



Howayek Providence Limited trading as
MARONITE COLLEGE OF THE HOLY FAMILY

23-25 Alice Street Harris Park NSW 2150; Tel (02) 9633 6600 Fax (02) 9689 1662
Email: admin@mchf.nsw.edu.au Web: www.mchf.nsw.edu.au
ABN: 89 623 472 177

Remote Learning Plan

Secondary Department

The following plan will be required for parents/guardians and students to follow to continue their learning during this period of time.

Parent/Guardian responsibilities during remote learning

Provide support for your children by:

- establishing routines and expectations
- defining a space for your child to work in
- monitoring communications from teachers
- beginning and ending each day with a check-in
- taking an active role in helping your children process their learning
- encouraging physical activity and/or exercise
- checking in with your child regularly to help them manage stress
- monitoring how much time your child is spending online
- keeping your children social, but set rules around their social media interactions.

Parent/Guardian monitoring at home

Parents/guardians are encouraged to start and finish each day with a simple check-in with their child. These check-ins need to be a regular part of each day and start straight away. Not all students thrive in a remote learning environment; some struggle with too much independence or lack of structure and the check-ins help keep them on track.

In the morning, ask:

- what are you learning today?
- what are your learning goals?
- how will you be spending your time?
- what resources do you require?
- what support do you need?

In the afternoon, ask:

- what did you learn today?
- acknowledge one thing that was difficult. Either let it go or come up with a strategy to deal with the same problem if it comes up again
- consider three things that went well today. Why were they good?
- are you ok? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?

Setting up a learning environment

Students are encouraged to create a quiet and comfortable learning space. Students may have a regular place for doing homework under normal circumstances, but this space may not be suitable for working in for an extended period of time.

A space/location for extended learning should be a public/family space, not in a bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.

Student responsibilities during remote learning

These responsibilities are required by students:

- Refer to the *Remote Learning Expectations* page in this document for hours required to spend on each subject/course area
- collaborating with your parent/guardian to establish and follow a daily routine for learning. It is required that students are working from 8:40am – 3:10pm each day.
- identifying a safe, comfortable, quiet space in your home where you can work effectively and successfully
- regularly monitoring digital platforms and communication (Emails, Moodle, Microsoft Teams or Microsoft OneNote) to check for tasks to complete, announcements and feedback from teachers
- completing tasks with integrity and academic honesty, doing your best work
- ensuring to meet timelines, commitments, and due dates for assessments
- communicating proactively with your teacher if you cannot meet deadlines or require additional support
- collaborating and supporting your peers in their learning

Teachers will be providing tasks and updates on a daily basis in normal school times. Teachers will not be required to be available out of the usual timetables hours. It is expected that all students meet any requirements set by the teacher. A student may be reported to the relevant KLA Coordinator if a student is not meeting the requirements set by the teacher.

Wellbeing

Being confined to home for an extended period of time may cause stress and conflict. Tips for students to look after themselves during isolation include:

- Talking to the whole family about what is happening. Understanding the situation will reduce their anxiety.
- Exercise regularly. Options could include exercise DVDs, YouTube videos, or using home exercise equipment, such as a treadmill if you have one. Exercise is a proven treatment for stress and depression.
- Keep in touch with family members and friends via telephone, email or social media (where appropriate).
- Taking time during the day for social activities and breaks (watch a movie, board games etc.)

Communicating with teachers

Communication with teachers is to be via email only. It is therefore imperative that all students are accessing their emails as often as possible to ensure that the learning continues.

It is important to remember that teachers will be communicating with multiple students throughout this period. Therefore, patience is required. If you do not receive a response within 48 hours, then a follow up email is permitted.

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>

Formal Assessment Schedules: Secondary Department

- Schedule and submission of assessments will continue as normal; however, there may be some amendments.
- Assessment due dates and submission procedures may be amended to suit an online learning environment.
- Any amendments to due dates or submission procedures will be communicated by the relevant KLA Coordinator.
- The Director of Curriculum will oversee the submission of assessments and will work with the relevant KLA Coordinator to review or amend any assessment procedures.
- Academic reporting may be amended pending on the duration of the College being closed.

eLearning Support

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

Digital Citizenship

We recommend that you take the time to explore [issues of digital citizenship and online safety](#) and then discuss these with your child.

It is important that during the period of remote learning that we maintain safe and responsible use of information and communication technologies. This includes appropriate use of digital platforms, privacy and information protection, respectful communication and how to deal with online issues.

Remote Learning Expectations

The College timetable is programmed over a fortnight. It is recommended for students to continue to follow their timetable at home to ensure they meet the required hours. This will enable students to remain in routine on a daily basis.

The hours stated below are required hours per week for study of each subject according to the College's timetable. This is based on a 8:40am – 3:10pm daily schedule.

Stage 4: Year 7 and 8	
Subject	Hours Per Week
English	3 ½
Mathematics	3
Science	3
HSIE	3
Visual Arts	2 ½
Technology	2 ½
PDHPE	2
Religion	2
Arabic/French	2

Stage 5: Year 9 and 10	
Subject	Hours Per Week
English	3 ½
Mathematics	3 ½
Science	3
HSIE (History and Geography)	3
PDHPE	2
Religion	2
Commerce	2 ½
Food Technology	2 ½
Music	2 ½
PASS	2 ½
STEM	2 ½
Arabic	2 ½
Drama	2 ½
Industrial Technology (Timber)	2 ½
Industrial Technology (Multimedia)	2 ½
Visual Arts	2 ½
Textiles Technology	2 ½

Stage 6: Year 11 and 12	
Subject	Hours Per Week
1 Unit Courses	2 (each course)
2 Unit Courses	3 ½ (each course)



Maronite College of the Holy Family, Parramatta

REMOTE LEARNING PLAN

Secondary Department

STUDENT AGREEMENTS

1

Follow your regular class timetable on normal College day bell times (College Hours: 8:40am – 3:10pm) or follow the recommendations on hours per week per course/subject as stated in the Remote Learning Plan.



2

Ensure you are active throughout the day as attendance will be taken.



3

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



4

Regularly check for updates of lesson content, assessment and activities. Your teachers will upload content via Email, Microsoft Teams, Microsoft OneNote or Moodle.



5

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



Our main platforms for remote learning:



Microsoft Teams



OneNote

moodle