <a href="#">Click Here</a>	<b>Zooming Zoo</b> Virtually visit Sydney's Taronga Zoo and see the animals through the live camera! <a href="#">Click Here</a>	<b>Hopscotch</b> Use different chalk to draw a hopscotch pattern on the footpath, driveway or in your backyard. Play a game of hopscotch with your family. <a href="#">Click Here</a>	<b>Get Musical</b> Create a musical instrument from recycled items you have around the house. <a href="#">Click Here</a>
<b>Bubble Blower</b> Make your own bubble blower using a recycled plastic bottle with your parents/careers. <a href="#">Click Here</a>	<b>Draw the Day</b> Have some fun drawing up as Mum or Dad for the day. <a href="#">Click Here</a>	<b>Play Dough</b> Make your own homemade play dough! <a href="#">Click Here</a>	<b>Culture Time</b> Ask your parents/careers or grandparents to teach you a traditional dance. <a href="#">Click Here</a>
<b>Cloud-Spotting</b> Have a look up in the sky. Write about or draw the different shapes you can see. <a href="#">Click Here</a>	<b>Wood Carving</b> Create your own wood carver using natural materials! <a href="#">Click Here</a>	<b>Slime</b> Learn how to make slime using these 3 ingredients! <a href="#">Click Here</a>	<b>Lego</b> Play a game of 'Tag' with your family. <a href="#">Click Here</a>
<b>Recreate your Emotions</b> Make your own sensory 'tool chest' basket! <a href="#">Click Here</a>	<b>Read, Read, Read!</b> Read your favourite story to your parents/careers. <a href="#">Click Here</a>	<b>Fluency</b> Learn the 'Wash Your Hands' song to the tune of Baby Shark! <a href="#">Click Here</a>	<b>Gratitude Journal</b> Every morning when you wake up, write about something that you are thankful and grateful for. <a href="#">Click Here</a>
<b>Memory Lane</b> Ask your parents/careers to teach you a game that they played as a child. <a href="#">Click Here</a>	<b>Travel the World</b> Go on a virtual tour of places around the world using Google Earth. <a href="#">Click Here</a>	<b>Choreography</b> Make up a dance routine to go with your favourite song. Perform your dance routine in front of your family. <a href="#">Click Here</a>	<b>Paper Plane Making</b> Make your own paper plane and see how far it can fly! <a href="#">Click Here</a>
<b>Paper Airplane Making</b> Make a paper airplane and have a competition with your family members. <a href="#">Click Here</a>	<b>Quality Time</b> Get comfortable on the couch and watch your favourite movie with your family. <a href="#">Click Here</a>	<b>Ornament</b> Learn how to make different things out of paper! <a href="#">Click Here</a>	<b>Kindness Garden</b> Create a kindness garden in your backyard or on your balcony. Plant some seeds with kind and encouraging words. <a href="#">Click Here</a>
			<b>Ice Cream</b> Make ice-cream in a zip lock bag! <a href="#">Click Here</a>

### Wellbeing Challenge

Please click the image below to access the Wellbeing Challenge board:

All activities below are optional.				
Physical Wellbeing	Social Wellbeing	Emotional Wellbeing	Cognitive Wellbeing	Spiritual Wellbeing
<b>Be active!</b> Develop a fitness routine to music e.g. 3 star jumps, 3 sit ups and 3 push ups (repeat). <a href="#">Click Here</a>	<b>Family Interview!</b> Ask a family member questions about their life. <a href="#">Click Here</a>	<b>Speak Joy!</b> Participate in an activity that sparks joy and makes you laugh with a family member e.g. tell a joke. <a href="#">Click Here</a>	<b>Learn a new skill!</b> Ask a parent or sibling to teach you a new skill e.g. juggling, sewing, baking, or painting. <a href="#">Click Here</a>	<b>Appreciate the world!</b> Notice the plants, flowers, or trees outside your window. Draw these natural parts of our world. <a href="#">Click Here</a>
<b>Sleep and Hydrate!</b> Get at least 8 hours of sleep and drink at least 7 glasses of water. <a href="#">Click Here</a>	<b>Stay connected!</b> Call a friend you haven't spoken to in a while. <a href="#">Click Here</a>	<b>Love!</b> Set aside time today to do something you love e.g. read a book, listen to music or draw. <a href="#">Click Here</a>	<b>Set a goal!</b> Write a learning goal for next term and how you can work towards achieving it. <a href="#">Click Here</a>	<b>Gratitude!</b> Share 3 things you are grateful for with your family. <a href="#">Click Here</a>
<b>Simon Says!</b> Get active and play "Simon says," using movement e.g. Simon says, "run on the spot!" <a href="#">Click Here</a>	<b>Board Game!</b> Play your favourite board game with your family. <a href="#">Click Here</a>	<b>What makes you, YOU!</b> Write down things about yourself that make you special. <a href="#">Click Here</a>	<b>Say "hello!"</b> Learn to say "hello" in 10 languages. See if you can remember them all in 2 days. <a href="#">Click Here</a>	<b>Breathe!</b> Set a timer for 5 minutes. Sit down and breathe. Focus on deep, slow breaths. Do this 3x yourself or with your family. <a href="#">Click Here</a>
<b>Cook cooking!</b> Ask to cook a healthy meal for your family to share. <a href="#">Click Here</a>	<b>Give a helping hand!</b> Find someone in your home and help them do a task to make their day a little easier. <a href="#">Click Here</a>	<b>What are you thankful for?</b> Make a list of 10 things that you are thankful for everyday. <a href="#">Click Here</a>	<b>Screen Detox</b> Have a screen free day (no TV, no phone, no phones) Challenge accepted? <a href="#">Click Here</a>	<b>Clouds in the sky!</b> Go outside or look at the sky from your window. Find a cloud and draw it. Can you make a picture from the shape of the cloud? <a href="#">Click Here</a>
<b>Yoga!</b> Do 15 minutes of stretching and yoga. <a href="#">Click Here</a>	<b>Living Compliments</b> Give someone a compliment everyday. E.g. You have a beautiful voice when you sing! <a href="#">Click Here</a>	<b>Create a Colour Wheel</b> Find household items and create a colour wheel. Take a photo. <a href="#">Click Here</a>	<b>Overcome a Challenge!</b> Think about something that you have found challenging in the past and see if you are able to do it now. <a href="#">Click Here</a>	<b>Mindful Listening</b> Listen carefully with your eyes closed to any sounds you can hear. After one minute, open your eyes and write down everything you heard. <a href="#">Click Here</a>
<b>Mindfulness Eats</b> Take a deep breath and close your eyes. Then eat a small piece of food and notice what your body is doing (Chocolate is a good choice). <a href="#">Click Here</a>	<b>Yes and No Game</b> Have a conversation with one or more people. Ask each other questions, however you can't answer with 'yes' or 'no'. The answer is the person who continues the conversation for the longest without saying 'yes' to you. <a href="#">Click Here</a>	<b>Emoji Emotions</b> Check in with yourself and ask yourself, "how am I feeling?" Is this different to how you felt this morning or at lunchtime? Design an emoji for each of your feelings. <a href="#">Click Here</a>	<b>Sing or Play an Instrument</b> Learn the lyrics to a new song or practice playing a new piece of music on an instrument. Practice and play it to your family. <a href="#">Click Here</a>	<b>Keep a Diary</b> Spend some time writing in your diary. You could include a picture of the best part of your day. E.g. Who did you do today? Who did you speak to? What did you eat? <a href="#">Click Here</a>

### Lego Challenge

Please click the image to access the 30 Day Lego Challenge:

