

3 April 2020



V A L L E Y V I E W
S E C O N D A R Y S C H O O L
— Every Student Matters —

🏠 240 Wright Rd Para Vista SA 5093
🌐 www.valleyview.sa.edu.au
☎ (08) 8360 6111
✉ dl.1184.info@schools.sa.edu.au

Dear <parent>

RE: PROTOCOLS AND PROCESSES FOR LEARNING AT HOME

Over the past few weeks, families have made informed decisions about whether or not to send their child to school or to support them to learn from home.

If you have decided to support Yousif to learn from home, then this letter provides information to assist you as parents and caregivers in creating an appropriate home learning environment.

Learning at home means that teaching and learning will be delivered on-line. Therefore, students will require access to a laptop/tablet/PC and internet access.

If your child does not have access to either a laptop/tablet/PC or the internet, please contact the school so that we can make alternative arrangements.

Student will need to use their LearnLink email and password to access all Microsoft Teams and email communications <student Name> **email address to access LearnLink is <Email>. If <Student> does not know their password they will need to contact the school on 8360 6111 to request that their password be reset.**

Technology

At Valley View Secondary School, we are delivering on-line learning through a variety of digital platforms. Teachers are encouraged to access the technology that best meets the needs of students and the delivery of content through their learning area.

Learning may be delivered via:

- DayMap: <https://www.valleyview.sa.edu.au/portal-links/>
- Microsoft Teams: <https://www.office.com/> (accessible via students' LearnLink Accounts)
- Zoom Video Conferencing: <https://zoom.us/about/>
- MS Teams video conferencing
- ClickView: <https://www.clickview.com.au/> (accessible via students' LearnLink Accounts)
- LearnLink Email

ICT support will be provided:

- via email dl.1184.ictadmin@schools.sa.edu.au



Government of South Australia
Department for Education



Creating a home learning environment with a dedicated space for study

Your child may already have a dedicated space to do their homework, however this space may not be suitable for on-line learning over an extended period of time.

A space/location for extended learning is best if it is a public/family space, and preferably not in a bedroom. It should be a quiet place where you or another adult is able to monitor your child's learning as much as possible.

In addition to a space, Yousif may require:

- a suitable desk or table to work at with an adjustable chair
- access to materials (stationery, work books) and technology
- clear and open space without any tripping hazards and away from distractions
- adequate lighting, monitoring of room temperature and nearby noise levels

Establishing a Schedule

Routines are important to enable Yousif to feel connected to the school community, remain motivated, maintain wellbeing and experience learning success. We therefore suggest that students:

1. Continue to wear school uniform
2. Begin and finish home study at the established times
3. Work from the designated timetable
4. Schedule breaks and opportunities for exercise
5. Include regular breaks for no-technology times and make a dedicated time in the evening to be technology-free to support their health and wellbeing.

Please see attached VVSS On-Line Learning Timetable

Student Behaviour Expectations

For online lessons students are expected to abide by the following VVSS policies and processes:

- Behaviour Management Policy and Process
- Bullying and Harassment Policy
- Mobile Phone Policy
- Cyber Safety Policy

All VVSS policies can be found at <https://www.valleyview.sa.edu.au/about-us/school-context-policies/>

Any breach of local policies and processes may result in normal suspension and/or exclusion processes. In addition to the above, general school rules apply. For example:

- attendance and punctuality eg joining lessons on time
- actively participating in group discussions/collaboration
- asking for support and help when needed
- completing tasks and homework on time

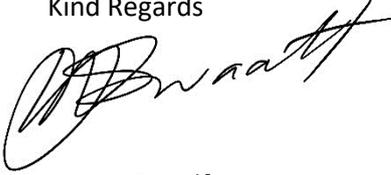


Students behaving inappropriately online will be removed from the live forums and parents/caregivers will be contacted as required.

Further information about online learning and extra tips and advice can be found on our website under <https://www.valleyview.sa.edu.au/learning/online-learning/>

Should you wish to speak with someone about any aspect of this letter, please contact the school on 8360 6111 and ask to speak with our Deputy Principal, Peter Voudantas.

Kind Regards



Yvette Swaalf
Principal

