

Expectations for a Classroom Teacher at Edenhope College (during a period of mandated school closure)

The following is a list of minimum expectations of a classroom teacher at Edenhope College during a mandated period of school closure. Unless otherwise directed by the principal, teaching staff are expected to be working from school premises as per usual attendance requirements. Where other arrangements are directed by DET, elements of this policy will not apply as per principal discretion.

Purpose:

The purpose of these expectations is to clarify the responsibility of teachers at Edenhope College during a period of mandated school closure.

Link to other policies:

These expectations should be read in conjunction with the existing *Expectations for a classroom teacher at Edenhope College*, and any DET directives and guidance notes in relation to temporary online or remote learning expectations.

Specific teaching requirements during a period of mandated school closure:

Note: for general communication to parents or the school community, **XUNO LMS** should be considered the central medium. **Google Classroom** has been chosen by Edenhope College to be the best medium, in the event of school closure, for online and remote learning. **WebEx** is the preferred medium for videoconferencing with students.

- 1) Each teacher will create a *Google Classroom* for each class. Teachers will provide the code for that class to the principal for communication to parents and fellow staff. They will be responsible, via XUNO for informing the students and parents in that class of the code. Students/parents will then be responsible for using that code to 'join' the online class.
 - a. *Exception:* teachers of P-2 students are permitted to limit their communication with parents, and delivery of class work, to XUNO only.
- 2) Each teacher will set out in each *Google Classroom* a list of topics or areas of study within that class. Some flexibility is permitted in terms of primary generalist classes, where (for example) segregation by 'weeks' rather than 'topics' might be more appropriate.
- 3) Each teacher will be required to upload to *Google Classroom* their curriculum planning documents for student and parent access and viewing. This should be in the form of a scope and sequence document, a subject outline (if available) and *Understanding by Design (UBD)* unit planning documents for that subject. Also included should be digitised copies of all learning tasks and other resources (as necessary) for student learning in that class. Where possible, teachers should endeavor to provide Word documents or fillable PDF documents (if practicable).
- 4) On each day where a lesson for that class has been timetabled, teachers will be expected to provide a message (in the 'Stream' section of each of their *Google Classrooms*) that outlines the Learning Intention of the lesson/s for that day, the activities required of the students, the Success Criteria, and any other expectations the teacher might have for that day's learning. Only one message is required, despite the number of lessons timetabled for that day.
- 5) During the scheduled time of the lesson (as per the College timetable), teachers are expected to have continuous access to the *Google Classroom* stream so that they may respond to student queries and concerns as necessary.
- 6) Teachers are expected to 'invite' guardians to be members of each *Google Classroom*.

Communication with Parents

The XUNO Learning Management System is still expected to be utilised for communicating student learning and assessment requirements to parents and carers. Parents may be contacted and informed about their child(ren)'s learning via XUNO.

Communication with Students

Staff should use the XUNO Learning Management System and *Google Classroom* to communicate with students.