



Thursday 16th July 2020

Dear Parents and Carers,

Our staff have been hard at work this week planning and preparing our return to a Home Learning model. We have taken this opportunity to recognise what worked well last time, and to refine and adapt where appropriate with the aim to improve this experience for students, parents and teachers.

We have updated our Home Learning Parent Information pack to include the required information for the Home Learning period ahead. Lots of this information will look similar to last time but please ensure you make yourself familiar with it as there have been some updates.

The specified updated sections include:

- Updated communication to students from teachers (the running of class video calls in all year levels), p. 2
- Updated school processes (further information regarding class video calls), p. 4
- Updated on-site school supervision information (the introduction of temperature checks), p. 5
- Updated student wellbeing information (introduction of Fun Friday in all year levels), p. 6
- Updated list of required materials at home (some changes to what was brought home in Term 2), p. 8
- Updated daily timetable information (class teachers communicating year level timetables), p. 13

The online learning platforms we will be accessing during Home Learning are:

- Prep to Year 3 – Seesaw for classroom and specialist classes and Webex for video meetings.
- Years 4 to 6 – Microsoft Teams for classroom, Performing Arts and video meetings, Seesaw for Japanese, P.E and Art.

We understand that returning to Home Learning may provide certain challenges for our families. We will not be expecting you to replicate a normal school day at home. Teachers will set work that they hope will be reasonable and achievable. We understand that our families will do the best they can do. Please be assured we will be in this together. We have done this once before, and we are confident that we can do this again.

Your positivity and support during this time means so much to us as a staff, and we are sure it means the world to your child, too.

Kind Regards,

Sheryl Skewes, Ellen Hollowood, Grace Hulls, Anthea Cain, Peter Jarvis and all of the Beaumaris Primary School staff

Parent and Student Communication Plan

Please note: During Home Learning, communication with BPS staff should occur between the hours of 9am and 4pm. Phone calls from teachers may be from their personal mobile, please be aware that these will come up as a private number.

Can all families please check their personal contact details on Compass to ensure they are up to date, to assist our staff in contacting you during this time.

Parent Communication with our Office Team

- Emails will be checked and monitored daily, phone lines will be unavailable
- Please contact our office team via email – beaumaris.ps@education.vic.gov.au

Parent Communication with Class or Specialist Teachers

- If you need to contact your child’s class or specialist teacher, please email them via our office staff at beaumaris.ps@education.vic.gov.au. They will forward this onto the teacher who will then respond.

Student Communication with their Class or Specialist Teacher

- Your child will be able to communicate with their class or specialist teacher through their online platform (Prep – Year 3 Seesaw and Webex, Years 4-6 Microsoft Teams or Seesaw).

Please note, students do not have the ability to communicate 1:1 between their classmates. They can only communicate to their teacher or classmates via the whole class, so all communication is visible by the teacher.

Please assist us by monitoring your child’s communication in these platforms and ensure it is relevant to the learning task and respectful. If it is not, the teacher will delete the post.

Communication to students from teachers

- Teachers will be communicating with their class via their online platform (Prep – Year 3 Seesaw and Webex, Years 4-6 Microsoft Teams or Seesaw). Teachers can do this either through writing a post or by starting a video conference call.

Please note, only teachers have the ability to begin a video conference call, not students. Video conference calls must take place in a public place in the home, e.g. the kitchen or living room.

- Class teachers will be conducting video conference calls with the class each day (Prep-Year 6), with the first call beginning at 9:20am. Class teachers will communicate the times other video calls will be taking place each day.
- During the first week of Home Learning (week commencing 20th July), teachers will contact each family via a phone call. During the weeks following this, if a family wishes to speak to the teacher directly, please email the school so that the teacher can get in touch with you.
- Class teachers will provide students with feedback on at least one piece of work per day. Specialist teachers will provide feedback to either each student or the class, dependent on the task. If your child doesn’t know how to locate the feedback, please let your child’s class teacher know so they can assist.

