



# Northside Christian College

## Term 3 Remote and On-Site Learning Guide

# Introduction



Term 3 will begin with very different arrangements to other years. Recently, Premier Daniel Andrews announced the return to Stage 3 restrictions in Melbourne. During this period, the College will be offering a combination of Remote Learning and Onsite Learning, guided by the advice of the Premier.

On **Wednesday 15th July**, students in Years 11 and 12 will return to face-to-face learning at Northside Christian College, as will Year 10 students studying VCE classes.

From **Monday 20th July**, students in Prep to Year 10 will resume Remote Learning until at least Wednesday 19th August. The Victorian Government has made the transition back to Remote Learning to minimise the movement of children and their parents throughout the community.

The College recognises that some students in Prep to Year 10 may not be able to complete Remote Learning at home. The Victorian Department of Education advise that all students will learn at home except for students in the following categories:

- Children on days when they are not able to be supervised at home and no other arrangements can be made. This will be available for children of parents who cannot work from home, any student with a disability and vulnerable children, including:
  - children in out-of-home care
  - children deemed by Child Protection and/or Family Services to be at risk of harm
  - children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service or mental health or other health service).

This document outlines the College's approach to supporting students with Remote Learning. The College's on-site arrangements are also outlined in this document.

Let us be encouraged by God, for in Isaiah 41:10, the Bible says:

*So do not fear, for I am with you;  
do not be dismayed, for I am your God.  
I will strengthen you and help you;  
I will uphold you with my righteous right hand.*



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# Remote Learning

## Information for Parents

- Students are expected to set aside regular, focussed study time and submit work as usual. Submission of tasks is equivalent to attendance
- Please ensure that the children in your care are using their device in a "public" area of your home. Bedrooms and bathrooms are inappropriate
- Please ensure that your child is dressed in appropriate day wear when using their device. Please check that you have internet filtering, parent controls and privacy settings in place on the device that your child is using
- Students are not expected to work if they are unwell. Please email [attendance@ncc.vic.edu.au](mailto:attendance@ncc.vic.edu.au) to let the College know if your child will not be studying due to illness.
- Online learning can be challenging for students for a variety of reasons. These are some things to take into consideration:
  - Student's ability to learn and work independently
  - Self motivation will vary according to your child's age and maturity
  - The home environment may be more distracting for some students, especially with siblings in view
  - Contact with peers during remote learning can distract from productive work habits. Be aware that not all conversation is collaboration
  - The amount of parent and teacher support will be limited
  - Students can expect remote learning to be different from face-to-face learning in a classroom with "live" discussion
  - It will take a different amount of time for students to complete online learning - this may be longer or shorter, depending upon the task
- Please check in with your child to see how they are going with their online learning
- Please check your email regularly so that you are receiving work for your children and other communication from teachers
- Please check SEQTA regularly for additional information
- Lesson content is to be used for educational purposes only. College Policies regarding ICT and online safety remain applicable during this time of remote learning

### Copyright

- To remain compliant with copyright laws, we ask that you do not share any videos that we provide.

### Privacy

- Please keep in mind that privacy applies to all Northside Christian College students and teachers. Please do not share Remote Learning content on Social Media platforms or by email. Our College Community are also reminded to be aware of intellectual property laws.



# Online Protocols

## Policies

Everyone within the Northside Christian College school community is expected to abide by the College's policies. Policies are created to assist in creating a learning environment in which students can experience success in a safe and caring environment that supports their wellbeing and achievement. While students are completing Remote Learning it is important to remain aware of a range of College policies including the policies listed below. A range of College policies are published on the College website.

- Academic Integrity and Plagiarism Policy
- Behaviour Management Policy
- Child Safe Policy
- ICT and Internet Acceptable Use Policy
- Student Anti-Harassment and Bullying Policy

Staff at the College will continue to implement a range of pastoral care policies including the following:

- Gifted and Talented Education Policy
- Inclusive Education Policy
- Pastoral Care Policy
- Reportable Conduct Policy
- Social Media Policy
- Staff Contact with Students Policy
- Working with Children Policy

*These Protocols apply to all students.*

- ☐ Use your laptop or desktop computer to access school work, not your phone.
- ☐ Dress in appropriate day wear. This will help you to get in the right mindset to complete work
- ☐ Use your computer in a "public space" at home
- ☐ Set up a work space at home with everything you need in easy reach. Make this a space with limited distractions and noise
- ☐ Follow the teacher's instructions when you're doing online work. If you need help, ask your parents or contact your teacher by email
- ☐ Submit the work that you are asked to do. This is how teachers are keeping a record of your attendance at school

## Staff Availability

Staff will attempt to respond to student and parent emails during normal business hours. Staff will aim to respond to correspondence within 24 hours.



# Primary Routines

## Online Delivery

Northside Christian College will be delivering remote learning to students via Schoology for Years 5 to I2 and via SEQTA Learn (myEdOnline) for students in Prep - Year 4. Teachers will send a Remote Learning Schedule via email /SEQTA Direct Messages. It is important that all students actively engage and continue their learning during this time.

*This booklet contains information to help both yourself and your children while we deliver education online.*

At Northside we understand the importance of routine in student learning and encourage families to keep the schedule and times suggested. We also understand that in some households this Weekly Schedule is not practicable. If this is the case for you, please modify the schedule to meet the needs of your family. If you are requiring significant modification please make contact with your child/ren's classroom teacher to discuss alternative arrangements.

