



14<sup>th</sup> April, 2020

Dear Parents, Guardians and Students,

**Re: Welcome to our Online Learning Platform in Term Two**

My hope is that you were able to enjoy a peaceful and hope filled Easter season. Tomorrow Term Two begins, the beginning of our online learning platform. I would firstly like to acknowledge the time and effort that our staff have put into ensuring we are ready to deliver high quality learning and teaching activities from day one of Term Two.

The purpose of this communication is to ensure our students, supported by their families, are ready for learning tomorrow morning.

Firstly, please ensure the learning environment at home is conducive to learning. Students should have a designated workspace with a desk, comfortable chair, ample light, fresh air and all stationery resources at their disposal. Secondly, the establishment of a daily routine will be important. Out of bed by 8.00 am, a healthy, nutritious breakfast and ready to learn at 8.45 am. Please remember that our students are to be in their PE polo shirt or winter uniform while learning from home.

The College has a legal requirement to take an attendance roll, both morning and afternoon. As per usual, homeroom will begin at 8.50 am until 9.00 am. During morning homeroom, students will access SIMON to begin the day with prayer and daily notices. Students will also be required to log on to record attendance for both morning and afternoon homerooms. All students will receive a Google Drive link to log into the attendance process. Our learning day will conclude with an afternoon homeroom at 3.25 pm.

Please refer to the attachment with this email for a suggested structure for online learning. This may assist you and your child/children to maintain a regular, organised learning program. Please note, the suggested structure is a guide only, we are well aware that some families will work through the learning program in a more flexible manner.

Our staff will be following the regular weekly timetable. Our staff, as per normal arrangements, will be responsible for the learning activities that are required of the students. They will direct the learning via Google Classroom, SIMON and College email communication. Our staff are available to provide feedback or respond to queries during their regular timetabled lesson times. Outside of regular lessons, staff will respond within a reasonable time frame.

The College is well aware that our pastoral and wellbeing support will be critically important at this time. Year Level Team leaders, Learning Support Team members, Learning Advisors and Wellbeing Team members will be in contact to provide the required pastoral support. Please don't hesitate to contact your Learning Advisor to ensure we are all successfully navigating the online space.

Our approach through the first couple of weeks of the online platform will be one of forming a solid foundation, introducing students and families to the new environment and to clarify areas of need. It is a time to embrace our new reality and remain positive about the journey ahead.

**ST MARY OF THE ANGELS SECONDARY COLLEGE**

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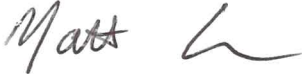
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The College aims to provide an online learning platform that is student centred and provides excellent learning opportunities. We hope that this is all delivered and received in a calm, peaceful and measured approach. This is the Franciscan way.

In closing, please remember our social distancing responsibilities and the fact that the College is essentially closed, except for those who require our facilities because learning cannot take place at home. Thank you for your cooperation and we look forward to sharing this learning journey with you.

With Peace and Goodwill,

A handwritten signature in black ink, appearing to read "Matt" followed by a stylized flourish.

**Matt Carver**  
**Principal**