



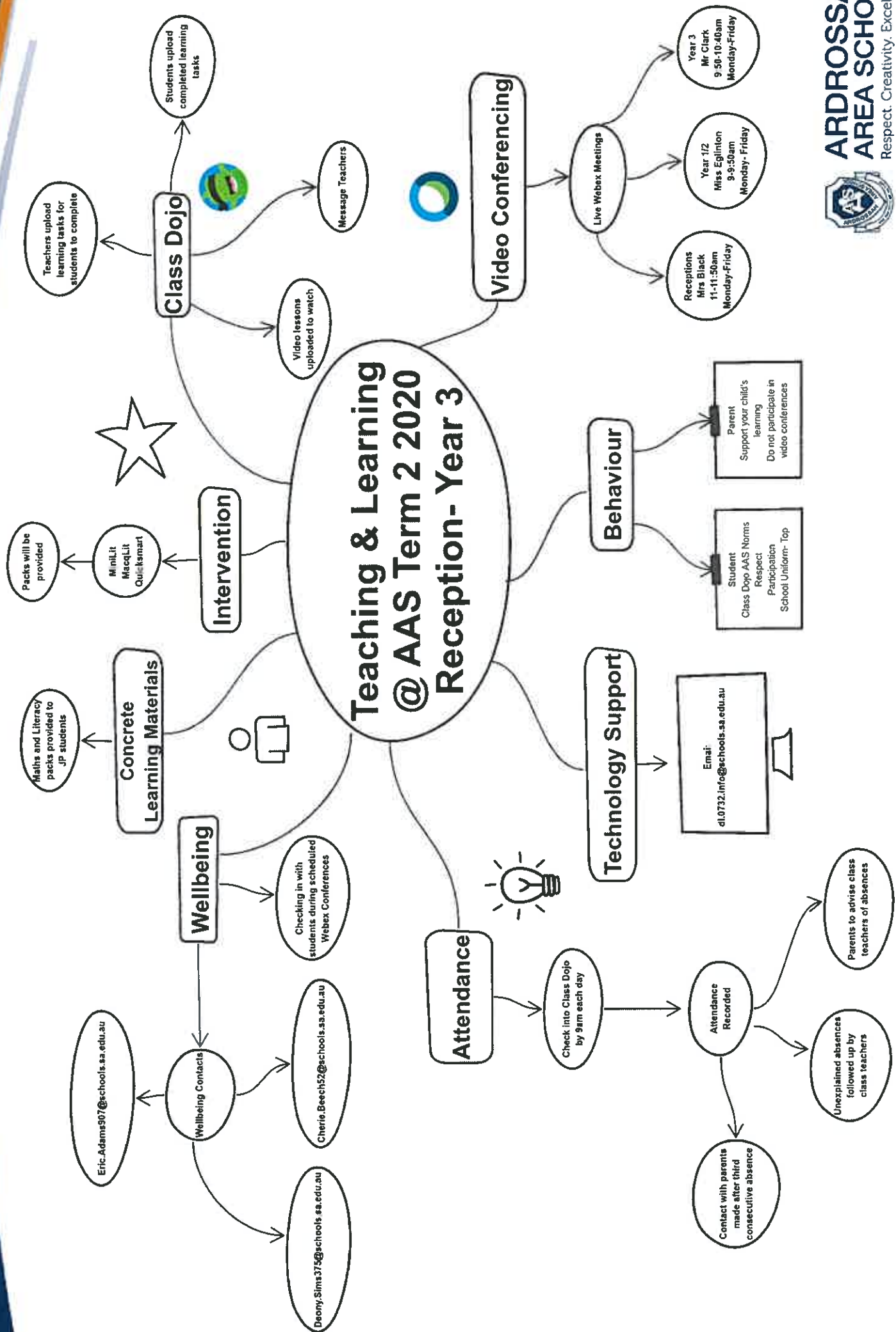
ARDROSSAN AREA SCHOOL

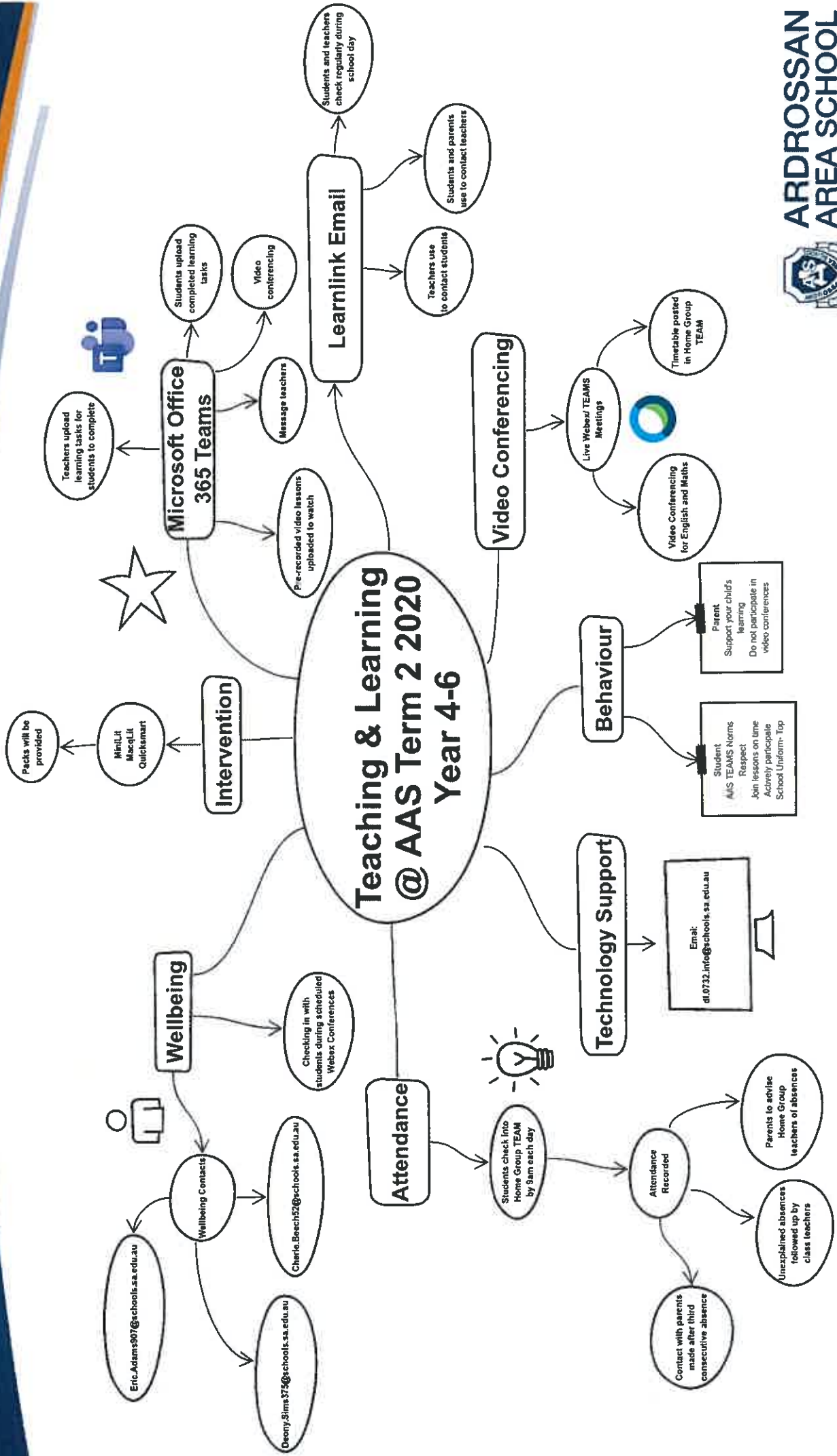
Respect. Creativity. Excellence.