## Guidelines for work submission:

- ☐ Submission of student work counts towards their attendance
- ☐ Work can be submitted at the end of each session or at the end of each day
- ☐ Work to be submitted via Schoology for Year 5-6 students and myEdOnline for Prep-Year 4 students
- ☐ Classroom teachers will provide feedback on one piece of submitted work per day. Classroom teachers will aim to provide feedback within 24 hours of the submission of work
- ☐ Teaching staff will be available during class times for students/parent questions via email. Please be mindful that they may not be able to get back to every inquiry within the lesson time
- ☐ If your child is unable to 'attend' remote learning or complete work due to personal or household illness, please contact the classroom teacher by midday via email
- ☐ Homegroup teachers will be available once per day for a Zoom meeting to support student learning and allow for students to connect virtually.

## Primary School Overview

- ☐ The continuation of current programs and practices is essential
- ☐ Weekly Schedule sent to families via SEQTA Direct Messages/Email
- ☐ Day plans will be published to families at 4:00pm the day prior, through Schoology or myEdOnline, allowing parent preparation time
- ☐ Tasks based on the current programs used by the College and referenced to the Australian Curriculum
- ☐ Learning Intention published for each session of the day (some team teaching will take place)
- ☐ Each day to be split into four sessions - Mathematics, English, LIME time and Specialist
- ☐ Each session runs based on the 5 E's model (or similar)
- ☐ Where possible, teachers will provide videos to support student learning
- ☐ Flipped videos to be included where possible to support student learning
- ☐ Each session should include a submittable task that demonstrates the student's understanding. (This could be submitted by emailing a photo of the completed workbook page, answering a question online, etc.) Submission of this task will count as student attendance
- ☐ Teachers provide feedback via Schoology or myEdOnline
- ☐ Student workload will be reduced to allow for students working more independently (3.5 hours maximum)
- ☐ Weekly direct check-in/chat with families via email or phone where possible
- ☐ Record of attendance (completion of work) required and direct family follow up with students not completing assigned work
- ☐ Homeroom teachers to provide one session per day of connect time using the Zoom platform. Zoom session will be clearly identified on the Weekly Schedule sent to families.

## Primary School Daily Schedule

8:50 - 9:00	Devotions
9:00 - 10:00	English
10:00 - 10:30	Break Time
10:30 - 11:30	Mathematics
11:30 - 12:00	LIME time*
12:00 - 12:30	Lunch Break - Daily Physical Activity Challenge provide by the PE Department
12:30 - 1:30	Specialist^

\*LIME Time refers to Library, Inquiry Based Learning, Maths Online and English Online.

^Specialist time refers to Health, Physical Education, Science, Music, Mandarin and Art.

NOTE: Some class schedules may need to be altered due to daily Zoom connect time sessions.





# Secondary Routines

The overview below outlines the College's approach to delivering remote learning to students. A wide range of learning activities with instructions will be available for students for each of their subjects. There will be tasks assigned across all subject areas each week. The primary communication tool between teachers and students will continue to be Schoology. Students are encouraged to be proactive in communicating with teachers when they have questions or if assignments are unclear. Parents are welcome to communicate with teachers through email or SEQTA Engage.

## Year 7 - 10 Overview

- ☐ Weekly content and tasks posted on Schoology
- ☐ Tasks referenced to the Australian Curriculum
- ☐ Learning Intention and Success Criteria published for each learning / assessment task (some team teaching will take place)
- ☐ Flipped videos included where possible to support student learning
- ☐ Each task on Schoology will have supporting resources
- ☐ Student workload will be reduced to allow for students working more independently
- ☐ Staff will continue to provide feedback via the College's Continuous Online Reporting Program
- ☐ Weekly direct check-in/chat with families via phone where possible by the staff mentor
- ☐ Non-submission of work followed up by subject teachers and Directors of Learning

## Study Tips

### Make a Plan

In Years 7 - 10, content and learning tasks will be published on Schoology each week. The student workload will be reduced to allow for students working more independently. Students are encouraged to develop a plan to ensure that they stay up to date with their work.

### Creating a physical space for Remote Learning

Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time, as will be the case if Remote Learning is implemented over an extended period of time. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it should be a space where parents are present and monitoring their children's learning when feasible.



## Year 7 - 9 Subject Planner

These subjects will run on the following days for Years 7 - 9.

Week 2: 20th - 24th July

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
English	History	English	English	English
Science	Science	Geography	7/8 Business 9 History	Geography
PE	PE	PE	PE	PE
Reading Challenge	Reading Challenge	Reading Challenge	Reading Challenge	Reading Challenge

Week 3: 27th - 31st July

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Electives Launches	Mathematics	Mathematics	Mathematics	Mathematics
Electives Project	English	English	7/8 Business 9 Geography	English
Electives Project	History	History	Science	Geography
PE	PE	PE	PE	PE
Electives Project	Kindness Challenge	Electives Project 1	Reading Challenge	Electives Project 2

Week 4: 3rd - 7th August

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Mathematics	Mathematics	Mathematics	7/8 English 9 Mathematics	Mathematics
English	History	English	7/8 Business 9 English	English
History	Science	Geography	History	Geography
PE	PE	PE	PE	PE
Reading Challenge	Kindness Challenge	Electives Project 1	Reading Challenge	Electives Project 2

Week 5: 10th - 14th August

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Catch Up Day	Mathematics	Mathematics	Mathematics	Geography
Catch Up Day	History	English	English	English
Catch Up Day	Science	Geography	7/8 Business 9 History	Science
Catch Up Day	PE	PE	PE	PE
Catch Up Day	Kindness Challenge	Electives Project 1	Reading Challenge	Electives Project 2

Week 6: 17th - 21st August

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Mathematics	Mathematics	Mathematics	Mathematics	Catch Up Day
English	English	English	7/8 Business 9 English	Catch Up Day
History	Science	Geography	Science	Catch Up Day
PE	PE	PE	PE	PE
Reading Challenge	Kindness Challenge	Electives Project 1 Final Day for Completion	Reading Challenge	Electives Project 2 Final Day for Completion

## Year 10 Subject Planner

The subjects listed below will run on the following days for Years 10 students.

