



Howayek Providence Limited trading as
MARONITE COLLEGE OF THE HOLY FAMILY

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Remote Learning Plan 2020

Primary Department

The Remote Learning Plan, has been designed to allow students of Maronite College of the Holy Family the opportunity to continue their learning during a period of time. It lists the responsibilities of students and parents/guardians. More specifically, the plan provides information on how students will communicate with their class teacher, as well as access and complete their learning activities/tasks.

Teacher Responsibilities

Teachers will provide a daily schedule of work for their students based on the NSW Education Standards Authority (NESA) syllabus content for each subject. All lessons will be taken from the class program that is currently being taught. Teaching staff will:

- communicate with their students via one of the following online platforms:
 - K-2 via emails to parents/guardians
 - Year 3 via student emails and Microsoft Teams
 - Year 4 and 5 via student emails and Moodle
 - Year 6 via student emails, Moodle and Edmodo
 - Other updates will be available through the College SkoolBag App
- provide students with engaging learning tasks/activities at the beginning of each school day.
- incorporate Visible Learning strategies into their online lessons.
- be mindful of limitations of Remote Learning in regards to support and resources available.
- be accessible for online support during normal school hours unless otherwise arranged.
- ensure that quality feedback is provided to students.
- provide faith development and strengthen the Maronite culture through daily prayer.
- comply with time allocation for Key Learning Areas.

Student Responsibilities

Students are to remember that the same expectations in the school classroom also apply to their learning space at home. They will:

- follow the daily schedule of work that has been assigned to them by their classroom teacher.
- complete all work to the best of their ability at all times and within set timeframes.
- participate in prayer in order to strengthen their faith development and Maronite culture.
- work independently to complete tasks and not rely on their parent/guardian for support unnecessarily.
- work collaboratively with their parent/guardian, comply with rules and guidelines and demonstrate respect at all times.
- set goals for their own learning and work towards achieving them with support if necessary.
- use technology in an appropriate and safe way, ensuring that screen time is limited.
- if able, monitor the digital platforms used in their class to check for additional tasks and communicate with teaching staff and peers.
- maintain regular physical activity during the day.
- avoid viewing video or television content which is not part of the daily learning schedule.
- complete a journal entry at the end of each day and send it to their class teacher by 3:00pm of each day. This will indicate a record of attendance and completion of that day's work.

Parent/Guardian Responsibilities

Parents/Guardians will be expected to monitor their child throughout the day to ensure that learning outcomes are achieved. They will need to:

- allocate a workspace for their child which allows engagement and is free from distraction. This should be an open space which is not in a bedroom.
- establish clear routines that include regular breaks of physical activity.
- support their child's faith development and strengthen the Maronite culture through daily prayer.
- expect that a high standard of work is to be completed by their child.
- ensure that all set tasks are completed.
- actively assist their child with task completion but at the same time, encourage the development of independent learning skills.
- ensure that the use of technology is limited throughout the day.
- keep their child social, but set rules around the use of social media interactions.
- Ensure their child's Learning Reflection is completed and sent to their classroom teacher at the end of each day.

Parents/Guardians are encouraged to engage their child in purposeful conversations about their learning throughout the day. Visible Learning is a focus at MCHF, and asking the following questions will reinforce the importance of using the Learning Intention and Success Criteria to assist their child's understanding.

Key questions to ask at the beginning of each activity/task.

- What are you learning today?
- What resources do you need to successfully complete this task?
- What will you do if you need help?

Key questions that can be asked at the completion of each activity/task.

- What did you learn?
- How do you know?
- What can you improve on next time?
- Was there anything that you didn't understand? Can I help?
- Do you need to ask your teacher anything that will assist your understanding?
- Do you need help with something to make tomorrow more successful?

Communication with Teaching Staff

- Parents should monitor daily communication from teaching staff and email any questions that arise with regards to their child's learning. Please note, as teaching staff may be communicating with numerous students throughout this period, they may not respond to all emails immediately. They will however, endeavour to reply to all correspondence within 24 hours.
- Teaching staff may also send additional activities/tasks throughout the day or make special announcements which need to be checked.
- Parents should ensure that their child's Learning Reflection is complete and sent to the classroom teacher at the end of each day.

Wellbeing

Being confined at home for an extended period of time may cause stress, agitation or conflict. The following suggestions may benefit all family members during any period of isolation and Remote Learning:

- Talk to the whole family about what is happening. Understanding the situation will reduce their anxiety.
- Exercise regularly to relieve stress and depression. The use of exercise videos, YouTube clips and home exercise equipment provides variety and allows group participation.
- Keep in touch with family members and friends via telephone, email or social media (where appropriate).
- Ensure time is allocated during the day for social activities and breaks.

Accessing Online Learning Management System

Students are to access the College's online learning management system via the College website <https://www.mchf.nsw.edu.au> or directly at <https://learn.mchf.nsw.edu.au>

ICT Support

If students are having College related IT issues, please email the College eLearning Coordinator, Ms Sharbeen at zsharbeen@mchf.nsw.edu.au

Please note that home based or personal internet issues cannot be resolved through the College.



Maronite College of the Holy Family,
Parramatta

REMOTE LEARNING PLAN

Primary Department

STUDENT AGREEMENTS

1

- At 8:30am, check your daily plan which has been sent to you by your class teacher.
- Complete the set tasks during College learning hours of 8:40am – 3:10pm.



2

- Ensure you are actively working on the tasks throughout the day.
- Send journal entries to your class teacher by 3:00pm each day to indicate a record of attendance and completion of work.



3

- Teachers will be online and available via email between 8:40am and 3:10pm.



4

- Regularly check for updates of lesson content, activities and communications by your teachers.



5

- Email your teacher if you are experiencing any issues or have any questions.

