



Frequently Asked Questions about Online Learning

How is online learning different to classroom learning?

Online learning looks slightly different to classroom learning in terms of how it is delivered and how (and where) students work. The teachers' direct instruction and all activities and assignments delivered via online learning platforms continue to target the full range of the skills, knowledge and conceptual development required by the stage-based curriculum, as already mapped out in our subject-specific programs.

Teachers' usual planning, consultation and collaborative practices are continuing online. Staff in each department are actively designing online learning opportunities, and they are instructing, providing feedback and assessing as per our current timetable. This means our students continue to progress their learning in line with expectations.

All classroom teachers are delivering lessons online using Microsoft Teams (Teams). Your daughter can participate in each subject lesson by logging into Teams in real time. Each lesson will continue to run according to her school timetable which can be accessed via Edumate.

What happens if my daughter misses an online lesson?

Lessons using Microsoft Teams are being recorded and teachers will also post information in the Posts section of the Teams subject classroom. Lesson recordings are displayed in the Posts section approximately 5 to 10 minutes after the lesson has ended. If your daughter misses a lesson for any reason, she can access the lesson via this recording and can view it in her own time. Students can view recordings *after* the class ends, should there be interruptions due to internet connectivity. There is no expiry date on these recordings.

Our internet connection at home is poor. Will this be a problem?

Students with poor internet, or in different time zones, may not be able to access the live lesson with classmates; they will need to watch the recorded lesson at a later time (see above).

The primary communication function between students and staff using Teams is the Post (text-based chat) function, which only requires low-speed internet. If you will be without reliable internet connection for a prolonged period, and your daughter is in Secondary School, please contact our Director of Studies, Mrs Natasha Stanfield, to discuss alternative arrangements. Preparatory and Junior School parents should their contact their Head of School.

What are the school's expectations for students residing in different time zones?

As much as possible, we are asking all students to follow school hours according to Australian Eastern Standard Time. Students residing in a different time zone are expected to submit work for teachers' feedback according to the established deadlines. Students who have time differences of more than one hour should notify their class teacher.

Is my daughter able to communicate with her teacher during an online lesson?

Yes. Your daughter has access to a Chat facility in each of her Teams subject classrooms. This enables her to post a question in the Chat box. From time to time, teachers will invite students to unmute their Microphone facility to share, ask and answer questions. If your daughter needs to follow something up after the lesson, she can email the relevant teacher to book an online meeting via Teams between the hours of 8.00am and 4.00pm.

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How can I best support my daughter with her online learning?

Your daughter is used to communicating online. As parents, you can provide support for your daughter's online learning in the following ways:

- Establish a dedicated working space at home where your daughter can focus on her learning. This should be a comfortable space; preferably not a bedroom or an area with too many distractions. If possible, separate her workspace from her living space. This will help her to maintain a healthy balance, remaining focused while she is working remotely and also enjoying some downtime after her schoolwork is completed.
- Limit distractions during her working hours. These include phones, noise and having her working space near the television.
- Help her to maintain structure in her day. This includes getting dressed in appropriate mufti dress, being on-time to commence school each day, planning according to her timetable and eating during timetabled breaks.
- Reinforce positive working habits. Find opportunities to validate what your daughter is doing well.
- Encourage your daughter to eat well, get enough sleep during the week and find time to be outdoors and enjoy some exercise.
- Engage your daughter in a discussion around her learning each day. What is she enjoying? What is she finding challenging? Help her to develop an explicit question around any support she requires and encourage her to make contact with her classroom teacher/s to ask her questions.
- If your daughter is sick, please email the relevant school office as per normal practice. It is important to take the time to recover and get well again. Your daughter can view the recordings to catch up on her work.
- Your daughter is used to working with her peers to gain feedback on her work. This will continue in her online classroom, however, offering to peer review or peer edit her homework can assist in helping her to better consolidate and refine her ideas.

Where can my daughter access the worksheets and materials needed for her online lessons?

All students have access to their subject-specific Virtual Classroom (VC) in Canvas where they can access materials needed for online lessons. If for some reason your daughter cannot access these audio or visual materials, she can email her classroom teacher to ask for assistance.

Will my daughter be online all day?

No. School days will follow the normal school timetable. Your daughter is required to be online for portions of her classes during her normal school day hours, but she will also break for recess and lunchtime. While teachers will run lessons that have been purposefully designed for online delivery, they will also provide learning activities that students can complete without internet access.

What will happen during Connect Time?

Preparatory and Junior School girls will continue their Connect sessions online with their teachers. For Secondary School girls, Connect Time will run as per the timetable from 1.35pm to 2.10pm each day. On Monday, Wednesday and Friday, your daughter will be provided with various activities for downtime during Connect, for example yoga, stretching or music for relaxation.

On Friday of Week A, your daughter's Head of Year will run a year-group assembly via Teams from 1.35pm to 2.10pm. Please encourage your daughter to participate in the Connect Time program, just as she would if she were at school. Your daughter is also welcome to make contact with her Connect teacher via email to book a time for an online meeting on Monday, Wednesday and Friday.



When will my daughter have a break from learning during the day?

Recess and lunchtime will run as normal. It is important for your daughter to use these times as rest breaks from her screen, to eat and to engage in other activities not associated with technology.

How will my daughter sit a test remotely?