Week 2: 20th - 24th July

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
Horizons	Horizons	Science	Horizons	Horizons
Horizons	Science	Horizons	Science	Horizons
PE	PE	PE	PE	PE
Reading Challenge	Reading Challenge	Reading Challenge	Reading Challenge	Reading Challenge

Week 3: 27th - 31st July

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Electives Launches (2)	Mathematics	Mathematics	Mathematics	Mathematics
Electives Project	Horizons	Horizons	Science	Horizons
Electives Project	Horizons	Horizons	Science	Horizons
PE	PE	PE	PE	PE
Electives Project	Kindness Challenge	Electives Project I	Reading Challenge	Electives Project 2

Week 4: 3rd - 7th August

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
Horizons	Horizons	Horizons	Science	Horizons
Horizons	Science	Horizons	Science	Horizons
PE	PE	PE	PE	PE
Reading Challenge	Kindness Challenge	Electives Project I	Reading Challenge	Electives Project 2

Week 5: 10th - 14th August

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Catch Up Day	Mathematics	Mathematics	Mathematics	Mathematics
Catch Up Day	Horizons	Horizons	Horizons	Horizons
Catch Up Day	Science	Horizons	Science	Science
Catch Up Day	PE	PE	PE	PE
Catch Up Day	Kindness Challenge	Electives Project 1	Reading Challenge	Electives Project 2

Week 6: 17th - 21st August

Monday	Tuesday	Wednesday	Thursday	Friday
Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Devotion	Home Group and Chapel
Mathematics	Mathematics	Mathematics	Mathematics	Catch Up Day
Horizons	Horizons	Horizons	Science	Catch Up Day
Horizons	Science	Horizons	Science	Catch Up Day
PE	PE	PE	PE	PE
Reading Challenge	Kindness Challenge	Electives Project 1 Final Day for Completion	Reading Challenge	Electives Project 2 Final Day for Completion

Note: Year 10 students who are completing a Unit 1/2 subject are exempt from the Reading Project and only have one Electives Project.



## Reading Challenge

For the duration of Remote Learning, students are required to have a book and read regularly. Students are expected to read every day for the first week and several times a week after that. The challenge is to read as many books as possible in the time, but at least one. English teachers will keep students accountable for this. Students will need to update their teacher about the book/s they have chosen to read and their progress through the text.

## Kindness Challenge

Community and relationships are essential at this time. We need to be looking out for one another. Students are encouraged to participate in a deliberate act of kindness at least once a week. Ideas for things to do will be posted in a Google Doc and shared with students. When students have completed a kindness challenge, they are asked to tell their Mentor and he/she will record this. Just about anything counts but make it something you do above and beyond what you do already. (e.g. "I encouraged my friend," is not really going out of your way to be kind).

## Horizons

Horizons is an integrated course of study that our Year 10 students will undertake during Term 3 in 2020. Much of the Year 10 curriculum in History, Geography, Christian Life Studies and English covers similar ideas and skills. The learning in these subject areas focusses on global issues and peoples' efforts to improve the world. These are very pertinent areas of inquiry for students in a Christian school. As Christians, we understand that working to improve the world for our neighbours is a natural expression of an active faith.

During the Horizons program, staff will deliver the set Australian Curriculum in the same time allocation; however, we complete the planning collaboratively and synthesise the topics, providing a consistent Biblical perspective and a richer, more coherent course that goes deeper into the understandings we hope to achieve. The end result is a program to broaden students' "horizons", increasing their awareness of themselves as global citizens. Students will explore the question, "How can I use my voice and power to respond to the injustices in the world?"

A lot of hard work has gone into the planning of the Horizons program for our Year 10 students. Many thanks to the Year 10 subject teachers who have collaborated to develop and facilitate this program for our students. Their efforts are greatly appreciated by our College community.

## Year 7 - 10 Mentors

Every student in the Secondary School has been allocated a member of staff as a mentor.

During Remote Learning, this staff member will phone students once a week to check on them (most probably on Wednesday). They will ask students about how they are coping with Remote Learning, help with any problems they have encountered and check on their progress with assigned tasks.

Students are reminded that their mentor is the first person to go to with problems or challenges they encounter. Of course students can also contact their teachers or a member of the Student Wellbeing Team, but their mentor has time set aside for their students each week.

The College will confirm the mentoring arrangements for Term 3 prior to Week 2.



# Year 7-10 Zoom Sessions

One of the biggest challenges with remote learning is the lack of face-to-face communication. One way we hope to address this in the return to remote learning is by having whole-class Zoom lessons for most subjects.

For English, Mathematics, Science, History and Geography, there will be one compulsory Zoom lesson each week. Some of these classes may also run an additional optional Zoom session, where students can choose to participate to get some extra assistance or feedback about their work.

The timetable for these lessons is available in the Home Group Schoology page.

To help students get the full benefit of these Zoom lessons, there are some guidelines that we all need to follow:

1. Arrive to the scheduled lesson promptly, with all required materials. Your attendance will be marked.
2. Use a recognisable name. For example, use your first name and the initial of your last name. Users staff don't recognise will not be permitted to join the meeting.
3. Turn on your camera. This helps your teacher and classmates communicate with you. (If there is a reason this is not possible for you please contact Mr Bond or Fiona to discuss alternate arrangements).
4. Since you will be visible on Zoom, it is important to dress appropriately, similar to how you might dress for a 'casual' day at school. Also consider your location when you participate. Ensure there is nothing in the background that other participants may find offensive or distracting.
5. While it's important to have a quiet, distraction-free environment, it's inappropriate to be in a completely private space (e.g. bedrooms with closed doors) when connecting with others online. Please find a quiet area in a public space, such as your family dining room.
6. If you say or do anything inappropriate during the Zoom session, or make it difficult for other students to engage in the lesson, please understand that you will be 'removed' from the session and will miss the remainder of the content.

