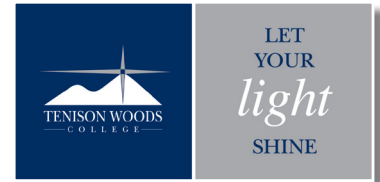


# Connect@Tenison

Online Learning Guidelines for Students & Families



2022  
Version 1.4



## FROM THE PRINCIPAL

Tenison Woods College is committed to providing the best possible faith, learning and wellbeing environment for our students. As we transition to an online learning environment, we will continue to deliver an engaging, high quality, student-centred curriculum that enables your child to SHINE.

I am delighted to share with you our online learning plan, Connect@Tenison. Planned by your teachers, Connect@Tenison is designed to combine live instruction, with recorded lessons, class check-ins, quality feedback and tasks for practice or repetition. It is flexible and has been created in such a way that is supportive of parents/caregivers to enable them to balance the role of supervising learning, often with more than one child, while also managing their own work and/or home responsibilities.

Connect@Tenison does not require students and teachers to be online for the full school day. We recognise that the 'home school' day may be significantly shorter than the usual school day; for example younger students working in an online mode may complete work tasks faster than when in a classroom setting.

The success of Connect@Tenison depends upon the careful planning by school staff, motivation and engagement from students and your ongoing support. This will help us to maintain the academic progress of your child while continuing to support their social and emotional wellbeing. Your child's wellbeing at this uncertain time as well as their development in their faith journey is of the utmost importance.

Connect@Tenison will be regularly reviewed by teachers to ensure we are meeting the needs of our community. Regular communication between home and school is essential and teachers will use email, SEQTA and Microsoft Teams to maintain a strong connection with students and families.

Thank you for your ongoing support as we evolve new approaches to your child's learning. If you have any questions or concerns please contact your child's teacher, or myself, at any time.



Regards,

**David Meziniec** | Principal

## CONNECT@TENISON



### Email

For corresponding with students, teachers and the school. Students should use their College emails for any correspondence with teachers.



## Microsoft Teams

### Microsoft Teams

All your classes have already been created in a Team, which you will be required to join. This will include Daily Pastoral Care. Teachers will be using Microsoft Teams to deliver interactive teaching content, such as videos, whiteboard discussions, hold lectures in real time and as a substitute for 'face to face' teaching where possible. It will be up to the teacher how they choose to use this platform in their online learning delivery.

Which  
technology is  
available for me to  
use in an Online  
Learning setting?



SEQTA  
Engage

### SEQTA Engage

SEQTA Engage keeps families involved in all aspects of their child's education. Through user-friendly apps and web portals, parents can access their child's class timetables, attendance records, school notices, homework and assessments, from any device, anytime, anywhere. SEQTA Engage's powerful continuous reporting functionality, brings parents and caregivers into the learning journey, enabling your child's results to be viewed immediately and respond to their progress sooner.



SEQTA  
Learn

### SEQTA Learn

SEQTA Learn enables students to take control of their education. At the click-of-a-button, students can access important school information – including timetables, lessons, resources, homework, assessments and more. SEQTA Learn allows students to complete their schoolwork and manage their learning – regardless of whether they're at home or in the classroom.

## STUDENT DAY AT A GLANCE

### YEAR 2 - YEAR 6

- Daily tasks will be uploaded to SEQTA providing an overview of learning that will occur throughout the day.
- Students will use the Connect@Tenison Connection timetable shown on the right to check in and to connect with their teacher and peers; for Daily Pastoral Care, and to set Literacy and Numeracy lessons. Teachers will connect online to provide assistance should it be required throughout the day.
- Weekly plans will also be provided prior to the week commencing to ensure families can organise materials if necessary and familiarise themselves with the learning outcomes.
- Literacy and Numeracy Microsoft tasks will be available on SEQTA for students to access at a later time if required, promoting flexibility within the daily schedule.
- Each Specialist teacher will provide lesson content via SEQTA during the designated learning time.

