

ELLERSLIE SCHOOL

Guidelines for Online Home Learning 2021 (updated August)



General Expectations for Teaching and Learning

- Our main priority continues to be around maintaining connections, relationships and a sense of belonging with our students and whanau.
- Our second priority is to keep students engaged with their learning as much as possible.
- Use one consistent platform for sharing learning activities and video conferencing
 - Team 1 SeeSaw and Zoom
 - Team 2 SeeSaw and Zoom
 - Team 3 SeeSaw and Google Meet
 - Team 4 Google Classroom and Google Meet
 - Team 5 Google Sites, Gmail and Zoom
- Try to maintain some daily routines (e.g. a daily greeting via video, post or email, a daily waiata or story).
- Teachers are responsible for the students in their **Guardian Group only**.
- **It is important that everyone adheres to school and team expectations to ensure a consistent approach to online learning across the school.**

Learning Task Expectations - from 8.50am on Thursday 19 August

- Provide new learning activities for reading, writing and maths each day.
- **Ensure a balance of on and offline learning activities.**
- Continue to support learner agency by providing students with some choice of learning where possible.
- Feedback to be provided for student's online learning on a regular basis.
- Emails from students and parents to be checked and responded to as often as possible.
- When planning learning tasks, please consider:
 - how new learning will be taught
 - how students will be motivated to complete tasks
 - how learning will be assessed, shared and celebrated
 - how students with special learning needs, IEPs or individualised learning plans will access the learning
- Consider ways to include wellbeing and physical activity options into your learning tasks.

Video Conferencing Expectations

The community feedback from our previous lockdowns is that regular Zoom or Google Meet meetings were a very successful way of teachers keeping connected to the students.

- In order to maintain connectedness and help with student wellbeing, it is imperative that we provide daily opportunities for face to face contact.
- **Teachers need to hold daily Zoom or Google Meet meetings.** The purpose and times of these meeting will vary, particularly in regards to the number of students attending
- **The school expectation is that each day, every teacher will conduct at least x2 Zoom or Google Meet meetings. The reason for 2 online meetings a day is to allow our school families to be able to access at least one of the times. Staff are permitted to conduct more Zoom or Google Meet meetings each day if they wish.**
- **If a move to Alert Level 3. Teachers who are rostered on to work at school at Alert Level 3 are NOT required to conduct online meetings with their GG on the days they are teaching at school. These**

teachers must communicate with their GG to let them know they will be unavailable when they are teaching at school.

- The first online meeting will be in the morning. Teachers in each team are asked to hold a daily Whole GG Check-in meeting at the following times:
 - Team 1 - 9.00am
 - Team 4 - 9.20am
 - Team 3 - 9.40am
 - Team 2 - 10.00am
 - Team 5 - 10.20am

- An **example** of other check in times could look like this: **REMEMBER YOU ONLY NEED TO HOLD x2 ONLINE MEETINGS EACH DAY IF YOU ARE NOT AT SCHOOL TEACHING.**

9.00am	Whole GG Meeting (focus on wellbeing and relationship building - could include a song, read a story, news, sharing, play a game...
10.30am	Small group workshop followed by Q&A drop in
	<i>Repeat same as above in order to provide different time options for families, students only attend one</i>
1.00pm	Whole GG Meeting (focus on wellbeing and relationship building - could include a song, read a story, news, sharing, play a game...
2.30pm	Small group workshop followed by Q&A drop in

- Continue to use pre-recorded videos (e.g. Screencastify, Flipgrid) to provide instructions, model a new skill, share a story, song, physical activity, etc.
- It is important to also stay connected to students who are unable to take part in online learning. If video is inaccessible for some students, ensure phone communication is made at least once per week.

Collaboration is key! Your health, wellbeing and family come first. If you need support with anything, please ask.

Further Guidelines if in Alert Level 3

Teaching Onsite Expectations

- For teachers supervising students onsite, during Alert Level 3:
 - There is no expectation that you are monitoring the online learning for your GG on the days you are working onsite. However, your GG students should still continue with the online learning they have been set.
 - You will need to communicate with your GG regarding your availability.
 - When onsite, you are supporting the students in your pod to complete their online learning and organising brain breaks/play breaks as needed.

Teacher aides and Non-class based staff

- Ensure teacher aides and regular release teachers are included in all necessary communication.
- Teacher aides should continue to support the learning for their pods. Examples of this could include:
 - Being added as ‘collaborators’ or ‘team teachers’ in SeeSaw and Google Classroom to support teaching and learning
 - Daily or weekly check ins with specific students that they support in class
 - Hosting Zoom or Meet video conferences with small groups that they support in class

- Providing videos of stories or songs
- Weekly release is on hold during online learning. Release teachers will prioritise supporting BTs and staff who are supervising students onsite.

Staff Communication

While we are working remotely, communication among staff will continue in a variety of ways:

- Continue to check and use the [Weekly/Daily Communication Sheet](#)
- Email, text or ring staff directly
- Email the school office (office@ellerslie.school.nz).
- Ring the school mobile phone: 021474899 (to speak to a member of the office staff)
- Ring the Senior Leadership Team:
 - Nick Butler: 021888262
 - Mark Drummond - 0272053340
 - Jillian Mitchell - 0276964918
 - Fiona Bilsborough - 0210609873

Pastoral Care and Home/School Communication

- Continue to contact parents and caregivers as needed during remote learning. Please touch base in a supportive capacity. Remember families may be juggling work, schooling and childcare all from home so students will have different routines and expectations in each household.
- Families who were receiving daily or weekly updates regarding their child's learning and/or behaviour should still get this. Touch base with families through the usual means (email, phone) to check in.
- If a student is not accessing online learning and you believe they should be, please contact parents/caregivers to check in and offer support.
- If there is an incident of inappropriate online behaviour or breach of the internet user agreement, please contact parents/caregivers as per usual. Please also inform Kate or Mark as we are logging all incidents.

PD and support for Teachers

It is important that we upskill ourselves to ensure we are able to effectively use the digital tools required of us to provide learning online. Please ensure that you can use the platforms agreed upon with your team (e.g. SeeSaw and Zoom) as effectively as possible.

While many of you may be motivated to research and try new online resources during this time, there is no expectation that teachers need to use lots of new apps and websites. Please keep it simple for yourselves and your students.

We believe that providing opportunities for face to face communication is part of best practise with online learning, therefore we have included a list of recommended platforms.

The table below provides information and access to these apps:

Platform	Instructions	Troubleshooting	Privacy/Security Info
Zoom Video Conferencing https://zoom.us/	Zoom Instructional Video for Teachers Zoom instructional video	Zoom Help Center	Best practices for securing zoom meeting Zoom Meeting Settings

	for students		for Teachers Video
Google Meet Video Conferencing	Google Meet Instructional Video	G Suite Support Website for Google Meet Integrating Meet in Google Classroom	Google Meet Security Information
Screencastify https://www.screencastify.com/	Installing Screencastify Video Screencastify Instructional Video	A Beginner's Guide to Screencastify	
Flipgrid https://info.flipgrid.com/	Flipgrid Instructional Video for Teachers Flipgrid instructional Video for students	Flipgrid Help Center Remote Learning with Flipgrid	Flipgrid video security settings Flipgrid privacy features
SeeSaw	SeeSaw tutorial for teachers How to Create and Upload Lessons on SeeSaw Using Seesaw for Remote Learning	SeeSaw Help Center	SeeSaw Privacy Policy