We trust that the addition of these whole-class lessons will be a positive learning experience for all students as you are able to better engage with your teacher and classmates.

## Samples of Year 7 - 10 Schedules

We know that many Middle School and Senior School students will be helping to watch younger siblings while their parents work from home. This is absolutely no problem and we completely understand and will support you as we navigate this together. Developing your own schedule is a good way to attempt to complete all of your work. The College is aiming to be flexible and understanding of all families in this situation. Students are encouraged to develop a plan/ schedule guided by the content available on Schoology. Below are two examples of a timetable that students may want to consider. The time allocations below are a guide. Feel free to develop a plan that best suits your approach to learning and lifestyle. If you have any questions about your individual situation, please talk to your child's teacher or Director of Learning.

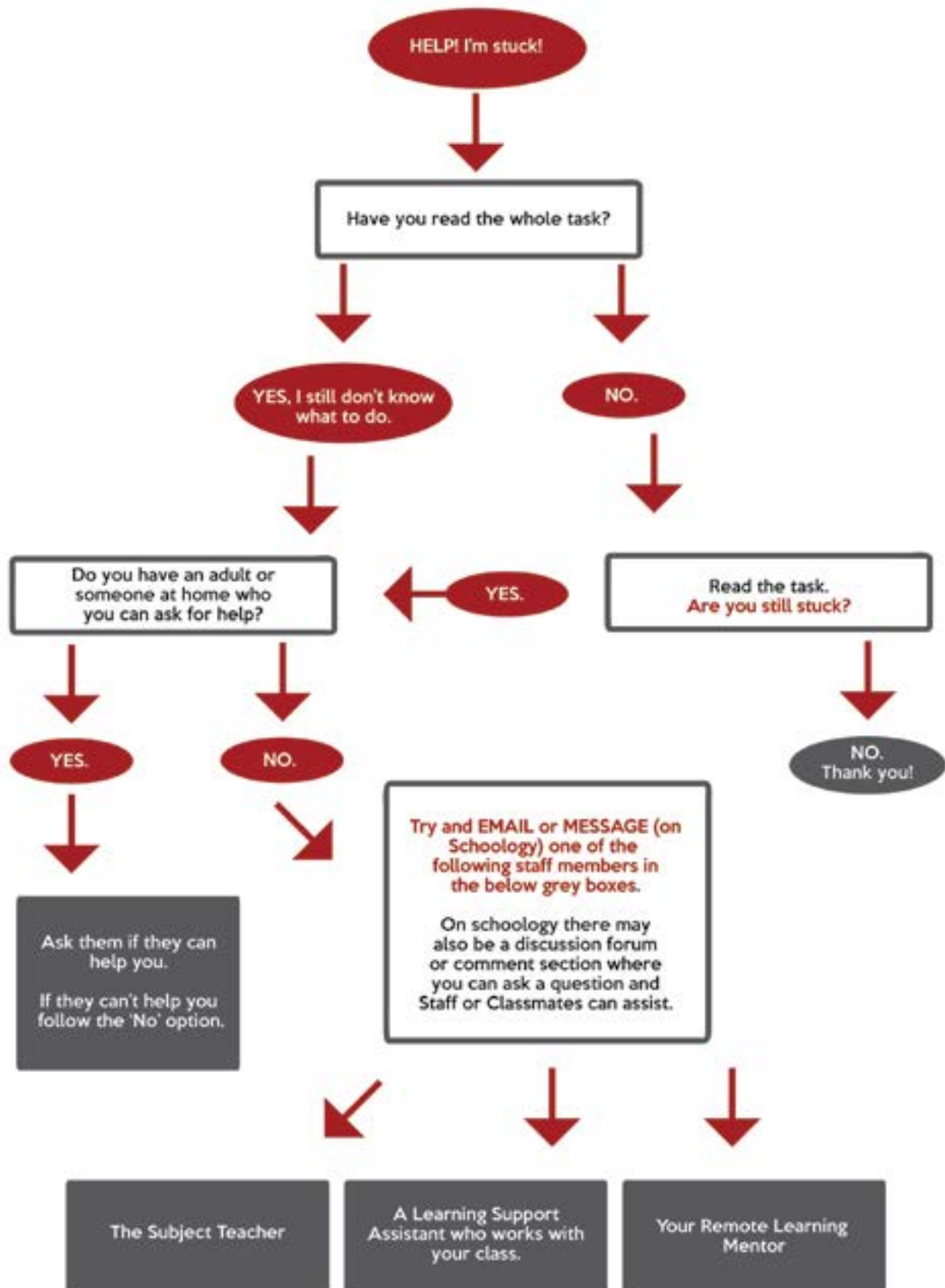
### Sample 1

8:00 - 8:45	Get up, have breakfast, get dressed and get ready for the day's learning
8:55 - 9:00	Home Group Mark yourself present on the roll
9:00 - 9:45	Subject 1
9:50 - 10:30	Compulsory ZOOM Sessions (check if you have one scheduled)
10:30 - 10:45	Devotions
11:00 - 11:45	Subject 2
11:45 - 12:45	Subject 3
12:45 - 1:30	Lunch
1:30 - 2:10	Compulsory ZOOM Sessions (check if you have one scheduled)
2:30 - 3:30	Electives / Reading / Kindness Project
3:30 - 3:45	PE - Fitness

