



Online Learning @ SMC

Weekday Routine

GUIDE FOR SECONDARY PARENTS

During this time of Online Remote Learning and Teaching, encourage your child to:

- ✓ Wake up with time to get ready and have breakfast before scheduled homeroom and classes.
- ✓ Follow their **SIMON** timetable for all classes each day.
- ✓ Check **SIMON** for accessing their assessment tasks and submitting their work.
- ✓ Parents **MUST** contact the school absence line if their child will not be attending classes that day.

Parents continue to have access to **PAM**.

Online learning utilises a variety of software tools, based on your child's subject:



SIMON is our main online learning platform.

It is used for:

- viewing student timetables.
- accessing assessment tasks and submitting work.
(unless their teacher directs another way for class tasks)
- viewing school notices and documents.



GOOGLE MEET

Google Meet is a secure platform that is used for video conferencing. This can be accessed by your child's school laptop. Teachers will guide your child through the process required for access to this platform.



GOOGLE CLASSROOM

An interactive platform for your lesson plans each day. **Google Meet** operates from this platform.



GMAIL

We ask for understanding in responding to emails because during this period of Remote Learning all teachers are in class during every lesson. However a response will be made within a reasonable timeframe.

Need technical help?

Students are encouraged to contact ICT Support at ICTSupport@smseymour.catholic.edu.au





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Routines

- Support your child to establish a routine.
- Use PAM or contact St Mary's College Office if your child is unwell or otherwise unable to engage in learning on a particular day.
- Acknowledge that your child may learn differently from you.

Clothing

- Your child is to dress in neat, casual clothes.
- They are not to wear pyjamas.

Space

- Your child's learning space should be tidy, comfortable and as quiet as possible.
- If possible, have your child's internet enabled sessions in a shared space, rather than in an isolated space, such as a bedroom.
- Microphones on students devices are sensitive and will pick-up surrounding household noise.

Equipment

- Remind your child to make sure their laptop is charged or has access to a power source.
- Ask your child to have a pen, paper/workbook and any other equipment they may need for a particular lesson (i.e. calculator for Maths).
- Have your child use headphones, if possible.
- Remove distractions.

While at home, students will follow their current Semester 2 timetable published via **SIMON**.

During these periods, students will be invited to a video conference via Google Meet with their teacher and classmates. Invitations will be sent in advance, containing a secure link to follow at scheduled class times.

Access to the Google Meet platform is via student laptop.

School Timetable

Homeroom:	8.45 – 8.55am
Lesson 1:	8.55 – 9.55am
Lesson 2:	9.55 – 10.55am
Lesson 3:	11.25 – 12.25pm
Lesson 4:	12.25 – 1.24pm
Lesson 5:	2.15 – 3.15pm (Fridays 2.15 – 2.45pm)

Friday Pastoral Care Period 5 will be a 30 minute lesson each week 2.15 – 2.45pm.