Communication to parents from BPS Staff

- If a staff member needs to get in touch with you, they will do this either through a phone call, or by emailing you. Please note that if a staff member is calling from their personal mobile, this will come up as a **private number**.

Communication to parents regarding whole school updates

- Updates for the whole school community will be sent through Compass.

Communication with Education Support Staff or our Literacy Learning Support Teacher

- If your child works with an Education Support staff member for further support, or our Literacy Learning Support Teacher - Meg McSwain, they will contact the student and family via either phone or video conferencing in Microsoft Teams or Webex. They will consult with you regarding the best communication method, and frequency, moving forward.

School Processes Information

- Your child's class teacher and specialist teacher will be setting the learning tasks required each day, following a daily timetable. Daily timetables will be sent via the class teachers to the students and families. They will also be communicating with students, providing feedback on learning tasks, and preparing future learning tasks and materials. Students in Prep to Year 3 will continue to access Seesaw for their posted learning tasks, and students in Year 4 to Year 6 will continue to access Microsoft Teams. Specialist lessons will be posted in Seesaw for all year levels, and Performing Arts learning tasks will be communicated in Microsoft Teams for Year 4 to Year 6.
- All year levels will be conducting class video meetings daily. Prep to Year 3 will continue to use Webex, and Year 4 to Year 6 will continue to use Microsoft Teams. Each year level will begin the day with a class video meeting at 9:20am, which will be a wonderful opportunity for students to connect with their class members and teacher. Please ensure your child is participating in this class video meeting. If siblings are learning in the same room of the home, we recommend using headphones if available. Class teachers will then communicate with their class what time other whole class or small group class video meetings will be running, depending on the schedule for the day's learning.
- If you need to borrow a school device for your child to use during Home Learning, please refer to the Compass communication sent on Thursday 16th July with the application form to do this (Prep to Year 3: iPad, Year 4 to Year 6: Laptop).
- Hard copy learning materials will be made available to families with ongoing connectivity issues or no access to the internet. Please notify your child's class teacher if you require this.
- If your child requires on-site learning provision at school, the learning program delivered on-site will be the same as the learning program delivered to students undertaking learning from home. Students learning on-site will be supervised by an on-site teacher but will follow the teaching and learning program provided by their classroom teacher, using a device. Please see page 5 this information pack, for further information.
- If your child is unable to engage with Home Learning tasks due to illness, please log this as an absence on Compass or notify the school via beaumaris.ps@education.vic.gov.au.
- If your child's class teacher has noticed your child has not engaged via the online platform for more than three days, they will get in touch with you to check everything is ok.
- The Stop Press Newsletter will continue to be sent out on a Thursday. For now, Level Low Downs with updates from each year level will not be included.
- The Statement of Intent (SOI) will continue to be updated on a fortnightly basis and made available to the community. This includes the learning intentions across all curriculum areas for the fortnight.
- If your child works with Meg McSwain in the Learning Lounge, or with an Education Support Teacher Aide staff member, this will continue to run. Meg or the Education Support staff member will communicate with you and the child to ensure support for their learning is still taking place.

On-Site School Supervision Information

All students will be learning from home, except for students in the following categories who are able to attend on-site supervision:

- children of parents/carers who cannot make suitable arrangements to supervise children at home, including children of teachers in government schools who are required to return to work on-site
- vulnerable students
- students with disabilities

For families who have requested their child access on-site supervision, whilst on-site those students will be following their class teachers Home Learning program, while being supervised at school. If your child falls into the above category and requires access to on-site supervision, please complete and submit the application form communicated via Compass on Monday 14th July. Please send the completed form to beaumaris.ps@education.vic.gov.au.

Processes if your child is accessing on-site supervision

Parents will need to bring their child/children to the front office after 8:45am, ready for a 9am start.