### Sample 2

9:50 - 10:30	Compulsory ZOOM Sessions (check if you have one scheduled)
10:30 - 10:35	Check into Homeroom on Schoology for the day's announcements and instructions. Mark yourself present on the roll
11:00 - 11:45	Subject 1
11:45 - 12:30	Subject 2
12:30 - 12:45	PE - Fitness
12:45 - 1:30	Lunch
1:30 - 2:10	Compulsory ZOOM Sessions (check if you have one scheduled)
2:10 - 7:00	You pursue something else while another family member uses the computer.
7:00 - 8:00	Electives / Reading / Kindness Project
8:00 - 8:45	Subject 3
8:45 - 9:00	Devotions

## Remote Learning: What to do when you need help.



**NOTE:** If you don't have a particular Staff Member's email. Contact your Class Teacher or the School Office.





# Remote Learning at School

## Guidelines

The College recognises that some students in Prep to Year 10 may not be able to complete Remote Learning at home. The Victorian Department of Education advise that all students will learn at home except for students in the following categories:

- Children on days when they are not able to be supervised at home and no other arrangements can be made. This will be available for children of parents who cannot work from home, any student with a disability and vulnerable children, including:
  - children in out-of-home care
  - children deemed by Child Protection and/or Family Services to be at risk of harm
  - children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service or mental health or other health service).

## Sign-in

During Term 3, parents will not sign-in students for Remote Learning at School. Student attendance will be marked during the morning Home Group session. This will assist in minimising the number of adults on the College grounds.

## Prep - Year 6 Remote Learning at School

Students in Prep to Year 6 who are completing Remote Learning at School will meet in the Year 5/6 classrooms. Staff will be rostered on to support students with their learning.

## Year 7 - 10 Remote Learning at School

Students in Years 7 - 10 who are completing Remote Learning at School will meet in the Year 7 classrooms.

## Reminder

Parents and siblings are not to come on site. If parents / carers are collecting a sick child, please contact Reception so they can arrange for your child to be escorted to the appropriate car park. Parents should not be gathering socially in groups at any time at the College.

A photograph showing two male students in white lab coats and safety glasses working in a science laboratory. They are looking at something on a table. In the background, other students are visible, some sitting at desks and others standing. The lab has various equipment, including sinks and shelves with bottles.

# Learning On-Site

## Safety and Hygiene

The College will make every effort to ensure that the College is safe for parents, students and staff to work and learn.

The College will continue to follow advice provided by Victorian Department of Education and Department of Health and Human Services and the Australian Health Protection Principal Committee (AHPPC) regarding the operation of the College during the pandemic.

In order to effectively establish maximised safety and risk mitigation, new routines and guidelines will be established at the College. There will be a significant increase in hygiene practices for students as well as staff. Extensive signage reminding students and staff of physical distancing requirements where possible and the location of handwashing and hand-sanitising stations will be placed around the College and in each classroom.

The College increased cleaning of high-touch areas at the end of Term I. This will continue until further notice. Extended and increased cleaning of all frequently touched hard surfaces will be undertaken progressively throughout the day and at the end of each day, and will include, as a minimum, the disinfection of:

- Workstations and desks in the College
- Toilets and bathrooms
- Touch points, light switches, handrails, exit push buttons and door handles
- Play equipment

The College will have alcohol-based hand sanitiser in various locations of the College for student to access. All students will be required to sanitise their hands at the start of the day, after recess and after lunch. Cleaning hands also helps to reduce environmental contamination.

## Coronavirus Detection

While all measure will be taken to avoid infection, the reality is that clusters of infection may happen as the rules relating to social isolation are relaxed.

If Coronavirus contamination or a Coronavirus case is detected in the College:

- Every parent and employee must be informed immediately.
- The College will be shut down immediately.
- The College will contact the relevant departments and regulatory bodies and follow the advice and procedure.
- A registered industrial cleaning company will be brought in to do a comprehensive clean of the College to make sure it is virus-free.
- Students may be required to be tested for Coronavirus (COVID-19).
- The College may re-open only once these steps have been done.
- The College will follow the advice of the relevant health authority to make any necessary changes to these procedures.

## School Attendance

Students who are unwell **MUST** remain at home. It is an expectation that if a student is exhibiting any symptoms of being unwell parents will keep the child at home.

Parents or carers of children at school who are unwell will be contacted and asked to collect them as soon as possible. Students should not return to school until they are well and symptom free. Furthermore, if there is sickness within the family, all children should be also be kept at home even if they themselves do not have any symptoms of illness.

Parents and carers of children and young people with complex medical needs are encouraged to consult their health practitioner on establishing a medical plan for attendance at school. The school will work with parents and carers and the student's health team to ensure they have an appropriate plan in place to support the student at school. Please contact Reception if your child will be absent for health or medical reasons.

If families elect not to send their child to school, the child must continue their learning from home. If students are working from home, please understand that teachers may not be able to respond to questions until after hours.

Where children are not at school, parents and carers are responsible for the child's learning, safety and wellbeing at home.

Physical distancing between students is increasingly difficult when at school. The College will implement procedures to encourage physical distancing between students.

Parents and siblings are not to come on site. If parents / carers are collecting a sick child, please contact Reception so they can arrange for your child to be escorted to the appropriate car park. Parents should not be gathering socially in groups at any time at the College.

## Uniforms

The College expects all students to be in full College winter uniform and appropriately presented when at school.

## Parents on Site at the College

The College asks that parents phone the College for all non-urgent matters. Zoom meetings can be arranged with parents and guardians to discuss any matters relating to student progress or wellbeing.

