



Considering the unprecedented COVID-19 pandemic, Blackfriars wants to ensure eLearning is accessible and safe. This document outlines the guidelines for our community.

GOALS

- Provide effective online learning to students
- Provide learning feedback and monitor the learning process of students online
- Protect the privacy and safety of staff and students
- Support families in assisting with online learning

Policies that inform this document

- [Protective practices for staff in their interactions with children and young people](#)
- Blackfriars ICT Acceptable Use Policy

eSAFETY

eSafety is of paramount importance and all students have engaged in eSafety programs at school. Please remind your child of the importance of staying safe online.

To find out more about staying safe online visit:

- [eSafety Commissioner website](#)
- [Being Safe Online Workbook](#)

EXCEPTIONAL RESOURCE FOR ALL STUDENTS, PARENTS AND STAFF

The NSW Government in response to COVID-19 has produced an [exceptional website](#) with information for students, parents and teachers.

The website includes tips on setting up a learning space at home, ensuring students follow a routine and looking after your child's wellbeing during a time of isolation.



PLATFORMS

Blackfriars utilises SEQTA as our learner management system and Seesaw in our Reception to Year 3 classes. SEQTA will be the standard for our online learning. Other programs may be utilised by staff in addition to SEQTA depending on the subject, year level and pedagogy.

Year Level	Standard	Additional options
Reception to Year 3	Seesaw	
Years 4 to 6	SEQTA	OneNote
Years 7 to 11	SEQTA	OneNote
Year 12	SEQTA	OneNote and MS Teams

WEBSITES UTILISED BY BLACKFRIARS STAFF AND STUDENTS

Several eLearning websites are already utilised by students and staff and these will continue to be used and their libraries expanded.

Our own [Hallinan Library](#) has the following collection of subscriptions that are all available to your son using his login. Teachers will provide relevant links and direction to required and recommended resources through their individual lesson plans and SEQTA pages.

The passwords and logins for these resources have been emailed to all students.

- Gale Database
- Digital Learning Resources
- The Conversation
- Research Help
- Referencing Help
- Issues in Society
- Britannica School
- Wheelers Primary and Senior – online eBooks
- Click View - online educational video streaming
- A-Z World Culture
- Links to useful websites

In addition, students and/or staff can access, through SEQTA, textbooks and online learning to support your son through our subscriptions to:

- Jacaranda Online (Jacplus)
- Scholastic
- Education Perfect
- Cambridge Education
- Word flyers
- Gizmo Science Learning (Explore Learning)
- Understanding Faith
- To Know Worship and Love
- [ABC Education](#)
- [TedEd](#)
- [NSW Schools Online Education Resource](#)



FUNCTIONALITY

SEQTA is an outstanding product and provides our community with the ability to engage safely and effectively with learning, teaching and assessment. Forums, class content, resources, teacher directions, student engagement and parental feedback are all possible through SEQTA.

Teams is a Microsoft product that allows for remote collaboration. It is an excellent tool, however there are some child protection limitations that have forced us to rationalise what software policies are activated. These limitations are:

- Stage 2 subjects only
- No video and no student-initiated chat groups
- Teacher-initiated audio discussion
- Teacher-initiated chat groups
- Teacher-initiated desktop sharing
- Teacher-initiated electronic whiteboard

Microsoft OneNote provides the opportunity for the live drafting of work and it can be integrated into Teams for Stage 2 students.

LIAISING WITH STAFF AND TIMETABLED LESSONS

Students are to follow their existing SEQTA timetable. This normality is critical for their mental wellbeing. Some students may want to wear their school uniform or be active outside in their co-curricular uniform. This is a perfectly normal response and should not be discouraged.

Staff will be available each school day between 8.40 am and 4.00 pm. Students will follow their normal timetable and teachers will be online for them at the time of their scheduled lessons. Parents and students can request staff contact through phone calls, email and Direqt messages.

When staff call your home, the number will be private or caller-ID blocked.

Timetabled lessons are important for staff and student mental health as it provides a structure to their day and a sense of normality. Please ensure your son follows their normal timetable.

In addition, please ensure your son goes to bed on time and wakes daily, ready to start lesson 1 fresh and alert. Recess and lunch breaks will occur at our normal times and students should head outside for fresh air and activity during these breaks.



SCHOOL, STUDENT AND FAMILY SUPPORT

Remote, online learning will only be successful if the school, students and families work together. Students will need to be disciplined and ensure work is completed and instructions followed. All students will need to check in with their teacher during their scheduled lesson time. We ask that families please monitor their son's learning daily, offer assistance and contact teachers for support.

Students may require printed texts or access to a second or larger screen to assist them in organising their learning. Having access to a printer is essential.

FEEDBACK AND ASSESSMENT

Continuous online reporting will be available through SEQTA Marksbook. Staff will continue to provide feedback to parents and students utilising this platform.

Individual, annotated feedback will also be provided on tasks during the drafting process. Pre-recorded audio / visual will be used by staff where a more complex problem needs to be worked through.

All staff laptops are equipped with touch screens and stylus which are useful tools for providing feedback and explicit instruction.

SEQTA Forums will be utilised for live chats for all students in Years 4 to 12.

Year 12s will have the opportunity to use a locked down version of Microsoft Teams and can have audio conversations with staff, along with real time electronic whiteboard feedback.

Students are to contact their teacher through SEQTA daily planner, forums, DM or email. Students need to 'check in' for each lesson and provide ongoing evidence of learning.

COUNSELLING

Counselling services will continue through:

- Email
- SEQTA Direct Messaging
- Phone conversations

Counsellors will inform parents if further face to face contact with an external medical professional is required.

Further online counselling resources can be found at [Beyond Blue](#).



PASTORAL CARE

The pastoral care needs of your son can be communicated through their class teacher, home group teacher or Head of House. Heads of House will be checking in with their student on a regular basis.

SACE

School will manage all SACE communication through Mr Carl Todman who is available for your questions.

The director of SACE, Prof. Martin Westwell has [these messages](#) for schools, families and students.

STUDENTS WITH SPECIAL NEEDS

- Learning enrichment ESOs in conjunction with the Learning Enrichment Coordinator and subject teachers will create hard copy packs with activities to do and scaffolded and modified work to complete.
- Teachers will continue to differentiate through SEQTA
- If possible, work may be mailed home for critically at-risk students
- Learning enrichment ESOs will call home and work with the student over the phone.
 - Ms Dina Hasaneen and ESOs are the key contacts for families of students with special needs
- Teachers will follow the learning support timetable, to ensure a copy of modified / adjusted work is shared with the ESO before class times

PRACTICAL SUBJECTS

- Teacher directed adjustments will be made to practical classes so learning and teaching can continue to occur effectively.

ONLINE LEARNING LIST

A comprehensive list of resources is housed on the [Hallinan Library website](#)

THANK YOU

Thank you to our families for your cooperation and understanding. Please be aware that processes may change as time progresses.



WHO DO I CONTACT?

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