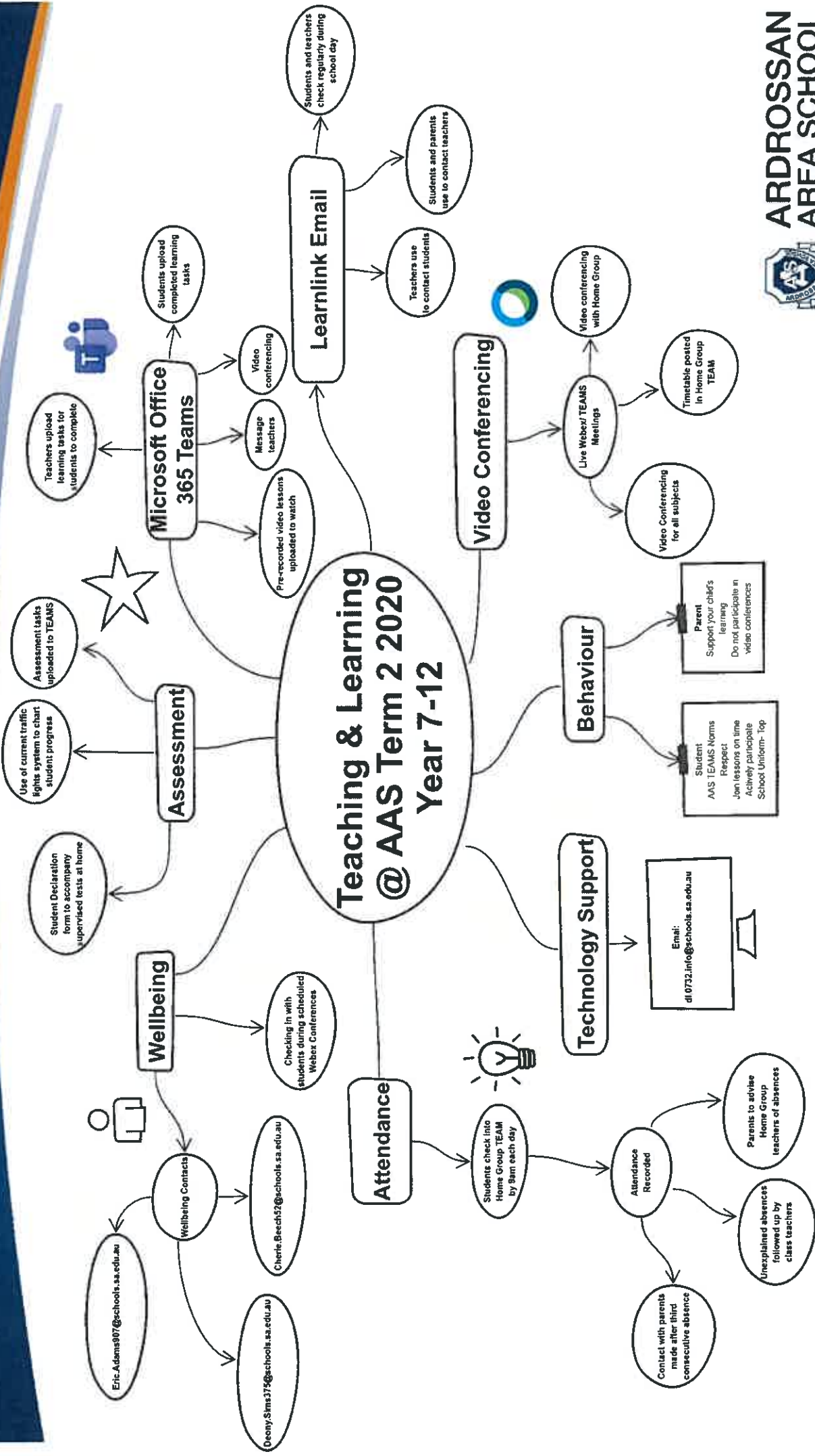
Teaching and Learning @ AAS Term 2 2020

Information for students and families











Context

In response to the COVID-19 pandemic, Ardrossan Area School will move to the online delivery of all learning programs at the start of Term 2, 2020. Although this transition will be a considerable change for all members of our school community, we will continue to design learning programs which support our students to achieve excellence, be creative and develop the skills necessary for their future.

Purpose

The purpose of this document is to outline the procedures for continued delivery of education programs at Ardrossan Area School. This document will take effect from the beginning of Term 2, in line with the Department for Education's requirement for schools to transition all learning online.

We aim to:

- Articulate clear processes and expectations for managing teaching, learning and wellbeing.
- Ensure continuity of learning for all students.
- Ensure integrity and fairness in assessments.

Technology

From the beginning of Term 2, Ardrossan Area School teachers will utilise online platforms; Sentral, Class Dojo, Microsoft Office 365 Teams and WebEx to allow real-time, authentic and rich learning for all students. Students and teachers will connect, collaborate and learn in online classes. All students will have the same opportunities to achieve excellence.

Digital Platforms

The following digital platforms will underpin the teaching and learning process:

- Sentral – for learner management (staff use only).
- Class Dojo – Reception – Year 3; for management of learning, collaboration and resource sharing.
- Microsoft Office 365 Teams - Year 4 – Year 12; for management of learning, collaboration and resource sharing.
- WebEx – for live face to face learning and collaboration for all year levels; R-12.

Technology & Infrastructure

The following infrastructure is required for delivery of distance learning:

- All teachers and students have access to a digital device:
 - In the primary years (R-6) this could be an iPad or laptop (own device or school loan).
 - For Middle/Senior students (Years 7-12) it will be a laptop (own device or school loan).
- Students and families will need to sign a loan agreement (no charge will be made).
- Teachers and students require internet access that will support online conferencing and streaming.
- In the event that internet access is not available a solution will be negotiated with families.



Technology support

ICT support will be provided:

- Via emailing dl.0732.info@schools.sa.edu.au
- Support responses will be provided remotely by ICT Regional Support.

Delivery of Teaching and Learning

- Lessons will run according to student & staff timetables as posted on Dojo/Office 365 Teams.

Lesson Delivery for Junior School (Reception – Year 3)

- A roll will be taken each morning between 8.50am -9am. Students will need to respond to the Dojo message from the class teacher by 9am.
- Students will be able to contact teachers via Dojo message.
- Parents will be able to contact teachers via Dojo message and Learnlink email.
- Teachers will connect with students at least once per day via WebEx or through a video upload on Dojo. The main focus of face to face sessions will be literacy and numeracy.
- Specialist teachers (NIT) will upload work through Class Dojo.

Lesson Delivery for Year 4/5 and Year 5/6 classes

- A roll will be taken each morning between 8.50am - 9am. Students will need to respond to the message in Teams from the class teacher by 9am.
- Students will be able to contact teachers via Microsoft 365 Teams message and Learnlink email.
- Parents will be able to contact teachers via Learnlink email.
- Teachers will connect with students at least twice per day via WebEx or through a video upload on Microsoft 365 Teams.
- The main focus of face to face sessions will be literacy and numeracy.
- Specialist teachers (NIT) will upload work through Class Dojo.

Lesson Delivery for Middle/Senior students (Years 7-12)

Learning Collaboratively:

- A roll will be taken each morning between 8.50am - 9am. Students will need to respond to the message in Teams from the Home Group teacher by 9am.
- Subject teachers will connect with students twice per week (maximum 30 minute sessions) during timetabled lessons via Teams or WebEx; or through a video upload on Microsoft 365 Teams.
- Microsoft Teams or WebEx will be used to allow collaboration, discussion and explicit teaching (video conferencing).
- At scheduled lesson times for each learning area, teachers will be available via Teams or Learnlink email to support students on an individual basis.

- See Appendix 1 Timetables for Term 2

Note: Year 4- Year 12 students will be notified via Teams in the event of timetable changes.



Lesson Materials & Instructions

The following supplementary learning materials are available via Microsoft 365 Teams for Year 7-12 students:

- Course Outlines
- Lesson notes
- Resources and learning objects
- Homework notes
- Summative assessment including timelines/due dates
- Task sheets and assessment criteria

Teachers will communicate with Year 7-12 students via Teams.

- Individual results/grades/ for completed assessment tasks.
- Feedback on assessment tasks.

Students will be required to submit the following via Microsoft 365 Teams:

- Learning activities/tasks
- Summative assessment tasks

Progressive Learning Activities/Tasks

Learning activities/tasks:

- Completed progressively throughout a unit of work may include learning activities/tasks such as mind maps, question sets and close reading activities for teachers to ascertain students understanding and synthesis of subject content.
- Enables teachers to identify concepts that students need further teaching and support to understand and subsequently inform next steps of teaching and learning program.

