



A Parent's Guide to Support Remote Learning

This Parent Guide has been developed to assist Parents, Guardians and Carers in supporting your child or children through this current period of Remote learning. It provides information regarding your responsibilities and some ways in which you can support your child by adopting appropriate procedures and structures at home.

Parent, Guardian and Carer Responsibilities during Remote Learning

Provide support to your children by:

- establishing routines and expectations
- setting up a space for your child to work in at home
- continually affirming the value of education and engage in conversations relevant to their learning and the wider world
- keep connections and communication open with teachers and the College, especially if any issues arise concerning your child's learning during this Remote Learning period
- ensuring to download the College App (see information at the end of this document on how to download the App.)
- checking MyPenola and / or the College App regularly for notifications and information regarding your child's learning
- encourage your child's need to take personal responsibility for their learning
- monitor communications between your child and their teachers
- beginning and ending each day with a check-in
- encouraging physical activity and/or exercise
- checking in with your child regularly to help them manage stress
- monitoring how much time your child is spending online
- monitor and set rules around your child's social media interactions.

Establishing Routines and Expectations

It is our expectation to schedule classes in line with our normal College timetable, including usual Recess and Lunch breaks, where we encourage students to eat, drink and to get up and move around. As much as possible, your son or daughter, needs to work to their normal their daily timetable and check their scheduled Class Page on MyPenola for all required learning activities, tasks and set work for each lesson. Class teachers will be available for communication with students during scheduled class times.

Setting up a learning space for your child to work in at home

Try as best as possible to create a quiet and comfortable learning space for your child. They may have a regular place for doing homework under normal circumstances, but this space may not be suitable for working in for an extended period of time. An appropriate space /location for Remote Schooling could be at a desk in their room or at a table in a common area, such as the kitchen or dining room. It should be a space that is well-lit and with a comfortable chair. We understand that there may be

several family members studying from home and so we appreciate any effort you can make to create a productive learning space, that can be quiet at times and with limited distractions. We will need your support in helping to ensure that your child / children are limiting the use of their personal devices such as phones during school hours and that their focus remains predominantly on their learning.

The learning space should have a strong internet signal, where possible. If you have no or very limited internet access at home, please make contact with the College for assistance.

If your situation allows for it, the learning space should be an area where you can monitor your child's learning. However, it is important to be sensitive to the increasing autonomy and independence of adolescents while maintaining a supportive structure.

A Learning Environment Checklist is provided at the end of this document to help you develop an appropriate learning space for your child.

Monitoring your child is fulfilling their learning obligations during this Remote Learning period

It is important to monitor your child's is meeting their obligations regarding their learning. The level of monitoring will again depend upon the age of your child.

- ensure your child is establishing and following their daily routine in a focused and productive manner
- completing all set classwork and Assessment Tasks with integrity and academic honesty and to the very best of their ability
- meeting deadlines and due dates regarding Due Work and Assessment Tasks
- communicating proactively with their teachers if they cannot meet deadlines or require additional support
- collaborating and supporting classmates in their learning in an appropriate and productive manner
- complying with all Penola Catholic College Child Safe Protocols and Guidelines for Remote Learning and Videoconferencing

Online Safety

The College remains committed to the safety of all students. We recognize that moving to Remote Learning has the potential to create some risks to children and have worked hard to ensure the safety of students online. We have done this by:

- only using College approved platforms to provide online education to our students
- ensuring that only our College teachers and staff members have access to the approved platforms.
- introducing Child Safe Protocols and guidelines for Videoconferencing for staff & students
- ensuring the security of the systems and platforms that we are using for Remote Learning

As parents, guardians and/or carers, you know your child better than anyone and have the best opportunity to support and guide them in safe online experiences. Remote Learning, may give rise to the possibility of increased online issues. Please alert us immediately if you have any concerns or red flags. This may be individuals on school platforms that you or your child do not know, inappropriate

messages or any signs that the platform may have been compromised. Please contact Mr Ernie Pisani on 03 93012703 or episani@penola.vic.edu.au with such concerns.

For helpful information about supporting your student online, visit the [eSafety Commissioner website](#).

Parental Controls

Parental controls are software tools that allow you to monitor and limit what your child sees and does online. The following are examples of controls that may be considered, keeping in mind the age appropriateness for your child or children.

- Block your child from accessing specific websites, apps or functions (like using a device's camera, or the ability to buy things)
- Filter different kinds of content, such as 'adult' or sexual content, content that may promote self-harm, eating disorders, violence, drugs, gambling, racism and/or terrorism
- Allow you to monitor your child's use of connected devices, with reports on the sites they visit and the apps they use, how often and for how long
- Set time limits, blocking access after a set time.

For further information regarding the use of Parent Controls visit the [eSafety Commissioner website](#).

Parental Engagement

For parents of adolescents, research has shown that "family-led, home-based aspects of parent engagement, including providing a general environment that supports and encourages learning, have more impact than parents having direct involvement in the content of what young people are learning at school". Therefore, do not be concerned if you are unable to assist students with their actual class content. Your greatest attribute is your continual and active encouragement of your child's learning. You can support them in this by asking them some general questions regarding their day's learning tasks. Some very useful information regarding how you can assist and support your child's learning can be found in the ARACY Parent Fact Sheet, via this link:

- <https://www.aracy.org.au/documents/item/599>.

Remote Learning Space Checklist



- Is the area free of distraction?
- Is there excessive noise in the area?
- Are there trip hazards in the area?
- Is the area exposed to direct glare or reflections?
- Does the area have sufficient power points available?
- Is equipment (extension cords, etc.) in good, safe working condition?
- Is there a proper desk and chair and other necessary equipment
 - (light, stationary and devices)?
- Is the computer or laptop positioned correctly?
 - The screen should be positioned directly in front of your child
 - The screen should be at a distance where your child can see clearly and easily without straining
 - The top of the screen should be slightly lower than eye level
 - The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed
 - The mouse should be placed directly next to the keyboard
- Are their most frequently used items within easy reach from a seated position?



Downloading and using the PENOLA CATHOLIC COLLEGE MyPenola App

1. SEARCH AND DOWNLOAD

Search for Penola Catholic College on the Apple App Store or Google Play to download the School App



2. STAY CONNECTED

Once you download and open the app, you will be able to receive important updates from Penola Catholic College. Login using your current portal username and password

3. TAKE THE TOUR

Open the app and get to know each feature of Penola Catholic College by tapping the tiles on your dashboard.

- Notifications
- Calendar
- Due Work
- Timetable
- My Groups
- News
- Contacts
- Links
- Absentee
- Settings



4. MANAGE YOUR NOTIFICATIONS

To ensure that you receive only the information that is relevant to you, you can change your settings.

Tap **Settings** and then **Notifications** Settings and make your selection. You can change your settings at any time.



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