Parents will be asked to remain in their cars during Pick up and Drop off times. There will be no play on the playground before or after school for students or siblings.

## Camps and Excursions

Activities such as camps, excursions and incursions will not be offered until further notice.

## Private Music Lessons

Private instrumental music lessons will continue remotely.

## Sports

When students return to school, sporting programs within the College will continue with additional physical distancing where appropriate.

The College has added additional cleaning measures on all sporting equipment and hand hygiene stations within the College.

There is no CSEN or interschool sports for Term 3. There will also be no before or after school training squads during Term 3.

## Personal Hygiene

The College asks all parents to remind their children of the importance of hand hygiene and coughing etiquette.

Using soap and water is the most effective method of removing the virus from our hands. The soap breaks the outer layer of the virus. Wash for 20 seconds and dry thoroughly.

Students must bring water bottles to school. These can be refilled at the nominated filling stations.

## Mobile Phones

Mobile phones are regularly touched and breathed on. AHPPC advice is that use of mobile phones at school should be restricted. As a result, mobile phones are not allowed to be used at school during Term 3. Students who bring mobile phones to school must keep them in their bags/ lockers at all times

## Physical Distancing

The College workforce will be required to practice physical distancing, but on the advice by the Chief Health Officer, physical distancing is not considered necessary between students in the school setting. However, we do advise students to practice physical distancing as is practicable whilst at school.

## Student Temperature Screening

In order to support community awareness of the symptoms of coronavirus (COVID-19) and to help identify children displaying symptoms, all schools located in metropolitan Melbourne and Mitchell Shire will commence temperature screening of students while the Stay at Home restrictions are in place. This is an important public health measure to promote awareness of symptoms associated with coronavirus (COVID-19) and to ensure that unwell students remain at home.

Students attending school on-site at Northside Christian College will receive a temperature screen every morning before starting school while the Stay at Home restrictions are in place. Temperature checking will take place soon after students enter the College property. An outdoor testing area will be set up. Temperature screening will be conducted using non-contact infrared thermometers where possible.

Temperature screening as a public health measure in schools will support the identification of unwell children. Temperature screening does not replace the need for other important public health measures such as hand hygiene, and enhanced cleaning and disinfection.

The most important action that staff, students, children and families can take is to ensure that unwell staff, students and children remain at home.

## Temperature thresholds and required actions

TEMPERATURE READING	REQUIRED ACTION
Less than 37.5°	Student advised to proceed to class.
Equal to or greater than 37.5° on first reading	The student should be asked to wait in a separate area and have their temperature re-checked in 15 minutes. The College will contact the student's parent / carer to update them on the first reading.  If the student is wearing outerwear, the staff member should suggest the child remove this once they are indoors.
Equal to or greater than 37.5° on second reading	The student should return home with their parent/carer.  If parent/carer is not present, the student will need to be isolated and the parent/carer contacted to collect them from school as soon as possible.  Families should be encouraged to seek the advice of their healthcare professional who can advise on next steps and coronavirus (COVID-19) testing



## Important Expectations for all Students

- ☐ Stay home if you are unwell
- ☐ If you start to feel unwell at school, speak to your teacher who will direct you to Reception
- ☐ No hugging or touching other students or staff
- ☐ No sharing of food or drinks
- ☐ Students to remain at arms-length distance from each other if possible
- ☐ Students to remain 1.5 metres away from staff
- ☐ Students are not to rearrange desks or College furniture
- ☐ Students must follow set rules and directions from staff for common areas, bathrooms and classrooms
- ☐ Cough/sneeze into your elbow or a tissue and dispose of tissues immediately
- ☐ Wash or sanitise hands after coughing, sneezing, bathroom visits and before eating
- ☐ Lockers are not to be shared with or be left accessible to other students
- ☐ Students are allowed to wear a face mask



## Break Times

Recess and Lunch times will be as normally timetabled, but each year level will be zoned to different areas of the College grounds - [See related map](#).