### RECEPTION AND YEAR 1

- Reception and Year 1 students will commence 2022 with face to face teaching.

### YEAR 2 - YEAR 6 TIMETABLE

<b>8:45am</b>	<b>Year 6 Connect@Tenison Connection Time</b>
<b>9:00am</b>	<b>Year 5 Connect@Tenison Connection Time</b>
<b>9:15am</b>	<b>Year 4 Connect@Tenison Connection Time</b>
<b>9:30am</b>	<b>Year 3 Connect@Tenison Connection Time</b>
<b>9:45am</b>	<b>Year 2 Connect@Tenison Connection Time</b>



## STUDENT DAY AT A GLANCE

### YEAR 9 - YEAR 11

- Students will access Microsoft Teams at the beginning of their lessons to have guidance from their teachers. Teachers will remain online for the duration of this lesson for support. Students who are unable to be in attendance for this lesson will be able to access SEQTA to access the taught lesson.
- Students in Year 9 to Year 11 will be required to connect with their Pastoral Care teachers at 8:40am every morning through Microsoft Teams to participate in morning Pastoral Care, Prayer and have their attendance taken.
- Students will follow their timetable as per SEQTA Learn and are required to connect online within the first five minutes of each lesson to have their attendance taken. Teachers will then give direction regarding learning intention, and will remain online to support students for the remainder of the lesson.

<b>8:40am - 8:55am</b>	<b>Daily Pastoral Care</b>	Sign in, actively participate in daily prayer, read the notices. Prepare for the day. Please wear neat, casual clothes.
<b>8:55am -10:55am</b>	<b>Lesson 1, 2 and 3</b>	Check your timetable and see what you have in lesson 1, 2 and 3 today. Make sure you are sitting at your desk or dining table without your phone or distractions. Check your emails / SEQTA for information from your teacher(s) about what work you need to be completing.
<b>10:55am - 11:20am</b>	<b>Recess</b>	Make sure you stand up – move around and actually have a break. Look for something to eat and drink. This could be a great time to go outside to stretch your legs.
<b>11:20am - 1:20pm</b>	<b>Lesson 4, 5, 6</b>	Check your timetable and see what you have in lesson 4, 5 and 6. Make sure you are sitting at your desk or dining table without your phone or distraction. Check your emails / SEQTA for information from your teacher(s) about what work you need to be completing.
<b>1:20pm - 2:00pm</b>	<b>Lunch</b>	Get up. Get moving. Eat and drink. Make sure you use this time to have a break. Check your phone for messages and if you want, pop on the TV or go outside. But... stick to the time provided for lunch. You have lesson 7 and 8 coming up!
<b>2:00pm - 3:20pm</b>	<b>Lesson 7 and 8</b>	Check your timetable and see what you have in lesson 7 and 8. Make sure you are sitting at your desk or dining table without your phone or distractions. Check your emails / SEQTA for information from your teacher(s) about what work you need to be completing.

### YEAR 7, 8 AND 12

- Year 7, 8 and 12 students will commence 2022 with face to face teaching.

## YEAR 11 & 12

Teachers are mindful of students completing their SACE and the uncertainties COVID-19 has brought to our school community. In partnership with families and the recommendations from the SACE Board, our teachers are being supported to use the flexibility of the SACE to continue learning in an online platform.

Using guiding principles built upon equity and fairness, adjustments will continually be made to ensure continuity of learning occurs. The key message for our senior students is the continuity of learning, meaning they are expected to engage in the online environment and meet their subject SACE requirements. This means students will be required to communicate effectively and regularly with their teachers, submit all set work, and participate actively in online classes.

At Tenison Woods College, we are in a very strong position to support our students to complete their SACE. Students are expected to approach each day as if they are attending school, following our suggested timetable. With our online learning platforms (SEQTA and Microsoft Teams, complemented by email and class OneNotes), Senior School Deadline Policy & Students At Risk procedures, our students will be well supported to navigate the online learning environment. SEQTA Engage will display the learning that is occurring in each subject, keeping parents/carers informed of their child's subject requirements. Our College's Wellbeing/Pastoral Care focus puts our communities wellness in its primary focus.