Teacher responsibilities:

- Set activities and progress markers to assess student progress with learning and assessment tasks.
- Utilise Dojo/Teams/WebEx to collect live feedback from students.
- Provide feedback during the learning process to inform student learning e.g. verbal questioning, drafting, quizzes.

Student responsibilities:

- Complete formative assessment tasks as required.
- Act on feedback provided to improve.
- Seek further feedback or support as required.



Summative Assessment:

- The final assessment task at the conclusion of a unit of work. Enables teachers to measure a student's understanding and comprehension of the content and concepts covered in a unit of work.

Teacher responsibilities:

- Allocating summative tasks and supporting materials, including scaffolds, timelines, progress markers and due dates to support student completion.
- Mark and publish feedback and assessment results to students in a timely manner.

Student responsibilities:

- Complete learning activities/tasks progressively throughout the unit of work to build understanding to complete summative assessment tasks.
- Correspond with teachers when unsure about summative assessment requirements to meet task progress markers by specified due dates.
- Submit summative assessments to Teams by specified due date.

Assessment Monitoring – Years 7-12

- Staff will use the current traffic lights system to chart student progress – this will be monitored by the Deputy Principal.
- Supervised Assessment Tasks:
 - For tests or supervised assessment tasks undertaken at home a 'Student Declaration' form must accompany the test when submitted (see Appendix 2).

Attendance Expectations

- Home group rolls will be taken each morning and recorded in Sentral by Home Group teachers.
Reception - Year 3 students will respond to the message in Class Dojo each morning.
Year 4 – Year 12 students will respond to the message in the Year level channel in Office 365 Teams.
- Student attendance will be marked for the allocated video conferencing sessions.
- All students working from home are marked in advance H – Home Study:
 - If a student is PRESENT on Dojo/Teams/WebEx for a video conferencing lesson the teacher will mark the roll with code POL – Present On Line.
 - If a student is ABSENT on Dojo/Teams/WebEx for a collaborative lesson the teacher will mark the roll with code U – Unexplained.



Attendance Follow Up & Concerns

- Parents are required to monitor Dojo/Teams attendance for each student.
- Explanation from parents for all absences must be provided by email by the end of the week to the Home Group teacher and relevant subject teachers. Depending on the reason provided, the absence will be reconciled as either I- Illness, C – Certificate or F – Family.

In the event of an ongoing attendance concern: (absence for 3 days and/or 2 lessons or more for a subject):

- Follow up will initially be undertaken by the subject teacher via email to parents.
- In the event of an ongoing attendance concern follow up will be undertaken by the R-6 Leader or Deputy Principal via phone or email.
- For prolonged non-attendance referrals will be made to Attendance Officer as per standard attendance protocols
- A list of staff emails can be located in Appendix 3.

Student Behaviour Expectations

- For video conferencing lessons students are expected to:
 - Join lessons on time.
 - Respectfully engage with teacher and peers.
 - Actively participate in group discussions/collaboration.
 - Students must be located in designated study spaces for all live lessons, with an appropriate background.
 - Students must be in their school uniform top for all live lessons.
 - All school behaviour expectations apply for online learning.
 - Ensure that the only participants in the class are staff and students.
 - Not record or photograph any part of the conference, unless granted permission by the teacher.
 - It is recommended students take a 5 minute break away from screens between lessons and for the entirety of scheduled break times.

Students behaving inappropriately online will be removed from the live forums and parents contacted as required. At all times, students must adhere to the Ardrossan Area School Values, AAS Team Norms; Year 4 – Year 12 (Appendix 4) and AAS Class Dojo Norms; Reception – Year 3 (Appendix 5), when using online platforms for school purposes.

Staff Expectations

For online lessons staff are expected to:

- Be professionally attired as per work day.
- Protect privacy by ensuring a professional background.
- Ensure that students have access to necessary resources prior to the session.
- It is recommended staff take a 5 minute break away from screens between lessons and for the entirety of scheduled break times.
- Remove students from the video conference who are behaving inappropriately.
- Communicate with Leadership when a student fails to adhere to Student Behaviour Expectations.
- Make provision for leaders to be able to access/monitor online materials and Teams collaborations.



Parent Expectations

- Encourage and support their child's learning including providing a suitable environment at home for a video conference when required.
- Not participate in video conferences. If their child requires additional support, they will contact the teacher outside of video conferences.

Protective Practices

To ensure online safety of staff and students:

- All digital contact must be appropriate and only relate to teaching and learning or wellbeing.
- No sharing of personal internet locations, correspondence of a personal nature via social media, internet postings, or use of private online chat rooms.
- No uploading or publishing still/moving images or audio recordings of students to any location other than Dojo or Teams.
- All online conference sessions will have the provision for teachers to remove students acting inappropriately.

Home group

All R-12 Home Group teachers will:

- Establish a Dojo Group or Microsoft Office 365 Team for their Home Group.
- Year 7-12; Minimum of 1x live face to face Home Group period (including WebEx/Teams live video stream component), per week.
- Times to be advised via Microsoft Office 365 Teams Year 7 - Year 12.
- This period will be used for the HG teacher to provide:
 - Year Level information and communication.
 - Weekly notices.
 - Check on online learning transition.
 - Wellbeing information.
 - Academic program monitoring.
 - Support & referral as/lf required.

Rolls will be marked for this period.

Wellbeing Monitoring

All staff will record wellbeing, other concerns & follow up action via email to the Leadership Team.

R-6 Leader, Innovation & Wellbeing Leader, Deputy Principal and Principal will:

- Be available for consultation and referral of students at risk via email.
- Monitor and follow up wellbeing / behaviour concerns as required.
- Identify a list of 'students at risk' and follow up with parent/caregivers as required.
- Leadership Team members will liaise with Eric Adams PCW for student support, as required.



Intervention Support

MiniLit, MacqLit and Quicksmart Maths

To commence Term 2, paper-based resource packs will be provided to students currently in the programs.

Parent Concerns

Parent should contact the following people if any concerns arise:

Initial Concerns

- Reception – Year 6
 - Home Group Teacher.
- Year 7 – Year 12
 - Subject teacher – academic or Home Group teacher – attendance & wellbeing.

Ongoing Concerns

- R-6 Leader or Deputy Principal.

Unresolved Concerns

- In the event that concerns cannot be resolved please contact the Principal.

Key Contacts

Leadership Team

Margaret Roads	Principal	Margaret.Roads954@schools.sa.edu.au
Amy East	Deputy Principal	Amy.Harding739@schools.sa.edu.au
Cherie Beech	Innovation and Wellbeing Leader	Cherie.Beech52@schools.sa.edu.au
Deony Sims	R-6 Leader	Deony.Sims375@schools.sa.edu.au
Dianna Honner	Business Manager	Dianna.Honner208@schools.sa.edu.au

Administration

Andrea Kuhndt	Administration Officer	Andrea.Kuhndt588@schools.sa.edu.au
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Student Wellbeing Leaders

Cherie Beech	Cherie.Beech52@schools.sa.edu.au
Deony Sims	Deony.Sims375@schools.sa.edu.au

Appendices

Appendix 1: Timetables for Term 2, as at Term 2 Week 1.

Appendix 2: Supervised SACE Assessment Declaration.

Appendix 3: Staff email addresses.

Appendix 4: AAS Teams Group Norms.

Appendix 5: AAS Class Dojo Group Norms.

Appendix 6: Microsoft Office 365 Teams guide.

Appendix 7: Cisco WebEx guide: Reception – Year 3.

Appendix 8: Cisco WebEx guide: Year 7-12.

Appendix 9: Class Dojo guide.

Appendix 10: AAS SACE Information letter.

Appendix 11: Staying Healthy and Active While Learning at Home; Department for Education 2020.

Note: Any changes to the Teaching and Learning @AAS Term 2 2020 document will be communicated to students and families.



Appendix 1: Term 2 Timetables

As at Term 2 Week 1

Please note: students and families will be notified if changes are made to timetables

Timetables

- ❖ Reception Mrs Kim Black
- ❖ Year 1/2 Miss Kallie Eglinton
- ❖ Year 3 Mr Patrick Clark
- ❖ Year 4/5 Mr Andrew Mills
- ❖ Year 5/6 Miss Deony Sims & Miss Aimee Nixon
- ❖ Year 7/8 Miss Emily Cook
- ❖ Year 9 Mr Brad Channon
- ❖ Year 10 Mrs Amy East & Mrs Cherie Beech
- ❖ Year 11 Mrs Amy East & Mrs Cherie Beech
- ❖ Year 12 Mrs Amy East & Mrs Cherie Beech





Teaching and Learning @AAS Term 2

Reception- Learning Timetable

The timetable below outlines the days that learning will be set on Class Dojo for each curriculum area.