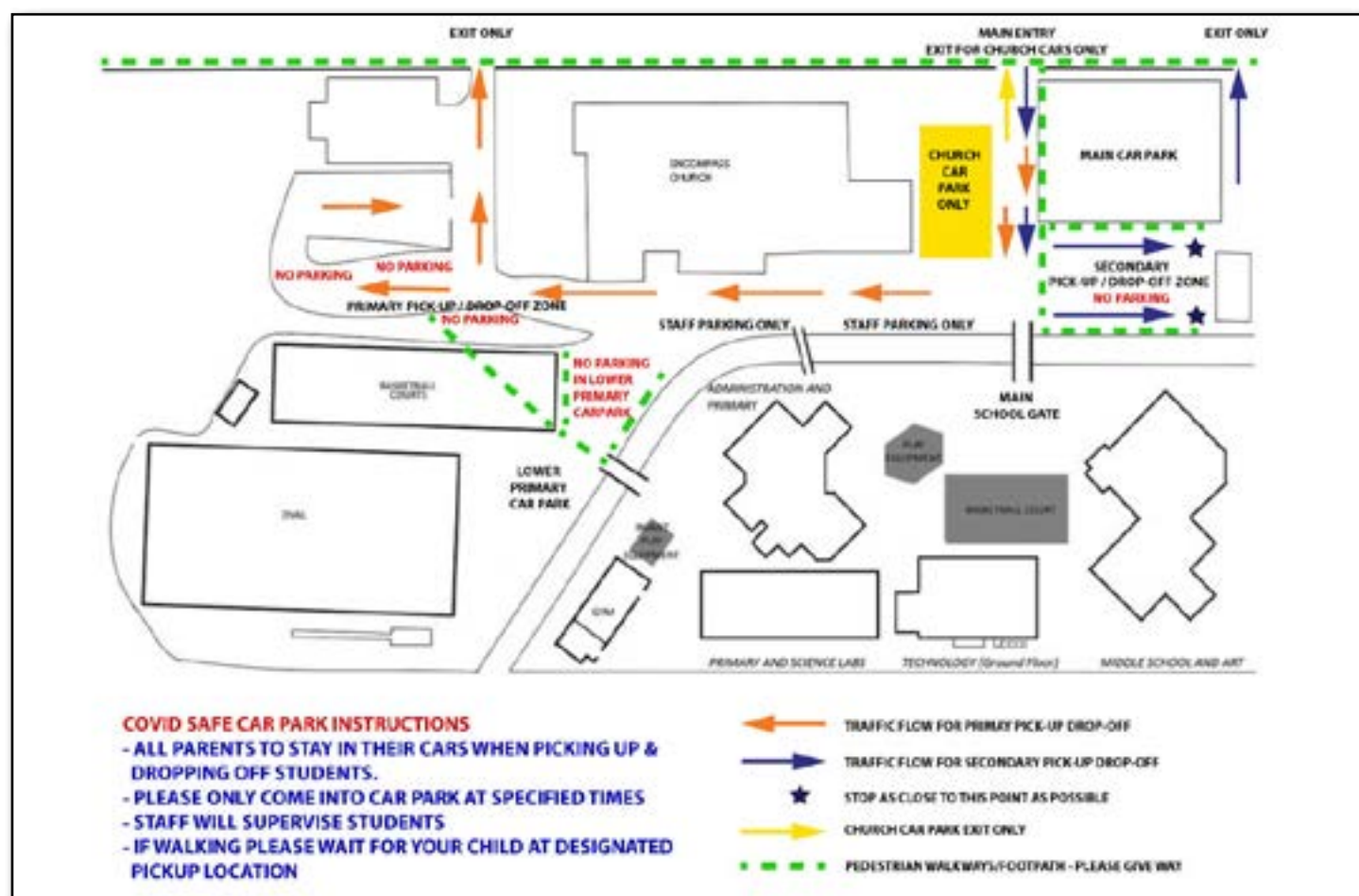
Playground equipment can be used, however students should be directed to practice hand hygiene before and after use. Students will not be able to play on the playground before or after school.



## Pick Up and Drop Off

- To help minimise the spread of COVID-19, parents are asked not to come onsite unless they are picking up a sick child from Reception or attending a pre-arranged meeting or appointment.
- All students must be picked up and dropped off via the designated Zones as detailed on the **COVID Safe Car Park Instructions map**.
- Dismissal/Pick up times will be staggered by House Teams:  
3:05 Courageous Conquerors;  
3:15 Noble Knights;  
3:25 Worthy Warriors.
- Parents are to come into the carpark at their allocated time. Please park slightly away from College Pick up Zones until it is your child's collection time. Parents will need to arrive promptly and leave as soon as they are able to. Parents are asked to be patient as there may be delays at times.

- Parents will use the Pick up/Drop off Zone of their oldest child to meet/drop off their children. Secondary students to use area to the east near the green shed and Primary students to use area behind Encompass church.
- Parents are to stay in their cars and wait for students to come to their cars. Parents are asked to display their child's surname in bold letters on their passenger side dash.
- Staff will supervise the areas but parents are urged to arrive promptly so as not to cause delays to staff and other parents.
- The Lower Primary Carpark will be closed to ensure student safety and assist with quick pick up routine.
- If walking or riding with your child, you are to meet them in the designated pick up areas based on their age at their designated pick up time.



# Wellbeing at Home

## Questions that may support you with your young person in conversation

General wellbeing	Sleep	Eating	Exercise	R&R	Relationships	Study environment?	Learning	Stuck with learning	Time management
How has your week been?	Sleeping well?	Regularly?	Regular?	At least 30-60 mins per day off screen?	Who did you connect with over the last week?	Consistent work space?	Doing what helps YOU? Taking notes, listening, explaining, watching, drawing, creating	Read all instructions?	What helps you to be diligent? Procrastinate?
How have you found the start-up to the term?	Sleeping enough?	Balanced diet?	What is your routine?	A time to completely switch off from work/study?	What did you do to connect?	Issues with work space?	How are you finding the workload?	Watched videos or supporting materials?	Are you taking enough breaks?
How are you feeling about remote learning?	Sleep routine?	Plenty of water?	Brain breaks?	What are you doing to recharge?	Do you feel supported by me? Friends? Extended family? How?	Phone away during learning time? Where?	Strategies to be organised? Priorities? Maintaining consistent learning?	Asked a friend?	What is distracting? What can you DO about this?
Feeling safe online?	What's interrupting sleep?		What could we do together?	Hobby/ activity that makes you feel good (yet off tech)?	What can we do as a family to connect with other family and friends? Eg zoom game, meal, worship	What can I do to help to create a better environment?	Rewards for self? Or how can I support with a reward?	Attended zoom for that subject?	Timing your learning sessions?
How are you coping?							Motivation?	Took a break and tried again?	Have a daily schedule?
							Need help with a task/ subject?	Ask me? Ask your mentor?	
							Up to date? Show me		

