



AL AMANAH COLLEGE

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Home Learning - Guidelines for Primary School Parents and Students

Dear Parents;

We would like to thank our families for their continued cooperation and patience as the School manages the evolving situation of the COVID-19 outbreak. With the continuous spread of the COVID-19, the need for the full online learning experience at home has become more pressing than ever.

In order to best facilitate learning, students will be participating in Home Learning by using a combination of our online platforms. Please view the details of how we are using each application outlined below:

<p style="text-align: center;"><u>ClassDojo</u></p> 	<p>ClassDojo will remain as the primary communication platform between staff and parents. Teachers will remind parents on ClassDojo when new work is added to Moodle. College administration will continue to post essential information via ClassDojo.</p>
<p style="text-align: center;"><u>Moodle</u></p> 	<p>Moodle is currently being updated by all teachers to include daily submission boxes for all regular classes. Lessons are being adjusted to suit an online environment. All students are to submit their classwork as a .doc or .pdf file, or upload photographs of their bookwork.</p>
<p style="text-align: center;"><u>Email</u></p> 	<p>Students are expected to check their email regularly for important information sent by Al Amanah College administration staff. Teachers and students will also frequently communicate via email. K- Yr 6 Students will access Microsoft Teams via their school email.</p>
<p style="text-align: center;"><u>Microsoft Teams</u></p> 	<p>In the event of school closures, Microsoft Teams will replace face-to-face teaching for all students K-Yr 6. As this is a new application, students may take some time to become familiar with its use. Please observe the guidelines on the following page.</p>
<p style="text-align: center;"><u>Mathletics</u></p> 	<p>Mathletics is our online Mathematics platform for students in years K to 6. Students will be engaging in one allocated Mathletics activities per week in addition to their regular Mathematics classes. Each student will have their own login and that will allow them to access the site at school and home.</p>
<p style="text-align: center;"><u>Studyladder</u></p> 	<p>Studyladder is a program which was developed by school teachers to provide all children with access to quality education. The program has many video lessons, interactive games, worksheets and assessments covering all the fundamentals a student needs to acquire fundamental learning skills and to feel confident to want to learn more.</p>
<p style="text-align: center;"><u>YouTube Channel</u></p> 	<p>Training videos on how to use the different online learning platforms will be available upon parents' requests. All parents and students across the school will be able to view the videos. Physical Education videos and other learning videos will also be uploaded as unlisted and can only be accessed with a direct link provided by the class teacher.</p>

ATTENDANCE

In line with school policy and legislative requirements, with online home learning, your child's attendance must be registered. All students will have to log in their presence online by 8:40am daily. Attendance will be monitored by class teachers and executive members in accordance with the student attendance policy.

The following procedures apply:

Primary School

- Teachers will monitor students' attendance via Moodle.
- Students are required to submit activities daily via Moodle as per their teacher's instructions.
- If your child is unable to participate in the online learning program for the day for any justifiable reason, please send a dojo message to the class teacher by 9am e.g. 'Sick'.
- The class teacher will record the attendance of each child as per the school attendance policy
- Moodle will be the main online learning management system utilised with K-6 students and their families during the online home learning phase through their children's accounts.
- Students will need to follow the daily routine set by the school and make sure they submit the assigned tasks via Moodle by 3:30pm as per their teacher's instructions.
- At 8:45am, the teacher will CHECK IN on Moodle with the students and mark the roll.
- Teachers will be checking up on students on work throughout the day and provide support as needed.
- Parents are encouraged to communicate with the class teacher via class dojo if they are experiencing any difficulties.

ONLINE STUDENT BEHAVIOUR AND EXPECTATIONS

All Al Amanah College students are expected to adhere to the student code of conduct as outlined in the student handbook, throughout online education. Acceptable behaviour includes treating others with courtesy, use of appropriate language during sessions, sharing of appropriate/relevant resources only and no disruptive behaviour. The school's Restorative Behaviour Management Policy will continue to be enforced throughout the duration of Home Learning.

Microsoft Teams Step by Step Guide

- Microsoft teams can be accessed by clicking the 9 squares in the top left corner of your school email.
- Students are to follow their regular timetable and join the team at their allocated class time.
- Students are to set microphone and webcam off when entering the stream.
- Students are marked as 'present' as they enter the live stream.
- Students are to right click their teacher's name in the 'participants' panel and 'pin' the teacher.
- Students are to keep the teacher 'pinned' for the duration of the stream.
- Teachers will mark attendance and introduce the lesson.
- Students are directed to lesson materials on Moodle.
- Teachers and students will continue to communicate via Teams chat during the activity.
- Students are to submit all class work via the submission box on Moodle.
- Moodle submission boxes are now identified by day, week and term.
- Class activities are to be submitted in the last 5 minutes of the allocated period.

**ALL ONLINE COMMUNICATION IS MONITORED AND ANY BREACHES OF SCHOOL POLICIES
WILL BE ADDRESSED BY THE EXECUTIVE TEAM.**

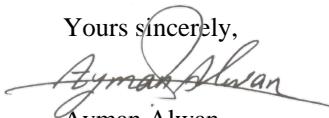
HELPDESK

If students or parents encounter any issues with their school - issued email accounts, Igloo Portal, Moodle or ClassDojo, they can email admin@alamanah.nsw.edu.au.

Any questions regarding the usage of Moodle are to be sent to the School's ICT teacher Mr. Mallitt via email: jmallitt@alamanah.nsw.edu.au.

We thank parents for their continued support and prayers as we work in partnership to continue the educational experience of our students. We are praying for all of our students and families at this time.

Yours sincerely,



Ayman Alwan

PRINCIPAL

8 July 2021