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 11:00- 11:50am • Literacy (reading, Jolly Phonics, handwriting, writing) • Maths • Japanese 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 11:00- 11:50am • English (reading, Jolly Phonics, handwriting, writing) • Maths • HASS- Mrs Peterson 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 11:00- 11:50am • English (reading, Jolly Phonics, handwriting, writing) • Maths • Technologies 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 11:00- 11:50am • English (reading, Jolly Phonics, handwriting, writing) • Maths • Science 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 11:00- 11:50am • English (reading, Jolly Phonics, handwriting, writing) • Maths • Health- Mrs Elsworth



Teaching and Learning @AAS Term 2 Year 1/2- Learning Timetable

The timetable below outlines the days that learning will be set on Class Dojo for each curriculum area.

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:00- 9:50am • Literacy (reading, Jolly Grammar, handwriting, writing) • Maths • HAAS- Mrs Peterson 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:00- 9:50am • English (reading, Jolly Grammar, handwriting, writing) • Maths • Science/ Technologies 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:00- 9:50am • English (reading, Jolly Grammar, handwriting, writing) • Maths • The Arts- Miss Sims 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:00- 9:50am • English (reading, Jolly Grammar, handwriting, writing) • Maths • Japanese 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:00- 9:50am • English (reading, Jolly Grammar, handwriting, writing) • Maths • Health- Mrs Elsworth



Teaching and Learning @AAS Term 2 Year 3- Learning Timetable

The timetable below outlines the days that learning will be set on Class Dojo for each curriculum area.

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:50-10:40am • Literacy (reading, Jolly Grammar, handwriting, writing) • Maths • Science 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:50- 10:40am • English (reading, Jolly Grammar, handwriting, writing) • Maths • HASS- Mrs Peterson 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:50-10:40am • English (reading, Jolly Grammar, handwriting, writing) • Maths • Japanese 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:50-10:40am • English (reading, Jolly Grammar, handwriting, writing) • Maths • Technologies 	<ul style="list-style-type: none"> • Check in on Class Dojo for Home Group- 8:30- 9:00am • Webex Conferences 9:50-10:40am • English (reading, Jolly Grammar, handwriting, writing) • Maths • Health- Mrs Elsworth

	Monday	Tuesday	Wednesday	Thursday	Friday
8.50	Prepare for day				
1. 9.00-9.50	Maths	Maths	Maths	Maths	Maths
	Brain Break 10mins	Brain Break 10mins	Brain Break 10mins	Brain Break 10mins	Brain Break 10mins
2. 10.00-10.40	Spelling / Grammar	Health	Spelling / Grammar	PE	The Arts
	10.40-11.00 Recess				
3. 11.00-11.50	HASS	Japanese	Writing	HASS	Writing
4. 11.50-12.40	Online Video Conference – Question & Answer Time	Online Video Conference – Question & Answer Time	Online Video Conference – Question & Answer Time	Online Video Conference – Question & Answer Time	Online Video Conference – Question & Answer Time
	12.50-1.20 Lunch				
	Relaxation 10mins	Relaxation 10mins	Relaxation 10mins	Relaxation 10mins	Relaxation 10mins
5. 1.20-2.10	Reading	Choir (Yr 5's) Flexible Learning (Yr 4's)	Reading	Reading	Reading
6. 2.10-2.55	Science	BTN	Science	Science	Science
	3.00 End of Day				
	Online Video Conference – Live chat with Mr Mills	Mr Mills available for online support – through Microsoft Teams or Learnlink (email)			Mr Mills unavailable

Year 5/6 Timetable

Miss Deony Sims: deony.sims375@schools.sa.edu.au

Ms Teresa Crowe: teresa.crowe432@schools.sa.au

Mrs Aimee Nixon: aimee.nixon226@schools.sa.edu.au

Mrs Debbie Schwartz: debbie.schwartz195@schools.sa.edu.au

This timetable shows the times that the class will have scheduled video conferences (in bold) and the times when your teachers are available to answer questions/ support your learning/ conference 1:1 for each subject. Please Note: This does not necessarily mean that work for each subject must only be done during these times, simply that your teachers will be available to support your learning for each subject during this allocated time. Please ensure that you are checking both Teams and Learnlink Email regularly. PE has not been scheduled as a lesson (there will not be material provided by teachers), however it is expected that students are engaging in physical activity each day.

LESSON	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Session 1 9:00-9:50	English online video conference 9-9.30 am. English online support (via Teams or Learnlink) 9.30-10.40	English online video conference 9-9.30 am. English online support (via Teams or Learnlink) 9.30-9.50 Science online support (via Teams or Learnlink) 9:50-10:40am	English online video conference 9-9.30 am. English online support (via Teams or Learnlink) 9.30-9:50 Science online support (via Teams or Learnlink) 9:50-10:40am	English online video conference 9-9.30 am. English online support (via Teams or Learnlink) 9.30-10.40	English online video conference 9-9.30 am. English online support (via Teams or Learnlink) 9.30-9:50 Maths online video conference 9:50-10.20 am. Maths online support (via Teams or Learnlink) 10.20-11.40
Session 2 9:50-10:40		Science online support (via Teams or Learnlink) 9:50-10:40am	Science online support (via Teams or Learnlink) 9:50-10:40am		
Morning Break					
Session 3 11:00-11:50	HASS online support (via Teams or Learnlink) 11.00-11.40	Maths online video conference 11:00-11.30 am. Maths online support (via Teams or Learnlink) 11.30-11.50 HASS online support (via Teams or Learnlink)	Maths online video conference 11-11.30 am. Maths online support (via Teams or Learnlink) 11-11.50	Japanese online support (via Teams or Learnlink) 11:00am-11:50am Maths online video conference 11:50am-12.20 pm. Maths online support (via Teams or Learnlink) 12.20-12.40	Visual Arts online support (via Teams or Learnlink) 11:00am-12:40pm
Session 4 11:50-12:40					
Session 5 1:20-2:10	Maths online video conference 1.20-1.50 pm. Maths online support (via Teams or Learnlink) 1:50-2.10	Choir	Visual Arts online support (via Teams or Learnlink) 1:20pm-2:10pm		
Session 6 2:10-3:00	Health online support (via Teams or Learnlink) 2:20pm-3:00pm	Technologies online support (via Teams or Learnlink) 2:10pm-3:00pm		Japanese Culture online support (via Teams or Learnlink) 2:10pm- 3:00	Technologies online support (via Teams or Learnlink) 2:10pm-3:00pm