## For students helping themselves ... or Good prompts for parents

Self-expectations	Anxiety	Low motivation	Procrastinating	Support	Confidence
Am I worried that I won't do a good enough job? I can make a start and then get feedback: we learn by making mistakes.	Am I so nervous about doing this task that I can't think straight? I can take some deep breaths, go for a walk, talk to a teacher or a friend for help, pray and ask for peace and wisdom...but I CAN do this!	Am I feeling unmotivated to start, keep going or finish this task? Finishing well is just as important as starting: I can find a way to do just the next step for this task. I don't need to finish it all in one sitting.	Am I struggling to even start and so putting off doing anything? The best way to start is to simply make a start! I can complete Step 1 and then worry about the rest later.	Am I struggling to even understand what I'm supposed to do? There's no shame in asking for help. I can try and then reach out for feedback and help.	Am I losing confidence in my ability to do this? I can find a way to do this, even if it means asking for help when I usually wouldn't, or approaching this task in new and different ways.
Am I unsure of how to write the first word/line? It's helpful for me to put something down on the page and then I can go back and change it later if I don't like it. Sometimes this helps to get the ball rolling.	Am I having trouble sleeping because I'm worried about how I'm going to get this done? I can focus on things I am grateful for and thoughts that make me feel safe and happy. I can deal with this task tomorrow after I've had a good sleep.	Am I feeling like I've lost interest in my topic and don't know how to get the interest back? This topic was chosen because I or my teacher thought it was important enough for me to explore; I can choose to learn from it what I need to learn, regardless of how interested I am in it.	Am I saying every day, "I'll do that tomorrow"? I can make a start today, regardless of how small that start is.	Is there something about this task that I am not yet capable of doing? I can reach out and ask for help: teachers, friends, parents, siblings, the Internet... I can see this as learning and not as failure!	Am I down on myself because I thought this would be easy and I'm finding it challenging? We learn through struggle and challenge. It's OK to find something difficult. I can ask for some help if my confidence to start is low.
Am I unsure of how to write the introduction? The best way to write a piece is to launch into the body of the text: I can write the introduction last, once I know what I want to say!	Am I feeling overwhelmed by this task? I can break it down into bite-sized chunks, and do these chunks one at a time. Every little bit I complete means I am that little bit closer to finishing my learning task.	Am I not interested in the learning task? Sometimes there are learning tasks that I just need to do. I can find one thing I'd like to achieve in learning from this task, even if it's persistence!	Do I keep putting off one particular task because I don't want to do it? I can get this one thing done and then give myself a reward for doing it!	Is this whole task way too much of a challenge for me academically? I can communicate with my teacher about the mismatch I feel between my abilities right now and what is being asked of me. Together we can make a plan!	
Am I expecting a lot of myself, to the point where it's making me anxious? This task does not decide whether or not I get to stay alive/live out my dreams/am a good human being: It's helpful to have a realistic expectation of myself, my time, my energy and the effort that is required for this task.			Do I keep putting off one particular task because I don't know how to do it? I can reach out and ask for help: teachers, friends, parents, siblings, the Internet...	Am I feeling alone? I have my mentor, subject teacher, Director of Learning, Wellbeing staff, Learning Assistants, friends, relative who I can reach out to. I deserve to and have the right to have support.	





## Key Contacts

Reception for General Enquiries

03 9467 2499

[ncc@ncc.vic.edu.au](mailto:ncc@ncc.vic.edu.au)

If your student is unwell and unable to complete the assigned learning tasks, please email:

[attendance@ncc.vic.edu.au](mailto:attendance@ncc.vic.edu.au)

Director of Primary School Learning

Mr Chris Simmons

[csimmons@ncc.vic.edu.au](mailto:csimmons@ncc.vic.edu.au)

Director of Middle School Learning

Ms Jo Westland

[jwestland@ncc.vic.edu.au](mailto:jwestland@ncc.vic.edu.au)

Director of Senior School Learning

Ms Lenna Waters

[lwaters@ncc.vic.edu.au](mailto:lwaters@ncc.vic.edu.au)

Deputy Principal / Head of Secondary and Secondary Learning Support Co-ordinator

Mr Michael Bond

[mbond@ncc.vic.edu.au](mailto:mbond@ncc.vic.edu.au)

Director of Teaching & Learning

Mrs Angela Eynaud

[aeynaud@ncc.vic.edu.au](mailto:aeynaud@ncc.vic.edu.au)

INSPIRE Coordinator

Mrs Amy Horneman

[ahorneman@ncc.vic.edu.au](mailto:ahorneman@ncc.vic.edu.au)

Head of Student Wellbeing

Ms Fiona Dumitrache

Zoom Phone (9am-5pm): 03 7034 4246

[wellbeing@ncc.vic.edu.au](mailto:wellbeing@ncc.vic.edu.au)

College Chaplain

Mr Jared Stocks

[chaplain@ncc.vic.edu.au](mailto:chaplain@ncc.vic.edu.au)

Upper Primary Co-ordinator and Primary Learning Support Co-ordinator

Ms Serene Eng

[seng@ncc.vic.edu.au](mailto:seng@ncc.vic.edu.au)

Lower Primary Co-ordinator

Ms Olivia Natoli

[onatoli@ncc.vic.edu.au](mailto:onatoli@ncc.vic.edu.au)

eLearning Co-ordinator

Mr Chris Gatt

[cgatt@ncc.vic.edu.au](mailto:cgatt@ncc.vic.edu.au)

IT Manager

Mr Alister Smith

[asmith@ncc.vic.edu.au](mailto:asmith@ncc.vic.edu.au)

For any fee concerns, please contact the Finance Office:

03 9467 2499

[accounts@ncc.vic.edu.au](mailto:accounts@ncc.vic.edu.au)

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# Northside Christian College

*Transforming Lives Through Christ and  
the Wonder of Learning*

Northside Christian College

*Remote Learning Guide*

17 July 2020

This document includes a wide range of information and resources that may be of assistance to Northside Christian College students and families while the College is teaching remotely and on-site.

Digital copies available at [www.ncc.vic.edu.au](http://www.ncc.vic.edu.au)