30 Day LEGO Challenge				
Follow the instructions for each day. The only rule is to have fun and use your imagination!				
Day 1 You were hired by an amusement park to create a new roller coaster. <a href="#">Click Here</a>	Day 2 NASA needs you to build a new rocket. <a href="#">Click Here</a>	Day 3 Your parents want to build a new house and they want you to build it. <a href="#">Click Here</a>	Day 4 Hollywood hired you to build a movie set for a new Star Wars movie. <a href="#">Click Here</a>	
Day 6 You enter a contest to build the world's tallest tower. Will you win? <a href="#">Click Here</a>	Day 8 Dr. Who hired you to build a new PARADISE. <a href="#">Click Here</a>	Day 7 Ford hired you to create the toughest pick up truck in the world. <a href="#">Click Here</a>	Day 9 You and 4 friends are stranded on an island. Build a way home to find a way home. <a href="#">Click Here</a>	Day 10 Captain Jack needs a new pirate ship and wants you to build it. <a href="#">Click Here</a>
Day 12 The city wants you to build a bridge to connect one side of the town to the other. <a href="#">Click Here</a>	Day 13 You are asked by the President to build a new monument to George Washington. <a href="#">Click Here</a>	Day 14 Mr. Hilton hired you to build a new hotel. <a href="#">Click Here</a>	Day 16 There is a storm in town. Build a plane for the performance. <a href="#">Click Here</a>	Day 17 Build the fastest car around and join the big race. <a href="#">Click Here</a>
Day 19 You are hired to build a brand new hospital. <a href="#">Click Here</a>	Day 20 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>	Day 21 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>	Day 22 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>	Day 23 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>
Day 25 You are hired to build a house on a remote island. <a href="#">Click Here</a>	Day 26 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>	Day 27 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>	Day 28 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>	Day 29 The alien base takes over. They are impressed by your robot. They want you to build one for them. <a href="#">Click Here</a>
Day 30 You are hired to build a house on a remote island. <a href="#">Click Here</a>	Day 30 You are hired to build a house on a remote island. <a href="#">Click Here</a>	Day 30 You are hired to build a house on a remote island. <a href="#">Click Here</a>	Day 30 You are hired to build a house on a remote island. <a href="#">Click Here</a>	Day 30 You are hired to build a house on a remote island. <a href="#">Click Here</a>

## Online Library Resources

Click on the images below for online reading resources for all ages:



CBCA NSW  
Kids Corner



Storyline Online



Story Time from Space



Storynory



International Children's Digital Library

International Children's  
Digital Library

## Technology

The guides below will support you and your child in accessing online learning.

### Where to go for help?

If students have forgotten their username or password, please contact your child's teacher as a first point of contact. For all other technical difficulties please email the school at [avalon-p.school@det.nsw.edu.au](mailto:avalon-p.school@det.nsw.edu.au) for support.



### Google Classroom

In Week 3, 3-6 students will be accessing learning and submitting work via Google Classrooms. In preparation, the following 'how to' guide was created to support students and parents. Click the links below for access:

- [How to Access Google Classrooms](#)
- [How to Guide for Google Classroom](#)



### Seesaw

In Week 3, K-2 students will be accessing learning and submitting work via Seesaw. In preparation, the following 'how to' guides were created to support students and parents. Click the links below for access:

- [How to Access Seesaw](#)
- [How to Guide for Seesaw](#)
- [Seesaw Frequently Asked Questions](#)



## Zoom

Teachers will be using Zoom to video conference with students. This platform will be used for teachers to connect with students to check in through daily messages and meetings at set times.



'How to use Zoom' information is available below and also on our website at <https://avalon-p.schools.nsw.gov.au/online-learning-from-home/using-zoom.html>

[How Students Access Zoom](#)

[APS Zoom Parent & Student Guide](#)



## NSW Department of Education How students can access Zoom meetings in NSW public schools

### Sign into Zoom with a desktop browser



Chrome      Edge      Firefox      Safari

1. Use a **modern browser** in Windows, MacOS or Linux.
2. Browse to the NSW DoE Zoom console at: <https://nsweducation.zoom.us>



3. Select **Sign in** at the bottom.
4. Login with your **department credentials**.



5. Select join meeting in the top-right hand side of your screen. Download and install the Zoom desktop client when prompted or proceed through your browser.



6. Enter the **Meeting ID** and **password** provided by your teacher. Follow prompts to continue into meeting. You will need to select computer audio and start video.

### Accessing Zoom using mobile apps

1. Download the **Zoom** app for your specific mobile device.

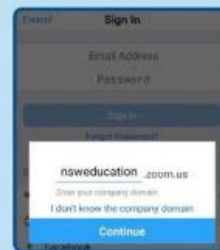


IOS

Android

[Download](#)      [Download](#)

2. Once installed, open **Zoom**, tap **Sign In** then tap **SSO**.
3. Type **nsweducation** and tap **Continue**.



4. The **DoE log on screen** will appear. Sign in with your normal department credentials.



5. Once signed in, **Zoom** will be ready for use!
6. Follow prompts, adding the meeting ID and password.



## Zoom Guidelines

Attendance in Zoom meetings, whilst encouraged, is optional for Avalon families. Protocols for using Zoom have been written in the interest of privacy, safety and well-structured online learning environments. The protocols, explained below, outline the responsibilities for you, our students and teachers when using Zoom. The protocols align with our current technology agreement. By having your child log into a Zoom meeting, you and your child acknowledged these protocols and agree to participate in video conferencing adhering to these guidelines.