Year 7/8 Timetable

Mrs Cheryl Beech: cheryl.beech52@schools.sa.edu.au or 0439 913 983		Mrs Amy East: amy.harding739@schools.sa.edu.au or 0403 604 118	
Miss Emily Cook: emily.cook71@schools.sa.edu.au		Mrs Kylie Cook: kylie.cook465@schools.sa.edu.au	
Miss Aimee Nixon: aimee.nixon226@schools.sa.edu.au		Ms Teresa Crowe: teresa.crowe432@schools.sa.edu.au	
Mr Stephen Herreen: stephen.herreen887@schools.sa.edu.au		Mr Bradley Channon: bradley.channon721@schools.sa.edu.au	
Mr Ian Jones: ian.jones655@schools.sa.edu.au		IT Support: dl.0732.info@schools.sa.edu.au	
LESSON	MONDAY	TUESDAY	WEDNESDAY
	Check into HG Team by 9am	HG online video conference 8.50-9am	Check into HG Team by 9am
Session 1 9:00-9:50	<u>English online video conference 9-9.30 am.</u> English online support (via Teams or Learnlink) 9.50-10.40	<u>Maths online video conference 9-9.30 am.</u> Maths online support (via Teams or Learnlink) 9.50-10.40	<u>Maths online video conference 9-9.30 am.</u> Maths online support (via Teams or Learnlink) 9.50-10.40
Session 2 9:50-10:40			<u>Health and Physical Education online support (via Teams or Learnlink) 9.50-10.40 pm.</u> HASS online support (via Teams or Learnlink) 9.50-10.40
Morning Break 10.40 – 11am.			
Session 3 11:00-11:50	<u>Science online video conference 11-11.30 am.</u> Science online support (via Teams or Learnlink) 11.30-12.40.	<u>Home Economics/Technology online video conference 11-11.30 am.</u> Home Economics/Technology online support (via Teams or Learnlink) 11.30-12.40.	<u>Maths online support (via Teams or Learnlink) 9.50-10.40</u> <u>Health and Physical Education online video conference 11.50-12.20</u> Health and Physical Education online support (via Teams or Learnlink) 12.20-12.40.
Session 4 11:50-12:40			<u>Science online support (via Teams or Learnlink) 9.50-10.40</u> English online support (via Teams or Learnlink) 9.50-10.40
Lunch Break 12.40 – 1.20pm.			
Session 5 1:20-2:10	<u>Maths online support (via Teams or Learnlink) 1.20-2.10</u> English online support (via Teams or Learnlink) 1.20-2.10	<u>Science online video conference 1.20-1.50 pm.</u> Science online support (via Teams or Learnlink) 1.20-2.10	<u>Visual Art online video conference 1.20-1.50 pm.</u> Visual Art online support (via Teams or Learnlink) 1.50-3.00.
Session 6 2:10-3:00	<u>Health and Physical Education online video conference 2.10-2.40 pm.</u> Health and Physical Education online support (via Teams or Learnlink) 2.40-3.00.	<u>Health and Physical Education online support (via Teams or Learnlink) 1.20-2.10</u> <u>HASS online video conference 2.10-2.40 pm.</u> HASS online support (via Teams or Learnlink) 2.40-3.00.	

Year 9/10 Timetable

Mrs Cherie Beech: cherie.beech52@schools.sa.edu.au or 0439 913 983

Miss Emily Cook: emily.cook71@schools.sa.edu.au

Miss Aimee Nixon: aimee.nixon226@schools.sa.edu.au

Mr Stephen Herreen: stephen.herreen887@schools.sa.edu.au

Mr Ian Jones: ian.jones655@schools.sa.edu.au

Mrs Amy East: amy.harding739@schools.sa.edu.au or 0403 604 118

Mrs Kylie Cook: kylie.cook465@schools.sa.edu.au

Ms Teresa Crowe: teresa.crowe432@schools.sa.edu.au

Mr Bradley Channon: bradley.channon721@schools.sa.edu.au

IT Support: dl.0732.info@schools.sa.edu.au

LESSON	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Session 1 9:00-9:50	Year 9 online video conference 8.50-9.00 HG <u>Science (Year 9/Year 10) online video conference 9-9.30 am.</u> Science online support (via Teams or Learnlink) 9.30-10.40	<u>English online video conference 9-9.30 am.</u> English online support (via Teams or Learnlink) 9.30-10.40	Year 10 online video conference 8.50-9.00 HG <u>Design and Technology/Visual Art online support (via Teams or Learnlink) 9-9.50am.</u> English online support (via Teams or Learnlink) 9.50-10.40	Year 9 HASS online video conference 9-9.30 am. HASS online support (via Teams or Learnlink) 9.30-10.50 <u>Science (Year 9/Year 10) online video conference 9-9.30 am.</u> Science online support (via Teams or Learnlink) 9.30-9.50	Check into HG Team by 9am <u>Maths online video conference 9-9.30 am.</u> Maths online support (via Teams or Learnlink) 9.30-10.40
Session 2 9:50-10:40					

Morning Break 10.40 – 11am.

Session 3 11:00-11:50	<u>Maths online session 11-11.30 am.</u> Maths online support (via Teams or Learnlink) 11.30-12.40	Maths online support (via Teams or Learnlink) 11-11.50 <u>Design and Technology/Visual Art online support (via Teams or Learnlink) 11.50-12.40</u>	<u>Home Economics (Year 9), Stage 1 Business Innovation (Year 10) online video conference 11-11.30 am.</u> Home Economics and Business online support (via Teams or Learnlink) 11.30-12.40	<u>English online video conference 11-11.30 am.</u> English online support (via Teams or Learnlink) 11.30-12.40	<u>Future Focused Learning (Year 9) Stage 1 Business Innovation (Year 10)</u> Online video conference 11-11.30 am. Teacher online support 11.30-12.40 pm.
Session 4 11:50-12:40					

Lunch Break 12.40 – 1.20pm.

Session 5 1:20-2:10	<u>Year 10 HASS online video conference 1.20- 1.50 pm.</u> 9/10 HASS online support (via Teams or Learnlink) 1.50-3.00	<u>Design and Technology/ Visual Art online video conference 1.20- 1.50 pm.</u> Design and Technology/ Visual Art online support (via Teams or Learnlink) 1.50-3.00	Home Economics and Business online support (via Teams or Learnlink) 1.20-2.10 <u>Health and Physical Education online video conference 2.10-2.40 pm.</u> Health and Physical Education online support (via Teams or Learnlink) 2.40-3.00	<u>Health and Physical Education online video conference 1.20- 1.50 pm.</u> Health and Physical Education online support (via Teams or Learnlink) 1.50-3.00.	Science online support (via Teams or Learnlink) 1.20-2.10 Health and Physical Education online support (via Teams or Learnlink) 2.10-3.00
Session 6 2:10-3:00					

Year 11 & Year 12 Timetable

Mrs Cherie Beech: cherie.beech52@schools.sa.edu.au or 0439 913 983		Mrs Amy East: amy.harding739@schools.sa.edu.au or 0403 604 118			
Miss Emily Cook: emily.cook71@schools.sa.edu.au		Mrs Kylie Cook: kylie.cook465@schools.sa.edu.au			
Miss Aimee Nixon: aimee.nixon226@schools.sa.edu.au		Ms Teresa Crowe: teresa.crowe432@schools.sa.edu.au			
Mrs Stephen Herreen: stephen.herreen887@schools.sa.edu.au		Mr Bradley Channon: bradley.channon721@schools.sa.edu.au			
Mr Ian Jones: ian.jones655@schools.sa.edu.au		IT Support: dl.0732.info@schools.sa.edu.au			
LESSON	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Session 1 9:00-9:50	Check into HG Team by 9am Research Project/Practices online video conference 9-9.30 am.	Check into HG Team by 9am Visual Art/Design and Technology online video conference 9-9.30 am.	Year 10-12 online video conference 8.50-9.00 HG	Check into HG Team by 9am English/Essential English online video conference Year 11 9-9.15am, Year 12 9.15-9.30am.	Check into HG Team by 9am Visual Art/Biology/PE online video conference 9-9.30 am.
Session 2 9:50-10:40	Research Project/Practices online support (via Teams or Learnlink) 9.30-10.40	Visual Art/Digital Technology online support (via Teams or Learnlink) 9.30-10.40	Research Project/Practices online video conference 9.50-10.20 am. Research Project/Practices online support (via Teams or Learnlink) 9.30-10.40	English/Essential online support (via Teams or Learnlink) 9.30-10.50	Visual Art/Biology/PE online support (via Teams or Learnlink) 9.30-10.50
Morning Break 10.40 – 11am.					
Session 3 11:00-11:50	Biology/ PE online video conference 11-11.30 am. Biology/PE online support (via Teams or Learnlink) 11.50-12.40pm.	English/Essential English online video conference Year 11-11.15am, Year 12 11.15-11.30am. English/Essential online support (via Teams or Learnlink) 11.30-12.40pm.	Visual Art/ Design and Technology online video conference 11-11.30 am. Visual Art online support (via Teams or Learnlink) 11.30-11.50. Design and Technology online support (via Teams or Learnlink) 11.30-12.40pm and 1.20-2.10pm.	Food and Hospitality online video conference 11-11.30am Food and Hospitality online support (via Teams or Learnlink) 11.30-11.50	General Maths online video conference 11-11.50am. General Maths online support (via Teams or Learnlink) 11.50-12.40pm.
Session 4 11:50-12:40					
Lunch Break 12.40 – 1.20pm.					
Session 5 1:20-2:10	Essential Maths online video conference 1.20- 1.50 pm. Essential Maths online support (via Teams or Learnlink) 1.50-3.00 pm.	General Maths online video conference 1.20- 1.50 pm. General Maths online support (via Teams or Learnlink) 1.50-3.00 pm	Essential Maths online video conference 1.20- 1.50 pm. Essential Maths online support (via Teams or Learnlink) 1.50-3.00 pm.	Community Studies online video conference 1.20- 1.50 Community Studies online support (via Teams or Learnlink) 1.50-3.00 pm.	Food and Hospitality online video conference 1.20- 1.50 pm. F&H online support (via Teams or Learnlink) 1.50-3.00 pm.
Session 6 2:10-3:00					

