
LEARNING CONTINUITY PLAN

2022



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PURPOSE

The purpose of this Learning Continuity Plan is to outline the processes and expectations for students, staff and parents for the ongoing delivery of education in the event of a disruption to the teaching and learning programme. Teachers will be required to continue delivering high quality education. Students are expected to complete all assigned work under the direction of teachers and under the supervision of parents and/or College staff.

Underpinning the Learning Continuity Plan is a commitment to enabling students to engage in a Catholic Education that is Christ-centred where students continue to be engaged, challenged and progressing. Guiding the decisions and actions articulated in this document is the dignity of each member of the school community.

CHILD SAFE FRAMEWORK

In order to ensure the Key Practices of the Child Safe Framework, including extended guardianship, healthy and respectful relationships and situational prevention, are at the forefront of all communications, staff are asked to adhere to the following protocols:

- Communication must be on school agreed platforms, take place at appropriate times and be limited to interactions related to student learning.
- Video conferencing is restricted to Microsoft Teams (Year 1 – 12).
- When video conferencing teachers must ensure the location and background setting is appropriate and use blurring and masking options.
- When recording video lessons in a non-school environment for student use teachers must be mindful to blur or mask private backdrops.
- All individual messaging with students is to be undertaken using SEQTA direct messages.
- As per the Code of Conduct, staff must report to the Principal behaviour that is not in keeping with the Code.

DEFINITIONS - MODES OF LEARNING

Mixed Mode:

Face to face classes continue, with some students or staff at home self-isolating as close contacts. Please note; students and staff who are COVID-19 positive should be focussing on their health and not be participating in classes.

Single Year Group or Sub School required to isolate:

Where a particular year group, or either the Junior, Middle or Senior school are required to self-isolate.

Whole School Closure:

College closed.

PRE-KINDERGARTEN TO PRE-PRIMARY

	Mixed Mode	Single Year Group
Timetable	<ul style="list-style-type: none"> Normal timetable applies 	<ul style="list-style-type: none"> Refer to whole College closure timetable.
Learning Provisions	<ul style="list-style-type: none"> Students in school provided with school resources. Students at home provided with home learning pack with resources to assist their learning. Parents with children at home have Family SeeSaw application to receive instructions for their child's learning 	
Lesson Instructions / Directives	<ul style="list-style-type: none"> Lessons in school to be delivered as per normal school protocols Clearly state the learning intention and success criteria for each lesson Include instructions in multi modes and describe exactly what must be completed by the end of the lesson. Work must be differentiated to meet individual needs of students. Students on an IEPL must be provided with learning activities in line with their goals. 	<ul style="list-style-type: none"> Teachers to prepare an activity guide to share with parents via SeeSaw prior to 8:30am each morning. The activity guide will outline appropriate play-based activities for students covering the Early Years Learning Framework (EYLF) outcomes and key focus areas such as fine and gross motor skills. It is encouraged that children are read to or share a story with their families each day.
Specialist Classes	<ul style="list-style-type: none"> Pre-primary specialist classes to run as per normal timetable. 	<ul style="list-style-type: none"> Pre-primary specialist teachers to provide classroom teachers with an activity to be added to the activity guide.
Attendance Requirements	<ul style="list-style-type: none"> AM attendance is to be recorded by Class Teachers and must be completed prior to 8.55 am. Class Teachers are required to record attendance in the normal column on SEQTA, recorded as present or absent. Administration staff will override attendance once confirmed by marking the student with either COVID-19 Parent. Teachers are to additionally use the attendance traits tracker recording that students attendance. The Attendance traits tracker (ATT traits), needs to be activated on SEQTA. Students are marked present or absent by using the following icons: 'I' I am present (physically or through the online platform) or 'O' I am absent (physically absent and not engaged online). 	
	<ul style="list-style-type: none"> PM attendance collected <u>after</u> lunchtime and must be entered into SEQTA by the end of the day. 	<ul style="list-style-type: none"> PM attendance collected <u>prior</u> to lunchtime and must be entered into SEQTA by the end of the day.
Assessment	<ul style="list-style-type: none"> Formative assessments will be ongoing throughout the term. Students who are required to self-isolate at home are required to complete summative tests they miss. 	<ul style="list-style-type: none"> Formative assessments will be ongoing throughout the term. Summative assessments will be postponed.
Teacher Working from Home	<ul style="list-style-type: none"> Teachers to provide three 15 minute instructional sessions at 8:50am, 11:15am and 1:30pm via Microsoft Teams, these will be facilitated by the staff member in the classroom/parents at home 	<ul style="list-style-type: none"> Teachers to provide at least three pre-recorded videos to the students during the day via, these could explain activities, brain breaks and so on.

