AL AMANAH COLLEGE

Home Learning - Guidelines for Secondary 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:

ClassDojo	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.
Igloo	Parents and students can access lesson plans via Igloo. Parents can view the timetable of their children to help organise their Home Learning activity throughout the day. Parents can view upcoming events and alerts from Al Amanah College.
Moodle	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. Teachers may also ask students to make contributions to forums which will be considered as submissions of class work.
Email	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. Year 7 - 12 Students will access Microsoft Teams via their school email.
Microsoft Teams	In the event of school closures, Microsoft Teams will replace face-to-face teaching for all students Year 7-12. 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.
HotMaths	HotMaths is our online Mathematics platform for students in years 7 to 12. Students will be engaging in one allocated HotMaths activity per week in addition to their regular Mathematics classes. Students have access to a wide range of resources on HotMaths, including examples, videos and practise tests.
YouTube Channel	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.

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 daily. Attendance will be monitored by class teachers and executive members.

The following procedures apply:

Secondary School – (Year 7 – 10)

- Log in on Moodle and Microsoft Teams between 8:30am– 8:45am (during Roll Call).
- Students must log in to every period on their timetable through Microsoft Teams to verify their attendance for that period.
- If your child is unable to participate in the online learning program for the day for any justifiable reason, parents are to send a clarification by emailing the subject teacher.

Secondary School Timetables

- Students need to follow their current timetables which will be allocated through igloo and Microsoft Teams.
- The students' timetable will apply for the Secondary school online learning.
- **Students need to check their igloo daily** to follow their daily timetables.

ONLINE STUDENT BEHAVIOUR AND APPEARANCE 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.

For online classes to be the most effective, punctuality is vital. Students are expected to login in 5-10 minutes before the scheduled class time in order for the class to begin as scheduled. Persistent lateness may result in disciplinary action and followed up by the Welfare Coordinator.

Deviation from such acceptable student conduct may result in disciplinary action. Regular procedures apply during online education. Therefore, consequences of unacceptable online behaviour will include but are not limited to:

- Verbal warnings
- Removal from the session
- Official warnings
- Welfare Coordinator involvement
- Elevation of levels as usual

Persistent online violations may result in a ban of that student in an online forum and further disciplinary actions.

Appearance (Online Lessons)

Student's appearance must at all times be neat, clean and modest.

- Parents are primarily responsible for their child's dress and appearance and are expected to check that it is acceptable before the online lesson starts.
- Where videoconferencing applies, students are expected to wear appropriate clothing while participating in an online classroom.
- Hair/Hijab to appear tidy and well presented. All girls are to wear their hijab during live Microsoft Teams sessions to avoid any issues in the event of technical mishaps.
- Deviation from the current policy may result in students being excluded from videoconferencing and Welfare Coordinator involvement.

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, their access to Microsoft Teams or Meetings, Moodle or ClassDojo, they can email admin@alamanah.nsw.edu.au.

Any questions regarding the usage of Moodle or Microsoft Teams are to be sent to the School's ICT teacher Mr. Mallitt at 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
08 July 2021