If it is a small class, the teacher will connect with the girls via Teams, email the test and supervise the test online. This will be emailed or submitted to the teacher via Canvas. For larger classes, the teacher will email or have the task in an Assignment on Canvas. The student will complete the task in a given time limit and then submit via email or Canvas. Students and parents may be asked to sign a form to confirm that the test was done under 'test' conditions

Will assessment tasks proceed as planned?

Your daughter will receive communication from each Head of Learning Area on changes to assessment tasks. She should enable notifications for announcements in her VC courses and check Edumate for any updates to assessment tasks or examinations. More information about assessments can be found on the FAQs page on our *Student Toolkit for Learning* website. Years 11 and 12 students have received separate communications about their assessments.

Will NAPLAN testing be affected?

All NAPLAN testing for students in Years 3, 5, 7 and 9 in 2020 has been cancelled by the Education Council following a meeting with Education Ministers.

What should we do if my daughter is struggling with online learning?

We understand that remote learning may be uncomfortable for some students. Please encourage your daughter to contact her classroom teacher/s in the first instance for support.

My daughter usually accesses learning support. Will she be able to receive this support online?

Students in Preparatory and Junior School will have access to their Learning Support teachers via their class teachers. Girls in the Secondary School will be able to access support via an Educational Support Teams site. Parents have been sent information on how to access this support.

How will I know that my daughter is meeting expectations and outcomes?

Teachers will be keeping track of all work and continue to monitor achievement of outcomes through ongoing formative and summative tasks. In the instance of students failing to meet expectations or outcomes, teachers will contact parents as they normally would to discuss a course of action.

How will Learning Discussions occur?

Learning discussions will happen via Microsoft Teams. Parents will book a time to meet with their daughters' teachers as per the normal process. Staff will invite your daughter to join an online meeting via Microsoft Teams when it is time for your appointment.

How is the College monitoring student workload?

With the transition to the online learning environment, our students and how they manage their workload is at the forefront of all decisions around lesson design. We will continue to closely monitor the amount of work assigned to students and encourage students and parents to provide feedback directly to classroom teachers, so that our various learning areas can continue to adjust and adapt materials as and when necessary. HOLAs will continue to work as a team to ensure consistency as if students were at school.



How is the College monitoring attendance and ensuring timely submission of work?

Our relevant Schools' office staff will continue to manage the logistics of student attendance. Classroom teachers will continue to monitor attendance and all submitted work by students. If a classroom teacher notices a pattern of absence, they will notify the Head of Year as per regular practice. The classroom teacher will contact students and parents when there is a pattern of non-submission of work. We are treating incomplete work as we would normally and will follow the school's policy and guidelines around non-submission of work.

How does the school support online learning for performance-based courses such as Visual Arts, Drama, Music, Film, Design and PE?

Teachers are providing online lessons and videos for these subjects via Teams. Students can video their practical work and submit the video to their teacher for feedback via Canvas.

What will happen with Private Music lessons and Speech and Drama lessons?

These lessons will be delivered via Teams, however, the timing of lessons may be adjusted. These teachers will communicate directly with parents and students.

Will Music Ensembles be able to continue?

For the remainder of the term, rehearsals have been suspended. The Music department is investigating and working on possibilities to deliver an altered Music Ensemble program moving forward.

What about Co-Curricular Eisteddfod Dance teams?

Currently there are no rehearsals or training sessions, but staff are working on ways to deliver a moderated program to deliver skills training and dance sequences which can later be embedded into routines, strength and conditioning and maintenance sessions.

What will happen to tuition, Boarding and Co-curricular fees during the period when teaching is delivered online?

Tuition fees will continue to be charged during the period of online education.

Boarding fees will only be charged while Boarders are in residence. Any amounts prepaid from the first instalment will be calculated and credited to the family account. Boarding fees will not be charged on the second instalment. When the Boarders return, fees will be calculated from the date of return and included on the next invoice to be issued.

Co-curricular fees will be addressed in a similar manner to Boarding fees. The charge for Term 1 will be shown in full on the second instalment which will be issued in April, consistent with usual practice. A credit will also be applied for any days when your daughter was unable to attend the activity during the period of online education. Co-curricular fees for Term 2 will not be charged on the second instalment. Any Co-curricular activity which has been cancelled will only incur a charge from the date the activity recommences.

Where can I access further information?

Your daughter has access to a *Student Toolkit for Learning* website via <https://bit.ly/PymbleOnlineStudent>

Please sit with your daughter and review the **FAQs** and relevant pages on this site. If you have a question that is not addressed here, please contact the relevant staff member via email:

- Academic: consult the relevant classroom teacher and / or Head of Learning Area.
- Wellbeing: consult the relevant Connect Teacher as your first point of contact, who will liaise with the Head of Year where necessary.
- Learning Support: contact Lora Lim.



Will Out of School Hours Care (OSHC) and holiday care still be available?

While the campus remains open, OSHC staff will be available for Preparatory or Junior School girls who need to be on campus before school or after school.

Please note the following OSHC arrangements from Monday 23 March:

- parents no longer need to sign-up online for OSHC through Hubworks
- for before-school care, bring your daughter to our OSHC centre and staff will be there to greet you
- for after-school care, your daughter will be escorted to our regular OSHC centre where you can collect her as you normally would
- the OSHC centre will open from 7.00am and close at 6.30pm as per usual.

At this stage, the OSHC holiday program has been cancelled.

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