YEAR ONE TO YEAR SIX

	Mixed Mode	Single Year Group
Timetable	<ul style="list-style-type: none"> Normal timetable applies 	<ul style="list-style-type: none"> Refer to Whole College closure timetable
Learning Provisions	<ul style="list-style-type: none"> Ensure all lessons for the day are uploaded to SeeSaw prior to 8:30am Students at home provided with home learning pack with resources to assist their learning. 	<ul style="list-style-type: none"> Ensure all Religious Education, English and Mathematics lessons for the day are uploaded to SeeSaw prior to 8:30am each day. Students at home provided with home learning pack with resources to complete their learning.
Lesson Instructions/ Directives	<ul style="list-style-type: none"> Clearly state the learning intention and success criteria for each lesson Include instructions in multi modes and describe exactly what must be completed by the end of the lesson. Work must be differentiated to meet individual needs of students. Students on an IEPL must be provided with learning activities in line with their goals. 	
	<ul style="list-style-type: none"> Lessons in school to be delivered as per normal school protocols 	<ul style="list-style-type: none"> Provide an active break after every 40 minutes of learning
Specialist Classes	<ul style="list-style-type: none"> Lessons follow normal timetable Where practical, teachers will facilitate self-isolating students learning through provision of alternate activities on SeeSaw 	<ul style="list-style-type: none"> Lessons should be uploaded as weekly activities prior to 8:30am on first day of isolation
Attendance Requirements	<ul style="list-style-type: none"> AM attendance is to be recorded by Class Teachers and must be completed prior to 8.55 am. Class Teachers are required to record attendance in the normal column on SEQTA, recorded as present or absent. Administration staff will override attendance once confirmed by marking the student with COVID-19 Parent. Teachers are to additionally use the attendance traits tracker recording that students attendance. The Attendance traits tracker (ATT traits), needs to be activated on SEQTA. Students are marked present or absent by using the following icons: 'I' I am present (physically or through the online platform) or 'O' I am absent (physically absent and not engaged online). 	
	<ul style="list-style-type: none"> PM attendance collected <u>after</u> lunchtime and must be entered into SEQTA by the end of the day. 	<ul style="list-style-type: none"> PM attendance collected <u>prior</u> to lunchtime and must be entered into SEQTA by the end of the day.
Student Expectations (Years 3-6)	<ul style="list-style-type: none"> Students are required to have their iPad available for all lessons Follow video conferencing guidelines and utilise home resource packs Read/listen to the instructions Complete tasks with highest level of effort and ask questions Organise time to have focussed learning time and outside/active time When participating in a video conversation or recording videos, students must be suitably dressed, and located in a communal room. For example, kitchen, lounge room or family room. 	