APPENDIX 2: SUPERVISED SACE ASSESSMENT DECLARATION



Office Use Only

14 Second Street, Ardrossan SA 5571
 P (08) 8837 3025 | F (08) 8837 3131
 E dl.0732.info@schools.sa.edu.au
 W www.ardas.sa.edu.au

Supervised SACE Assessment Declaration

Student Name:	SACE Number:
Subject:	Assessment Name:
Assessment Date:	Assessment Time:
<p>Student Responsibilities:</p> <ul style="list-style-type: none"> ▪ Commence the assessment at <i>(insert time)</i> on the <i>(insert day/month/2020)</i>. ▪ Complete the assessment at <i>(insert time)</i> on the <i>(insert day/month/2020)</i>. ▪ Post the completed assessment to Ardrossan Area School by <i>(insert time)</i> on the <i>(insert day/month/2020)</i>. ▪ Only access the approved supplementary resources for the duration of the supervised assessment: <ul style="list-style-type: none"> - <i>(insert equipment allowed)</i> <p>Student Declaration: By signing this Supervised SACE Assessment Declaration I declare that I have adhered to all stipulated Student Responsibilities and assessment conditions.</p> <p>Full Name : _____ Student Signature: _____</p> <p>Date: _____</p>	
<p>Supervisor Responsibilities: Please note, all supervisors are required to be over the age of 18</p> <ul style="list-style-type: none"> ▪ Ensure student commences the assessment at the stipulated time (see Student Responsibilities) ▪ Ensure the student concludes the assessment at the stipulated time (see Student Responsibilities) ▪ Ensure the student does not access any supplementary resources apart from those listed in the student declaration for the duration of the supervised assessment (see Student Responsibilities) ▪ Supervise the entire assessment from stipulated commencement to conclusion time ▪ Communicate with the Deputy Principal if any of the above conditions cannot be adhered to via an immediate phone call to 0403 604 118 <p>Supervisor Declaration: By signing this Supervised SACE Assessment Declaration I declare that I have adhered to all stipulated Supervisor Responsibilities and the student adhered to all Student Responsibilities and assessment conditions.</p> <p>Full Name : _____ Supervisor Signature: _____</p> <p>Relationship to Student: _____ Date: _____</p>	





Staff email addresses

INFO	dl.0732.info@schools.sa.edu.au
Eric Adams	Eric.adams907@schools.sa.edu.au
Cherie Beech	Cherie.Beech52@schools.sa.edu.au
Kim Black	Kimberly.Black218@schools.sa.edu.au
Bradley Channon	Bradley.Channon721@schools.sa.edu.au
Patrick Clark	Patrick.Clark148@schools.sa.edu.au
Emily Cook	Emily.Cook71@schools.sa.edu.au
Kylie Cook	Kylie.Cook465@schools.sa.edu.au
Teresa Crowe	Teresa.Crowe432@schools.sa.edu.au
Meagan Elsworthy	Meagan.Elsworthy669@schools.sa.edu.au
Kallie Eglinton	Kallie.Eglinton365@schools.sa.edu.au
Amy East	Amy.Harding739@schools.sa.edu.au
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Aimee Nixon	Aimee.Nixon226@schools.sa.edu.au
Leonie Peterson	Leonie.Peterson338@schools.sa.edu.au
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Deony Sims	Deony.Sims375@schools.sa.edu.au

APPENDIX 4: AAS TEAMS GROUPS NORMS



Ardrossan Area School Microsoft Office 360 Teams Group Norms

1. All posts in TEAMS are to be related to the learning activities being undertaken in that specific curriculum area (no personal conversations)
2. Actively engage in collaborative learning conversations related to 'Teams' subject.
3. Use respectful visual and written (emojis/emoticon) communication.
4. Only share content that is appropriate and relevant to the learning being undertaken in the Team
5. Check in with 'Teams' @ the start of each school day.
6. Students and teachers to respond to requests/questions made via posts in a reasonable time frame.
7. Store learning evidence/tasks as required by the subject teacher.
8. Keep asking questions about learning and seek feedback regularly.

These group norms support the Cyber-safety User Agreement for Ardrossan Area School Students



APPENDIX 5: AAS CLASS DOJO GROUP NORMS



Ardrossan Area School Class Dojo Group Norms

1. All posts in Class Dojo portfolios are to be related to the set learning tasks.
2. Only share content that is appropriate and relevant to the set learning tasks.
3. Use respectful visual and written communication.
4. Check in on Class Dojo at the start of each school day.
5. Students to complete all set learning tasks.
6. Teachers respond to requests/ questions made in a reasonable time frame.

Teachers will:

- Post announcements, updates and reminders.
- Set learning tasks for completion.
- Share photos and videos.
- Send private messages to keep parents informed.

Students will

- Complete set learning tasks and share via their own digital portfolio.
- Only allow parents and teachers to view their work.

Parents will

- Like or comment on class photos and videos.
- Leave encouraging feedback on Portfolio posts.
- Encourage and support students to complete set learning tasks each day.
- Private message teachers if they have any questions.

These group norms support the Cyber-safety User Agreement for Ardrossan Area School Students.



Appendix 6: Microsoft Office 365 TEAMS guide



Microsoft TEAMS

1. Use Google Chrome

2. Login to Learnlink

<https://www.learnlink.sa.edu.au/>



3. Open Your Email



4. Open Microsoft Teams in the Email invitation



5. Use the Web app instead



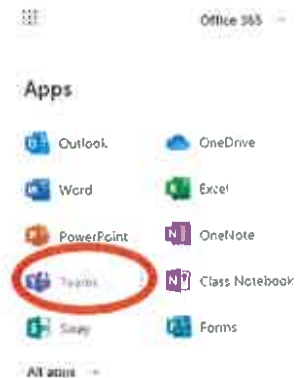
Stay better connected with the Teams desktop app



6. Open Applications Panel



7. Open Teams Application



8. Open the Subject Team you wish to access



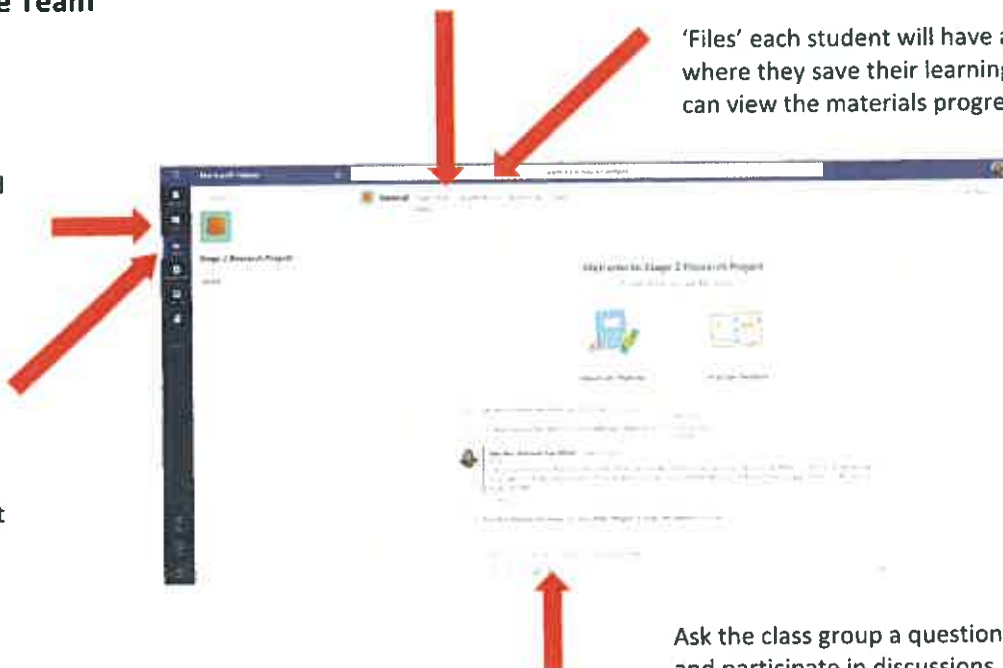
9. In the Team

'Files' students access task sheets/ learning tasks

'Files' each student will have a file with their name where they save their learning tasks so the teacher can view the materials progressively.