Students will be greeted at the front door by a staff member who will sign the child in and ask them to apply hand sanitizer. Based on guidance from Victoria's Chief Health Officer, in order to support community awareness of the symptoms of Covid-19 and to help identify children displaying symptoms, all schools located in metropolitan Melbourne and Mitchell Shire will commence temperature screen of students while the stay at home restrictions are in place. This will occur when your child enters the school.

Victoria's Chief Health Office has confirmed that the use of face masks or coverings by adults or children is not recommended in schools at this time. As has always been the case, staff or students who wish to wear face masks in school and in going to and from school may do so.

Students accessing on-site supervision will be following hand hygiene processes.

At the end of the day (3:30pm), if the student is not attending After School Care, parents will be able to pick children up from the gate at the Kitchen Garden on Dalgetty Rd, which will be locked until a staff member arrives with the children to hand over. Please ensure as you wait that you are physically distancing from others.

Students who are on-site must wear their school uniform.

Students who are on-site will be using an on-site school device to access the online platforms, Seesaw, Microsoft Teams and Webex. This will ensure it connects to the wifi correctly. This device will remain at school.

Students will need to bring:

- their book box with their school resources
- their own water bottle as drink taps are currently not in use due to department advice
- headphones
- a pencil case
- snack and lunch

If your child is unwell, do not send them to school. If they present as unwell whilst at school, we will call you to collect them.

Progressive cleaning throughout the day will be provided by the Department of Education and Training, to ensure that risks of transmission are reduced for high-touch services.

Your child's wellbeing is, as always, of the utmost importance to us.

The parent or carer is responsible for students' general safety at home or elsewhere. As well as posting learning tasks online each day, class teachers will conduct whole class video meetings to provide opportunities for all students to connect with their peers and their teacher, and to communicate. During the first week of Home Learning (week commencing 20th July), class teachers will make verbal contact with each student in their class via a phone call. This will be for teachers to check in with students and families in regards to the Home Learning period, as well as to engage with students about their health and wellbeing, including any anxiety, worry or stress they may be feeling.

To increase our community connectedness, all year levels will be taking place in **Fun Friday**. Fun Friday will provide all students with a common theme that they can enjoy with their siblings and class mates. The theme will be communicated by class teachers. Video calls and learning tasks will still take place on Fridays, whilst the Fun Friday theme will add an extra element to the day. This will hopefully help us feel closer together, whilst learning from far apart.

Our teachers are very conscious of our student's wellbeing, particularly returning to Home Learning for a second time. To support them, our teachers will be regularly incorporating GEM (gratitude, empathy and mindfulness) tasks into the daily timetable for students, but here are some additional ideas:

GEM Daily Routine

Family activities to build wellbeing and resilience



MORNING GEM

Pick one of the following reflections/activities to complete individually or as a family:

1. Take some time to check in with each other about how everyone is feeling (for children it is helpful if you have a list of emotions for them to pick from).
2. What are we most looking forward to today?
3. Who in your family can you do an act of kindness for today? What will it be?

AFTERNOON Mindfulness

Mindfulness Practise:

1. Guided meditation - The Resilience Project App, Insight Timer, Calm
2. Breathing exercises - The Resilience Project App, Insight Timer, Calm
3. Drawing, mindful colouring, puzzles, word searches, sudoku, origami
4. Yoga - Try Cosmic Kids Yoga (Youtube), or any other guided movements.

EVENING GEM

Pick one of the following reflections/activities to complete individually or as a family:

1. Take some time to check in with each other about how everyone is feeling (for children, it is helpful if you have a list of emotions for them to pick from).
2. What made you smile today?
3. How did your act of kindness go today? How did it make you feel?

If you would like to discuss your child's needs directly with the school, please contact their class teacher as the first point of contact, or our Assistant Principal, Ellen Hollowood. Both can be contacted via the office at beaumaris.ps@education.vic.gov.au.