### Protocols for using Zoom

Zoom sessions delivered by teachers ***cannot be recorded or reproduced in any way.***

#### Parents:

- Support students to access Zoom meetings.
- Support students to be in a quiet space and have a distraction free background behind them or blur their Zoom background.
- Support students to check their computer camera and speakers in advance of the meeting.
- Understand the student protocols below and support your child/ren with these.
- Remember this is a time for the children to engage with their teacher. If you have a question about the learning, please speak with the class teacher via your child's online learning platform or email the school. Please note, teachers may not be able to respond straight away as they may be teaching.

#### Students:

- Ensure you are showing the school code - Respect, Responsibility and Personal Best.
- Be ready to access the Zoom meeting on time.
- Check your computer camera and speakers in advance of the meeting.
- Make sure you have a distraction free background or blur your Zoom background.
- When you're using your name in Zoom, only use your first name and initial of your surname – no nicknames.
- Do not invite anyone else into your class's Zoom meeting.
- Ensure you are wearing appropriate clothing when participating in a Zoom meeting.
- Come prepared and ready to learn.
- Keep your camera on so you, your teachers and peers can better engage.
- When using the chat function, do so sensibly, as you would when speaking to your teacher at school.

**Teachers:**

- Provide students with a Zoom meeting time, link and password well in advance.
- Only conduct whole class or small group meetings. One-on-one Zoom teacher meetings will not be held.
- Remove and/or mute participants as deemed necessary.
- Teachers should utilise the waiting room function. Never allow students into or be left in a Zoom room without their supervision.
- Take note of who is there and check in with any students who might not have been able to access the Zoom.
- Follow and employ the school's discipline policy for inappropriate behaviour

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# ZOOM GUIDELINES

## BE ON TIME

Be ready to access the Zoom meeting on time. Ask your mum or dad to log you into a session a few minutes early.



## FIND A QUIET SPOT

### & BE PREPARED

To avoid distractions, find a quiet spot in your house. Have your school items ready for you to learn.



## FOLLOW THE SCHOOL CODE

Act as you would in class at school. Ensure you are following the school code- Respect, Responsibility and Personal Best.



## KNOW WHEN TO MUTE

Turn on mute until it is your time to speak.



## CAMERA ON & BACKGROUND NORMAL

Keep your camera on and don't use fun backgrounds as it can be a distraction and make you difficult to be seen.

## BE PRESENTABLE

Take a few moments to make yourself presentable. Brush your teeth and hair. Change out of your pyjamas.



## Digital Citizenship

We recommend you take the time to explore the issues of [digital citizenship and online safety](#) and discuss these with your child. The link above will take you to resources.

It is important that during this period of learning from home we maintain safe and responsible use of information and communication technologies. This includes the appropriate use of digital platforms, privacy and information protection, respectful communication and how to deal with issues online.

### Accessing digital devices and the internet

You need to be aware of the department's [Student Use of Digital Devices and Online Services Policy](#) regarding technology, devices and the internet.



## Student Expectations

### Avalon School Code for Students Working from Home - Online & Offline

At Avalon Public School we:	
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Are polite and kind to others</li> <li>• Are an active listener</li> <li>• Encourage and allow others to learn</li> <li>• Follow instructions</li> <li>• Follow the video conference guidelines</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Are accountable for our own behaviour</li> <li>• Show leadership by being a good role model</li> <li>• Care for our property and property belonging to others and our school</li> <li>• Submit our work on time</li> <li>• Protect our password</li> <li>• Report concerns to a teacher</li> </ul>
<b>Personal Best</b>	<ul style="list-style-type: none"> <li>• Be the best we can</li> <li>• Are an active learner</li> <li>• Have a positive attitude towards challenges</li> <li>• Learn from our experiences</li> <li>• Ask a question if I need help</li> <li>• Produce work that reflects my personal best</li> </ul>



## Student Daily Expectations

The classroom teachers have designed daily student expectations. These documents are also located on the website under your child’s grade.