'Chat' enables 1:1 written, audio and video conversations between group members

'Teams' will take you back to the Teams page and allow you to choose a different subject team to access.



Ask the class group a question and participate in discussions

APPENDIX 7: CISCO WEBEX GUIDE YEARS RECEPTION –YEAR 3

Join a WebEx session

1. Click the green 'Join' button from either a meeting invite in your email or go to www.webex.com and select the join button in the top right corner.

Kallie-Anne Eglinton invites you to join this Webex meeting.

Meeting number (access code): 785 460 276

Meeting password: abc123

Wednesday, April 1, 2020

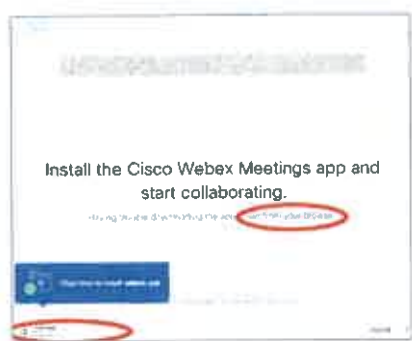
8:00 am | (UTC+10:30) Adelaide | 1 PM

Join meeting



2. The Webex desktop client will start downloading if not already installed. If you don't want to install, click 'Join from your browser'. Otherwise, click the install file on the downloads bar at the bottom of your browser.

The installer has no prompts to follow.



You can also download the free app from the App store if using an Apple device.

3. Once installed, or on the next screen of the browser version, complete the following fields and click 'Next': You may be asked to fill in the same information more than once.
 - Meeting Number (provided in the email) – about 9 digits
 - Passcode – abc123 is the standard password I set to make it easy
 - Name – your child's name so I know who I will be chatting with
 - Email address – this is your email address that the invite was sent to
4. Click 'Skip' on the 'Show me what's new' screen.
5. You'll see a video preview to check how you'll look to others and find options to check that your equipment is working.
6. Click 'Join meeting' when ready. You may sit in a virtual lobby until the organiser brings you in.

If you have any questions, please don't hesitate to email Kallie.Eglinton365@schools.sa.edu.au

APPENDIX 8: CISCO WEBEX GUIDE YEARS 4-12



Cisco Webex

1. Use Google Chrome

2. Login to Learnlink

<https://www.learnlink.sa.edu.au/>



3. Open Your Email



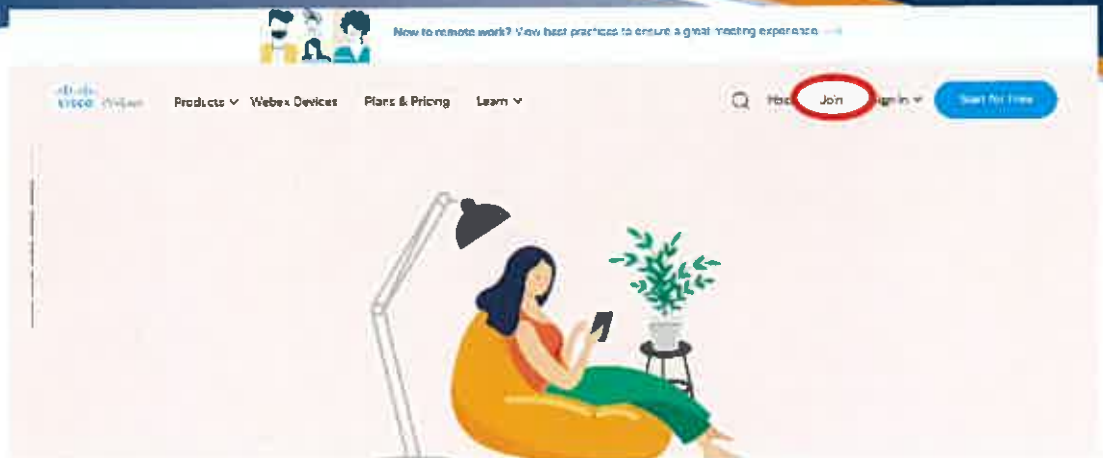
4. Locate the email from the teacher requesting a Webex session. Open the email and copy the Meeting Number.



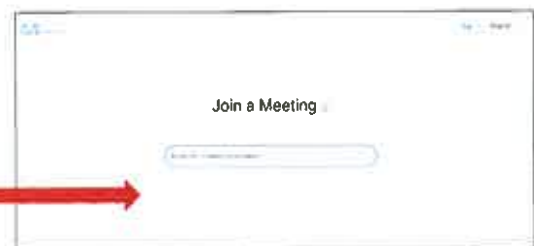
5. Use Google Chrome to go to the Cisco Webex website

<https://www.webex.com/>





7. Enter the Meeting Number you copied from your Teacher's email



Cisco Webex Meetings
Amy East's Teaching Room

8. Click on Start Meeting



9. In the Webex Lesson



Turn your camera/webcam on and off

View content/files shared by the teacher

Mute your audio when not speaking

Type comments/questions that all members of the group can view

Students can share work with the group

APPENDIX 9: CLASS DOJO GUIDE

Accessing Student Portfolios on ClassDojo



Step 1. Login as **Student** (Hint: This can also be switched in your parental profile)

Note: Students can login using the QR code that has been sent to parents or via a class code.

Teachers can send out student login information again if needed.

Instructions




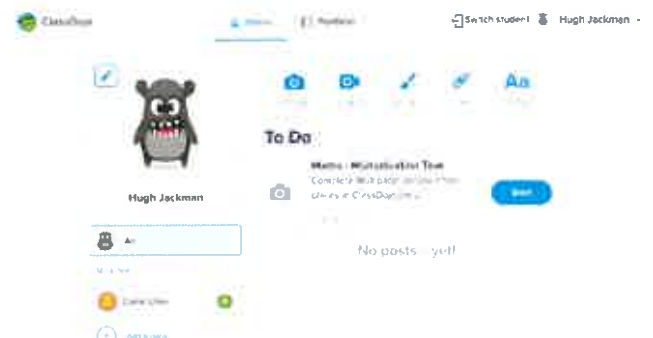
Click on **QR Code** if you are using a device that has this feature and scan the QR Code that has been provided.

Click **Text Code** and enter the text code for your child's class if you cannot scan QR code. You will need to ask your child's teacher for this code.


Step 2.

Laptop

- Read the activity instructions from the **To Do** list.
- Click **Start** on the chosen activity.
- Click send  to submit work to the teacher.



iPad

- Click on your child's class (ie, **Mr. Clark's Class**).
- Click on an activity from the **To Do** list.
- Read the activity instructions.
- Click **Start** to begin the task.
- Click send  to submit work to the teacher.

Students can review their completed tasks in the Portfolios.

Please only upload set tasks to the Portfolios.

Appendix 10: AAS SACE Information Letter



7th April 2019

14 Second Street, Ardrossan SA 5571
P (08) 8837 3025 | F (08) 8837 3131
E dl.0732.info@schools.sa.edu.au
W www.ardas.sa.edu.au

Dear Parents and Caregivers,

We appreciate that this is a difficult time for everyone and we are grateful for your understanding as we transition into a new teaching delivery mode. Leaders and staff at AAS are striving to ensure your child/children continue to have access to high quality education and learning outcomes during this unfamiliar and uncertain time. With this in mind, it is important for all of us, particularly Year 11 and 12 students, to remember the importance of continuing study and assessment completion over scheduled school holidays, including the Student Free Days scheduled from April 6th to 9th inclusive. Success in Stage 1 and Stage 2 SACE subjects is not only reliant on students regular participation during scheduled school time but also requires this work be complimented by extensive home learning outside of scheduled classes and during scheduled school holidays.

Year 11 and Year 12 students have all received ongoing assessment tasks from their teachers that they need to be working toward completing and have been provided subject outlines that articulate concepts and content they need to be revising before the commencement of Term 2 on Monday the 27th of April.