List of Required Materials for Students @Home

On Thursday 16th July, families had the opportunity to come and collect students learning materials from school. If you were unable to collect your school belongings then to use during Home Learning, please contact our office admin team via beaumaris.ps@education.vic.gov.au to arrange a collection time.

Please keep these school belongings safe and well looked after. They will all need to be returned to school when we recommence face to face teaching and learning.

Prep	<p><i>In reading pouch:</i></p> <ul style="list-style-type: none"> • Sound pack cards • Usernames and passwords required for online platforms • Readers <p><i>In coloured book box:</i></p> <ul style="list-style-type: none"> • Writing book (green) • Plain scrapbook/workbook to be used for all other Home Learning tasks only • Handwriting book • Resilience Project journal • Maths activity book • Plastic sleeve with dotted thirds alphabet • Mini whiteboard, texta and cloth • Grey lead • Take home books x 5 (please ensure any take home readers from Term 2 are returned before new readers can be sent home)
Year 1	<ul style="list-style-type: none"> • Student diary/reading journal with username and passwords for required online platforms and regular reading tracking • Take-home readers • Maths book (scrap book) • Mathematics booklet • Writing book • Spelling/Literacy book • Handwriting book • Subject Focus book • Resilience Project journal • Visual Arts diary and art pack • Whiteboard, duster and whiteboard marker
Year 2	<p><i>In reading pouch:</i></p> <ul style="list-style-type: none"> • Student diary with username and passwords for required online platforms, sound pack and take-home readers OR envelope with usernames and passwords <p><i>In coloured book box:</i></p> <ul style="list-style-type: none"> • Reader's Notebook • Writing Book • Handwriting book • Maths book + a plastic pocket of Maths resources • Subject Focus book + a plastic pocket of Science resources • Spelling book • Resilience Project book • Visual Arts Journal

	<ul style="list-style-type: none"> • Whiteboard, duster and marker • Playing cards • Pencil Case with grey leads, coloured pencils, glue stick & scissors
Year 3	<ul style="list-style-type: none"> • Student diary with username and password for required online platforms • Pencil case • Red exercise book (blank) • Maths book (grid) • Maths scrap book • Resilience Project Journal • Writer's notebook • Handwriting book • Whiteboard & marker • Library books if borrowed
Year 4	<ul style="list-style-type: none"> • BYOD Device • Student diary and envelope with usernames and passwords required for online platforms • New Home Learning workbook • Resilience Project journal • Handwriting book • Literature Circles novel • Mathletics booklet x 2 • Visual diary • Pencil case
Year 5	<ul style="list-style-type: none"> • Student diary with usernames and passwords required for online platforms • Home Learning journal • Maths grid book • Resilience Project journal • Visual diary • Whiteboard and eraser • Dice • Literature Discussion book • Pencil case
Year 6	<ul style="list-style-type: none"> • Student diary with usernames and passwords required for online platforms • Current workbook + new workbook • Current maths grid book + new maths grid book • Resilience Project journal • Writer's notebook • Performing Arts journal • Pencil case <p>*Novel available if required</p>

The transition back to home learning is a big change for your child. When you start to think about helping your child to learn from home, remember that no one expects you to be a teacher or subject matter expert. The most important thing you can do is continue to provide routine, support and encouragement to your child. The resources and guidelines below can help you to work with us to make home learning a positive experience.

1. Establish and follow a daily schedule using the Home Learning Schedule provided for your child's year level.

Our teachers recognise the need for consistency for our students. They have developed a BPS@Home Daily Timetable to provide guidance for families around the structure that may be followed. We understand each family may need to alter it to suit their circumstances. We suggest keeping normal meal and bed times, and beginning the home learning schedule at the suggested time. Our teachers have aimed to provide learning tasks that can be completed by the children independently, but may at times require your support.

2. Create a designated learning space.

Organise learning materials that your child has brought home from school and designate a common area for learning. Ideally, the space has a strong wireless connection, can be blocked from noise at times, and is ideally located where family members may choose to participate in your child's learning. Every home is different. Where possible, learning should take place in a space your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom, where your child can feel isolated and supervision can be more challenging.