### K- 2 Daily Expectations



#### Seesaw Online Learning Daily Expectations Students

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> <li>View weekly activity grid in your inbox</li> <li>Complete ‘Morning check in’ form</li> <li>Add response to Monday’s activity grid and tick off completed activities. Save to your journal.</li> <li>Upload finished activities to Seesaw where necessary</li> <li>Check in via Microsoft teams/Zoom</li> </ul>	<ul style="list-style-type: none"> <li>Complete ‘Morning check in’ form</li> <li>Add response to Tuesday’s activity grid and tick off completed activities. Save to your journal.</li> <li>Upload finished activities to Seesaw where necessary</li> </ul>	<ul style="list-style-type: none"> <li>Complete ‘Morning check in’ form</li> <li>Add response to Wednesday’s activity grid and tick off completed activities. Save to your journal.</li> <li>Upload finished activities to Seesaw where necessary</li> <li>Check in via Microsoft teams/Zoom</li> </ul>	<ul style="list-style-type: none"> <li>Complete ‘Morning check in’ form</li> <li>Add response to Thursday’s activity grid and tick off completed activities. Save to your journal.</li> <li>Upload finished activities to Seesaw where necessary</li> </ul>	<ul style="list-style-type: none"> <li>Complete ‘Morning check in’ form</li> <li>Add response to Friday’s activity grid and tick off completed activities. Save to your journal.</li> <li>Upload finished activities to Seesaw where necessary</li> <li>Check in via Microsoft teams/Zoom</li> </ul>

Your teacher is looking forward to seeing your personal best work!

## Stage 2 Daily Expectations

### STUDENT ONLINE LEARNING EXPECTATIONS MONDAY - FRIDAY YEARS 3 and 4

- Set up for home learning in a shared space
- Have a workbook and stationery ready for offline tasks
- Read the morning message your teacher has posted on the Stream in Google Classroom
- View your Home Learning timetable on the Stream in Google Classroom
- Click on 'Classwork' and access your tasks for the day
- Complete the Attendance task to let your teacher know you are working online
- If you are unsure of an activity, ask someone at home or contact a friend from your class
- If you are still experiencing difficulty, ask your teacher by leaving a private comment in the Private Comment box attached to the activity.
- 'Turn in' or 'Hand in' your work when it is all completed
- Check if you have received feedback from your teacher by clicking 'Classwork' then 'View my Work'
- Join Zoom meetings when they are timetabled for you
- Have regular breaks - get some exercise and fresh air
- Be kind to yourself and your family

## Stage 3 Daily Expectations

### STUDENT ONLINE LEARNING EXPECTATIONS MONDAY - FRIDAY YEAR 5 and 6

- Set up for your home learning in a shared space.
- Read the morning message your teacher has posted on the Stream in Google Classroom and complete the morning check-in.
- View your Home Learning Timetable on the Stream in Google Classroom each morning.
- Click on the Classwork tab to view the tasks for the day.
- Read each activity carefully before starting the task.
- If you are unsure of an activity ask your teacher by leaving a private comment in the Private Comment box connected to the activity or on the stream.
- If you have created a File, upload and 'Turn In' when complete. If you have made a mistake unsubmit your work to edit, then resubmit.
- Have regular breaks throughout the day - get some exercise , eat healthily, drink water and get some fresh air.
- Check if you have received feedback from your teacher. You can view this by clicking on 'Classwork' followed by 'View My Work'.
- Join Zoom meetings when they are timetabled for you. Ensure you are appropriately dressed and have all necessary work for discussion.
- Make sure all work for the week is completed by Sunday night.
- This is our learning platform so remember to be respectful at all times to your peers and teacher.
- Ensure your work is your personal best.
- Be kind to yourself and your family.



## Managing Behaviour

The expectations of your child and their required behaviour will be the same as face-to-face learning. Even though your child is at home they still need to comply with the school's behaviour management policy. Please refer to the following:

- [Avalon Public School Wellbeing Procedures](#)
- [Student Discipline in Government Schools Policy](#)
- [Behaviour code for students](#)
- [Bullying of Students – Prevention and Response Policy](#)
- [Student use of digital devices and online services](#)



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