<p>Assessment</p>	<ul style="list-style-type: none"> · Formative assessments will be ongoing throughout the term. · Students who are required to self-isolate at home are required to complete summative tests they miss. 	<ul style="list-style-type: none"> · Formative assessments will be ongoing throughout the term. · Summative tests will be postponed.
<p>Teacher Working from Home</p>	<ul style="list-style-type: none"> · Teachers to provide three 30 minute instructional sessions at 8:50am, 11:15am and 1:30pm via Microsoft Teams, these will be facilitated by the staff member in the classroom/parents at home. 	<ul style="list-style-type: none"> · Provide a morning video check in via Microsoft Teams at 8:50am.
	<ul style="list-style-type: none"> · When using video conferencing, teachers must be professionally dressed in line with the Staff Dress Policy. · Background settings should be considered and in line with the College Code of Conduct. 	

MIDDLE & SENIOR SCHOOL

Regardless of the mode of learning teachers are expected to ensure:

- All lessons for the day are uploaded to SEQTA prior to 8:30 am. Lesson outlines may direct to alternative communication platforms for resources and / or submission.
- Learning intentions and success criteria are clearly stated for each lesson.
- Content and activities are differentiated to meet the individual needs of students. Students on an IEPL must be provided with learning activities consistent with their goals.
- They follow-up with students if work is not complete. Parents should be contacted as per normal College processes.
- All student queries are dealt with in a timely manner.

	Mixed Mode	Single Year Group/ Sub School
House Tutor Groups	<ul style="list-style-type: none"> · House Tutors shall Teams call during HTG time. · House Tutors shall message students at the start and end of each week offering support. · House Tutors shall follow up students not regularly completing work across multiple Learning Areas and address issues that arise. This includes contacting parents where necessary through Microsoft Teams. 	
Lesson Instructions / Directives	<ul style="list-style-type: none"> · Lessons should be regular length. · Where practical, teachers are encouraged to facilitate self-isolating students joining in class instruction and activities via Teams conferencing. 	<ul style="list-style-type: none"> · Lessons will follow the regular school timetable, however, work allocated should reflect 30 minutes of learning. · Teachers are required to be online and following their normal timetable alongside students.
Specialist Classes / Electives	Where practical, teachers will facilitate self-isolating students learning through provision of alternate activities.	Where possible, teachers are encouraged to facilitate active learning and physical movement in their lessons.
Attendance Requirements	<ul style="list-style-type: none"> · Attendance for all students is required to be recorded via SEQTA. · Students' attendance is to be recorded as present or absent. Attendance needs to be taken in HTG and for every period, 1-6. · Administration staff will override attendance once confirmed by marking the student with COVID-19 Parent. · Teachers are to additionally use the attendance traits tracker recording that students attendance. The Attendance traits tracker (ATT traits), needs to be activated on SEQTA. · Students are marked present or absent by using the following icons: 'I' I am present (physically or through the online platform) or 'O' I am absent (physically absent and not engaged online). 	

<p>Assessment</p>	<ul style="list-style-type: none"> · Assignments and formative assessments can continue. · Students who are required to self-isolate at home are not required to complete summative tests they miss. Extensions should be granted for assignments. · Teachers are encouraged to provide self-isolating students with non-weighted tests to complete at home at the end of topics as a formative assessment. 	<ul style="list-style-type: none"> · Assignments and formative assessments can continue. · Summative tests are to be cancelled or postponed. · Extensions should be granted for assignments.
<p>Teacher Working from Home</p>	<ul style="list-style-type: none"> · Teachers are required to be online and following their normal timetable alongside students. · When using video conferencing, teachers must be professionally dressed in line with the Staff Dress Policy. · Background settings should be considered and in line with the College Code of Conduct. · Where practical, teachers will provide class instruction, activities and feedback via Teams conferencing. 	
<p>Student Expectations</p>	<ul style="list-style-type: none"> · Students are required to have their iPad available for all lessons. · Students who are isolating at home must follow their normal timetable and be online to enable teachers to respond to student needs and keep structure to the day. This includes checking-in to HTG each morning to record attendance and view SEQTA Notices. · Students must check SEQTA each morning which will direct them to the relevant online communication tools to see the posts and resources for each lesson. · Students must complete all set work and communicate with their class teachers if they experience difficulties completing the required work. · Students must use Direct Messages and other school approved platforms to communicate individually with teachers and ask questions if they do not understand. · If participating in a video conversation or recording videos, students must be suitably dressed, and located in a communal room. For example, kitchen, lounge room or family room. 	