3. Begin and end each day with a check in.

Designate time to check in with your child to help them feel supported during the current process and situation. A check in will also assist your child to clarify and understand instructions they get from their teachers, and to help them organise themselves and set priorities and goals for their learning at home.

Some possible questions you may like to ask are:

- What are you learning today?
- What is something you are looking forward to?
- What learning materials do you need to get organised ready for today?
- What went well today?
- What was something you were grateful for today?
- What made you smile today?
- What was a challenge you overcame today?

4. Monitor communications from your child's teacher and our school.

Staff of students in Prep to Year 3 will use the online platform Seesaw to communicate with students via posts, and Webex via video meetings. Staff of students in Year 4 to Year 6 will use the online platforms Microsoft Teams (for class work and Performing Arts), and Seesaw (for Japanese, P.E and Art) to communicate with students via posts and video meetings. The school will communicate with families via Compass.

If you wish to contact your child's teacher, please email the school at beaumaris.ps@education.vic.gov.au. Our office admin staff will be monitoring emails and they will forward the email onto the teacher.

Please see the *BPS@Home Parent and Student Communication Plan* on page 2 for further details on this.

5. **Managing screen time and online safety.**

As your child will be spending time online, it is important that you talk to them about online safety. This will help them to make good digital choices and use information and communication technologies responsibly.

You may wish to speak to your children about ensuring they:

- use only the online tools recommended by their school or the Department of Education and Training (DET)
- are respectful when communicating online, just as they would be when speaking face-to-face
- use digital devices in open areas of the home.

For more online safety advice for parents and carers go to: www.esafety.gov.au, or www.thinkuknow.org.au/parents-portal.

6. **Mental health and wellbeing check in.**

Just as you set aside time for physical exercise, it is important to make time each day to check in on your child's mental health and wellbeing.

It may take your child some time to adjust to returning to this routine for learning and key changes such as not seeing classmates in person. Every child will react differently to new circumstances – feelings of sadness, frustration, anxiousness and even anger are entirely normal.

You can help your child by:

- providing an opportunity to talk about how they feel and listening to what they say
- identifying some specific actions they can take by themselves or with you to address any concerns they might have
- asking how they are finding learning remotely, and if there is anything they'd like your help with.

If you have any other concerns about the health and wellbeing of your child, please contact your child's class teacher directly, or our Assistant Principal, Ellen Hollowood, to discuss further.

7. **Advice for parents and carers of children with additional needs.**

If your child has additional needs, their class teacher will have discussed an Individual Learning Plan (ILP) with you during Term 1 and/or Term 2. This ILP will help guide their learning from home. Teachers and Education Support staff will continue to work with you and your child while home learning is taking place to ensure support is in place.

The parents' page of the DET website (www.education.vic.gov.au/parents) has several resources to help parents and carers support learning from home. For parents and carers of children with learning difficulties, a comprehensive resource *Understanding learning difficulties for parents: a practical guide* can be downloaded from www.uldforparents.com. This guide provides parents and carers with practical advice about learning difficulties as well as a list of recommended apps.

8. **Literacy and numeracy resources and tips.**

In addition to the resources and materials that your child's teacher will provide, you could use the following resources to support your child as they learn from home:

- **Literacy and numeracy:**

Tips for parents and carers to build their child's literacy and numeracy skills can be downloaded from the www.education.vic.gov.au. Search: *get involved in literacy and numeracy*

- **Premiers' Reading Challenge:**

The challenge encourages children and students from birth to Year 10 to read a set number of books over the year and record their efforts online. Register at www.education.vic.gov.au. Search: *premiers reading challenge*

- **Mathematics and numeracy at home:**

Parents and carers play an important role in helping develop their child's numeracy skills. Advice and resources for families can be downloaded from www.education.vic.gov.au. Search: *mathematics and numeracy at home*

