



What is the online learning platform at Siena?

Siena Catholic College uses [Microsoft Teams](#) for all online learning during the period of alternative arrangements. Students can access the Teams site for each class through the [Student Portal](#), using their school user log-in details.

Do all classes have a Microsoft Teams site?

Yes. Teachers have established a Teams site for each of their classes. Students can expect teachers to:

- Upload worksheets and activities
- Engage in 'live' video instruction with students (Year 11 and 12 students only).
- Engage in 'live' audio teaching ONLY with Year 7-9 students.
- Provide feedback on student work and engage with them via Conversations.

What about subjects with a practical component?

Teachers will make learning opportunities available to students which reflect the ACARA/QCE curriculum and are appropriate for online learning.

What is the schedule for classes during alternative arrangements?

Students and Teachers will follow their usual timetable. This provides students and parents with structure and certainty in respect of online learning. You can access your child's timetable from the [Parent Portal](#). Teachers will check-in with students throughout the timetabled lesson.

Is my child expected to sit at their device all day?

No. Teachers will set-up the learning for each lesson which may require students to complete tasks during the timetabled lesson, by the next lesson or over a longer period of time. Teachers will also plan activities that do not require a device. Handwritten work will still be an expectation, as will reading, exercise and mindfulness.

Will Teachers record students' attendance?

Yes. Each Teams page has an "Attendance Channel". Students will be required to record their online presence in the Attendance Channel for each of their timetabled classes. Parents will be contacted by the College if students show a pattern of non-attendance to online learning.

What if my child is sick or cannot participate in online learning on/for a particular day or lesson?

Parents will contact the College to indicate their child's absence from school in the usual ways: by phone, email, the Parent Portal, or BCE Connect app.

Are Students required to complete assessment?

In most cases, students will be required to complete assessment tasks (e.g. assignments; folios of work) which reflect and are responsive to the online learning environment. These tasks will allow students to show what they know and can do. Students will receive feedback on their progress with assessment tasks (drafts etc) as is the current practice and where appropriate. Teachers will advise students of the submission requirements for assessment tasks, and changes to Assessment Calendar will be communicated to you.

My Child has specific learning needs – how will they be supported?

Our Inclusive Education Team has established private online spaces within each Class Teams site for selected students. The families of these students will receive a separate communication regarding this support.

How will the College continue its Pastoral Care and Student Wellbeing programs?

House Group will continue via Teams to maintain the connection between students and teachers. This will be the space where the College makes wellbeing material available to students, including daily mindfulness. Students and Parents can make [referrals to our Guidance Counsellors](#), and several online support materials will be made available to all students.

My child is easily distracted and is not completing the work – what can I do?

The College's Pastoral Team can provide you with a range of resources which offer advice and strategies to help your child in the online environment. But parents can act proactively by:

- Having a dedicated learning space in your house.
- Establishing clear, negotiated and achievable expectations for online learning at home.
- Supervising your child's online activity during their timetabled lessons, where possible.
- Establishing a routine of putting away mobile phones and other devices. If this doesn't work, consider a third-party app like [Our Pact](#).
- Contacting the Pastoral Leader sooner rather than later to discuss your concerns.

My child needs help with the work. Am I expected to answer their questions?

Parents can make decisions about how much support they want to offer their child. However, the College recognises that many parents are supervising a number of children and also managing their own work-from-home arrangements.

Tell your child to write down their questions to ask the teacher at the next timetabled lesson, and redirect them: "Just complete what you can and ask your teacher next lesson."

How will teachers interact with my child?

Teachers will check-in with students throughout the timetabled lesson. Lessons will comprise a range of different learning tasks for students to complete: in the lesson, for the next timetabled lesson or at another time designated by the teacher. Teachers and students will engage in online conversation about the learning through Teams, and students will be required to submit work through Teams and/or Turnitin for feedback. This also allows the teacher to gauge the progress of each student and keep parents informed.

Will 'live' streaming be an option for teachers and students?

Only teachers of Year 11 and 12 students have the option for live streamed teaching and this is left to the discretion of the teacher.

All teachers are able to offer pre-recorded teaching videos and other audio-visual materials to upload to their Teams Class site, and this will be determined by individual teachers.

How will the College respond to student behaviour concerns in the online environment?

The Pastoral Team has devised *Student Behaviour Support Procedures* for the online environment. Essentially, the expectations for student behaviour and engagement in learning remains unchanged, and the importance of the parent-College relationship cannot be understated. Academic and Pastoral Leaders will closely monitor the progress of students across subject areas and will be ready to respond to issues which may arise.

Who do I contact if we have IT issues?

- **Microsoft Teams:** contact the class teacher via email in the first instance.
- **Log-ins and hardware:** email ssiphelpdesk@bne.catholic.edu.au. Year 11 & 12 student IT support requests will be prioritised.
- **NBN/Broadband:** contact your provider and the College to let us know that you cannot access learning. If your connection fails or is inconsistent, please contact the College to seek alternative arrangements.

Other contacts

You can reach us:

- By phone: 07 5476 6100
- By email: ssipydowns@bne.catholic.edu.au

Key Reminders about the New School Routine

1. School starts at 9:00am, and all students log-in to their House Group Teams and indicate their presence in the **Attendance channel**.
2. Students follow their normal school timetable.
3. At the beginning of each lesson, students must indicate their presence in the Class Teams site by indicating this in the **Attendance channel** which has been established for each class.
4. Students are not required to sit at their computer all day. Teachers will devise activities accordingly.
5. You can help your child with the work, but don't over-burden yourself. If your child is having trouble, tell them to save it for the teacher.
6. If your home internet connection is not handling the load, contact the College and your provider.
7. If your child is sick, has an appointment or cannot attend their lessons for any reason, please follow the usual procedures for letting the College know.
8. The day for students finishes in Lesson 6. There is no afternoon House Group.

All of the information pertaining to these Key Reminders is available in this document. Please contact the College if you have any questions or concerns.