PK - 12 WHOLE SCHOOL CLOSURE - TIMETABLE

**Please note: Same provisions as Single Year Group/ Sub school away*

Pre-kindergarten to Pre-primary

Classroom Teachers available online from 8:30am-12:50pm

Times	Subject
Approximately 2 hours	Play-based activities for students covering the Early Years Learning Framework (EYLF) outcomes and key focus areas such as fine and gross motor skills.

Year 1-2

Classroom Teachers available online from 8:30am-12:50pm

Times	Subject
20 minutes	Religious Education
60 minutes	Maths
60 minutes	English
60 minutes	Inquiry based activities/specialist subjects

Year 3-6

Classroom Teachers available online from 8:30am-12:50pm

Times	Subject
30 minutes	Religious Education
60 minutes	Maths
90 minutes	English
60 minutes	Inquiry based activities/specialist subjects

Middle School & Senior School

Timetable	<p>HTG: 8.40am - 8.55am</p> <p>Period 1: 9.00am - 9.30am</p> <p>Period 2: 9.35am - 10.05am</p> <p>Period 3: 10.10am - 10.40am</p> <p>Recess: 10.40am - 11.00am</p> <p>Period 4: 11.05am - 11.35am</p> <p>Period 5: 11.40am - 12.10pm</p> <p>Period 6: 12.15pm - 12.45pm</p> <p>Lunch: 12.45pm - 1.15pm</p> <p>Independent Study: 1.15pm - 3.10pm</p>
Learning Provisions	<ul style="list-style-type: none"> · Work allocated should reflect 30 minutes of learning. Periods will commence at the designated times below, allowing a 5 minute interval between lesson. This provides opportunities for students to have an active break and prepare for the next lesson. · Teachers are required to be online and following the modified timetable alongside students. Teachers are required to be online and following their normal timetable alongside students using the modified lesson times above. This will enable teachers to respond to students' needs in a timely manner and maintain a structure to the day. · Homework set during remote learning should not exceed normal guidelines.

House Tutor Groups	<ul style="list-style-type: none"> · House Tutors shall Teams call during HTG time. · House Tutors shall message students at the start and end of each week offering support. · House Tutors shall follow up students not regularly completing work across multiple Learning Areas and address issues that arise. This includes contacting parents where necessary. If calling parents remotely, this should occur through Microsoft Teams.
Specialist Classes /	<ul style="list-style-type: none"> · Where possible, teachers are encouraged to facilitate active learning and physical movement in their lessons.
Attendance Requirements	<ul style="list-style-type: none"> · Attendance for all students is required to be recorded via SEQTA. · Students' attendance is to be recorded as present or absent. For Junior School, this is twice a day, AM and PM attendance. For Middle School and Senior School, this includes HTG and every period 1-6. · Administration staff will override attendance once confirmed by marking the student with either COVID-19 Remote or COVID-19 Parent. · Teachers are to additionally use the attendance traits tracker recording that students attendance. The Attendance traits tracker (ATT traits), needs to be activated on SEQTA. · Students are marked present or absent by using the following icons: 'I' I am present (physically or through the online platform) or 'O' I am absent (physically absent and not engaged online).
Assessment	<ul style="list-style-type: none"> · Assignments and formative assessments can continue. · Summative tests are to be cancelled or postponed. · Extensions should be granted for assignments.
Teacher working from home: Online Conferencing	<ul style="list-style-type: none"> · Teachers of students in the Middle and Senior School are encouraged to use Microsoft Teams video conferencing to support lessons where appropriate. · When using video conferencing, teachers must be professionally dressed in line with the Staff Dress Policy. · Background settings should be considered and in line with the College Code of Conduct. · Where practical, teachers will provide class instruction, activities and feedback via Teams conferencing.
Student Expectations	<ul style="list-style-type: none"> · Students are required to have their iPad available for all lessons. · Students at home must follow the modified school timetable and be online to enable teachers to respond to student needs and keep structure to the day. This includes checking-in to HTG each morning to record attendance and view SEQTA Notices. · Students must check SEQTA each morning which will direct them to the relevant online communication tools to see the posts and resources for each lesson. · Students must complete all set work and communicate with their class teachers if they experience difficulties completing the required work. · Students must use Direct Messages and other school approved platforms to communicate individually with teachers and ask questions if they do not understand. · If participating in a video conversation or recording videos, students must be suitably dressed, and located in a communal room. For example, kitchen, lounge room or family room.