Prep, Year 1 and Year 2 Daily Timetable

Each morning, Prep, Year 1 and Year 2 students will have the same routine. This will be:

Before 9am	Morning Routine	<ul style="list-style-type: none"> • Wake up at your usual time • Make your bed, get dressed, have breakfast
9:00 - 9:20	Morning Exercise	<ul style="list-style-type: none"> • Skipping, Yoga or stretching (e.g. Cosmic Kids Yoga) • Time in your backyard or on your balcony
9:20am	Class Video Meeting	<ul style="list-style-type: none"> • Join the class video meeting on Webex to begin the school day.

Prep, Year 1 and Year 2 students will have their specialist lessons run at the following times:

- Tuesday 1:50-2:40pm: Art
- Tuesday 2:40-3:30pm: PE
- Thursday 1:50-2:40pm: Japanese
- Thursday 2:40-3:30pm: Performing Arts

If your child is unable to engage in their specialist lesson at the designated time, please be aware that this lesson will be available for the following week, until their next lesson, for them to do at a time that suits. We encourage participation in these specialist subject lessons.

Teachers will factor in a recess and lunch break for students, to run from 10:40-11:10am, and 1-1:50pm.

Prep, Year 1 and Year 2 teachers will communicate a more detailed daily timetable to see what lessons are taking place each day, including additional class video meeting times.

Each morning, Year 3 and Year 4 students will have the same routine. This will be:

Before 9am	Morning Routine	<ul style="list-style-type: none"> • Wake up at your usual time • Make your bed, get dressed, have breakfast
9:00 - 9:20	Morning Exercise	<ul style="list-style-type: none"> • Skipping, Yoga or stretching (e.g. Cosmic Kids Yoga) • Time in your backyard or on your balcony
9:20am	Class Video Meeting	<ul style="list-style-type: none"> • Join the class video meeting on Webex (Year 3) or Microsoft Teams (Year 4) to begin the school day.

Year 3 and Year 4 students will have their specialist lessons run at the following times:

- Monday 11:10-12pm: Performing Arts
- Monday 12-12:50pm: Japanese
- Wednesday 11:10-12pm: Art
- Wednesday 12-12:50pm: PE

If your child is unable to engage in their specialist lesson at the designated time, please be aware that this lesson will be available for the following week, until their next lesson, for them to do at a time that suits. We encourage participation in these specialist subject lessons.

Teachers will factor in a recess and lunch break for students, to run from 10:40-11:10am, and 1-1:50pm.

Year 3 and Year 4 teachers will communicate a more detailed daily timetable, to see what lessons are taking place each day, including additional class video meeting times.

Each morning, Year 5 and Year 6 students will have the same routine (except for on Fridays due to specialist lessons). This will be:

Before 9am	Morning Routine	<ul style="list-style-type: none"> • Wake up at your usual time • Make your bed, get dressed, have breakfast
9:00 - 9:20	Morning Exercise	<ul style="list-style-type: none"> • Skipping, Yoga or stretching (e.g. Cosmic Kids Yoga) • Time in your backyard or on your balcony
9:20am	Class Video Meeting	<ul style="list-style-type: none"> • Join the class video meeting on Microsoft Teams to begin the school day.

Year 5 and Year 6 students will have their specialist lessons run at the following times:

- Tuesday 1:50-2:40pm Performing Arts
- Tuesday 2:40-3:30pm: Japanese
- Friday 9-9:50am: PE
- Friday 9:50-10:40am: Art

If your child is unable to engage in their specialist lesson at the designated time, please be aware that this lesson will be available for the following week, until their next lesson, for them to do at a time that suits. We encourage participation in these specialist subject lessons.

Teachers will factor in a recess and lunch break for students, to run from 10:40-11:10am, and 1-1:50pm.

Year 5 and Year 6 teachers will communicate a more detailed daily timetable, to see what lessons are taking place each day, including additional class video meeting times.