It is also at this time critically important for students to regularly communicate with teachers via Learnlink and Teams platforms to seek clarification about unfamiliar content and the next steps in their individual learning process. Over the school holidays students should, at a minimum check their Learnlink email account 3-4 times per week, with the recommendation students check their email account daily, where practical, to ensure they are abreast of all communication sent from subject teachers.

We ask if parents or caregivers are concerned about their child's study routines and or assessment completion that you contact Amy East via email amy.harding739@schools.sa.edu.au or phone 0403 604 118 to discuss options and next steps. Conversely, if teachers and/or Leadership are concerned about individual student's assessment completion, participating in the collaborative Teams platform or communication through Learnlink email contact will be made to parents to develop plans to support students to actively engage in their learning and to adhere to these requirements.

We also appreciate there is a lot of uncertainty at this time for parents, caregivers and students around the implications of the current situation on students SACE attainment. The SACE Board through its Chief Executive, Martin Westwall is providing regular updates through the SACE Website <https://www.sace.sa.edu.au/> relating to completion options, VET, ATAR and university entry and other related issues. We encourage parents, caregivers and students to access these resources for more information as it comes to hand.

We look forward to working together to support our Year 11 and Year 12 students to be successful to achieve their individual goals in 2020.

Kind Regards,

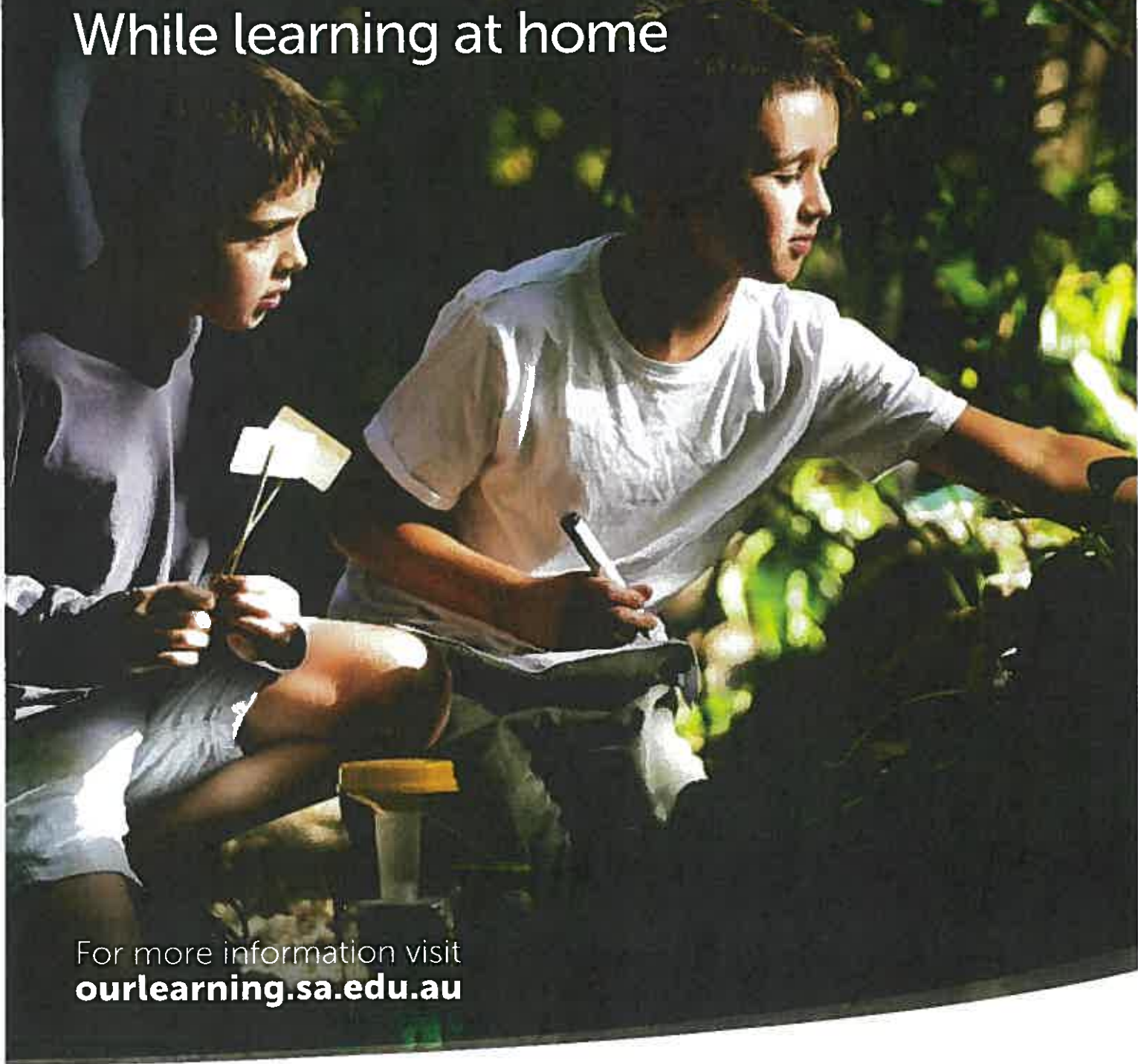
Amy East
Deputy Principal
Year 10-12 HG Teacher

Cherie Beech
Wellbeing and Innovation Leader
Year 10-12 HG Teacher

Margaret Roads
Principal

STAYING HEALTHY AND ACTIVE

While learning at home



For more information visit
ourlearning.sa.edu.au



Government of South Australia
Department for Education

APPENDIX 11: STAYING HEALTHY AND ACTIVE WHILE LEARNING AT HOME; DEPARTMENT FOR EDUCATION, 2020

STAYING HEALTHY AND ACTIVE WHILE LEARNING AT HOME

Learning from home for a long time can cause stress and anxiety. Here are some tips to help you look after your child's nutrition, fitness and mental health.



Make sure everyone understands what's happening

Talk openly and calmly to your child and the entire family about the COVID-19 pandemic and the need to learn from home. Understanding the situation will help to reduce anxiety.

Find out about how to talk to your child about COVID-19 under the Advice for families section on ourlearning.sa.edu.au



Exercise regularly

Exercise is proven to de-stress us and get our blood pumping around our body and brain. This helps us focus and learn. Exercise can also trigger the release of mood improving hormones.

If your child is feeling restless, they might need to get up and move around. It's important to exercise every day and find time for short movement breaks in-between learning.

Some ways you can do this are:

- physical activity apps
- dancing
- floor exercises
- yoga
- walking around the garden
- home exercise equipment
- playing with the family pet
- a daily fitness challenge
- using home exercise equipment appropriate to your child's age to do a family workout
- playing ball games or playing with other sporting equipment
- a good old dance in the lounge room.



Connect with family, loved ones and friends

Encourage your child to keep in regular contact with loved ones, family and friends. They could do this via phone, email or social media (where appropriate). This will help them to feel connected and not isolated.



Make room for some downtime

You know your child best – check in with them regularly. If you notice they're feeling a bit anxious about learning, it's ok to take a break and do something different. You could try another activity that your child is passionate about or just have some downtime.

Some downtime activities are:

- yoga
- meditation
- reading
- gratitude jars
- acts of kindness
- walking around the garden
- spending time in nature.



Eat and sleep healthily

We know that sleep and nutrition are really important. You can make sure your child is well-rested and getting the food they need to fuel their learning by:

- keeping regular healthy eating habits, meal times and normal bedtime routines in place
- starting your day on a positive note – get up, get dressed, have a healthy breakfast, and have your morning 'check-in' chat
- scheduling recess and lunch breaks during the day
- encouraging extra healthy snack times, full of fresh fruit or vegetables
- making sure your child has access to plenty of drinking water throughout the day.



Listen carefully to your child

Respond to and answer your child's concerns or worries by listening carefully and asking questions before responding. This will help you to work out what's wrong and respond clearly.

Make sure you meet their problem with sympathy and care. Answer calmly and confidently. If you need to step away from the situation, let your child know that you need some adult thinking time and will come back to their question.

It's ok to take time to stop and breath – to relax, ground yourself and find some stillness

Make sure your home is set up for learning

It's important to make sure your child has a good environment to study in.

Find out more about setting your home up for learning under the Advice for families section on ourlearning.sa.edu.au