EXPECTATIONS - ALL STAFF

- Staff are required to check the Teams HCC LIFE Support channel regularly as this will be the main point of contact for communication to all staff and SEQTA notices for students.
- Teachers who are working from home are required to be online and following their normal timetable alongside students.
- Staff who are unwell must follow normal processes in advising the College in respect to absences.

EXPECTATIONS - CORRESPONDENCE

- Teachers must first follow up with students directly if work is not completed, as appropriate. Following this, parents should be contacted.
- Teachers must ensure that all student and parent queries have been dealt with in a timely manner.
- When sending a Direct Message to a whole class or year level, teachers should clearly identify the Year Level in which the message relates in the subject line. This will assist parents to clearly identify to which child and class the message applies.

EXPECTATIONS - MEETINGS

- The current meeting schedule on Teams HCC Life Support channel will continue to operate.
- All staff are required to attend the Monday morning briefing via Teams at 8:10 am each week on Teams.

LEARNING AREA LEADERS & LEARNING INNOVATORS

- Learning Leaders shall have access to the online communication platforms being used by their team members in order to oversee the consistency and quality of work being set.
- Learning Leaders shall regularly check-in with their team members to ensure smooth delivery of lessons and minimise potential concerns early-on.
- Learning Leaders shall provide support and appropriate professional development to team members to ensure they have the capacity to deliver lessons as required.

INTER-RELATIONSHIPS LEADERS

- Inter-relationships Leaders shall maintain communication with all staff members of their year level.
- Inter-relationships Leaders shall work with HTG teachers to oversee student engagement with home learning; intervening and resolving issues as appropriate.
- Inter-relationships Leaders will analyse weekly attendance for students in their year level. Parent contact will be made for students with less than 90% attendance.
- Inter-relationships Leaders shall support their team members with issues that arise, including attendance, pastoral care and completion of work.

SENIOR LEADERSHIP TEAM

- The Senior Leadership Team (SLT) is responsible for ensuring a continuity of learning for students and will meet regularly.
- The Senior Leadership Team will update the College community on the status of the school closure or disruption to normal programmes, as appropriate.

SUPPORT

Students, staff and parents may contact support staff using the following avenues:

- College Administration
- Email: admin@holycross.wa.edu.au
- Phone: (08) 9297 7600
- ICT Help Desk: helpdesk@holycross.wa.edu.au
- Wellbeing Services – St James Centre
- Please use SEQTA to Direct Message the Social Worker or Youth Worker.

EXPECTATION OF PARENTS

- Parents are required to support their child's learning – including providing an appropriate place to work and access to a reliable Internet service; checking that set work is completed by the end of each day; and ensuring that the normal school timetable for the day is followed.
- Parents are required to notify the College if their child will be absent from online learning, due to sickness or other reasons. They will be marked absent on the SEQTA roll and normal College processes for these students will apply in order to catch up on the work missed.
- Parents must contact the appropriate teacher via Direct Message should any concerns arise.
- Parents must ensure home Internet filters are set to ensure student safety and that students demonstrate good digital citizenship and adhere to the College's acceptable use of Information and Communications Technology (ICT) policies.