In these rapidly changing times, in one sense, nothing changes. Our commitment to student learning is at the heart of what we do. The wellbeing of our Year 11 & 12 students continues to be our focus, so they can complete a very successful year.



## ROLES & RESPONSIBILITIES

### Class and specialist teachers will:

- Provide opportunities for continued and differentiated learning for all students
- Maintain regular communication with parents and students to check on each student's engagement in their learning, academic progress and wellbeing
- Ensure SEQTA is updated regularly

### Students, with support from parents/carers should:

- Engage in learning tasks and make healthy choices (fresh air, exercise, eat healthily, drink plenty of water) during this period of online learning
- Comply with the Tenison Woods College esmart Policy, ICT Policy and the Anti-Harassment Policy and Procedures
- Establish and follow their daily routine for learning
- Communicate proactively with their teachers for wellbeing needs, additional support or clarification

### Parents and carers can provide support for their child by:

- Being patient: learning takes time. Some days will be more successful than others.
- Supporting the establishment of routines and expectations
- Assisting young children to access and use SEQTA, Microsoft Teams and online resources
- Discussing their child's learning with them to ensure they understand the content and what they are asked to do, whilst encouraging their child's ownership of the task
- Encouraging and monitoring communication between home and school, especially if learning or wellbeing support is required

## PROTECTIVE PRACTICES

When conducting Online Classrooms, teachers must maintain protective practices between themselves and students. The protective practice principles that teachers apply in their classroom are the same as those in an Online Classroom. There are also some things parents can ensure, to help facilitate protective practices in the home when children are using any type of video, pre-recorded or live format learning:

1. One-on-one student to teacher video conferencing should not occur. Should a teacher need to make video contact with a student, then another staff member (or a parent) should be present in the room or in the call.
2. Teacher to student group video conferencing should be used when possible.
3. Both the students and the teacher should be in an appropriate setting, in a relatively 'public' area of the home. No inappropriate background images should show in the video conference. Students should not be seen from their beds.
4. Students should be appropriately dressed in neat casual clothes.
5. Video conferencing should be through the schools approved platform only, Microsoft Teams, not Face Time or Messenger.
6. A student may under no circumstances record the conversation via screenshots, video, or audio, unless explicit permission is provided. (Teachers will seek permission to record a group or class conference call so that it can be posted later if necessary).
7. All video participants should enable 'blurred' backgrounds where possible.
8. Turn off any email notifications and other applications during the conversation to ensure that nothing pops up on the screen.
9. Teachers and/or students private contacts should not be shared, and personal email accounts should not be used.



## CATHOLIC FAITH, IDENTITY AND MISSION

Our Catholic Faith is at the core of who we are as a College community, so this aspect of our identity will be an important part of online learning. As well as the timetabled Religious Education classes that will be held, our Liturgical celebrations and regular prayer will also be an ongoing experience for your child.

These online delivery sessions will include the following:

- Prayer as a Pastoral Care group to start each school day
- Activities during Pastoral Care lessons that focus on our faith and values of our founders

“So, the Christian virtue of love will be central to our living through this period of unknowns. Watching out for one another will need to take new forms in this time. We experience the love of God primarily through loving one another.” (Fr James McEvoy, Australian Catholic University).

## WELLBEING

We understand that students are likely to cope differently with learning at home. Some students may feel overwhelmed, isolated or anxious. Through our partnership with the Life Buoyancy Institute, (which integrates the science of wellbeing and resilience and trauma informed practices) we will focus on growing; stability, connection to community and mindset & hope to support students to flourish and thrive, particularly during this uncertain time. Daily Pastoral Care and Wellbeing Wednesday's will be a crucial time to grow these skills of stability through routines such as; morning prayer & setting students program for the day, connecting with peers and pastoral care teacher and mindset & hope by providing opportunities and through faith formation conversations, in order to bring a sense of belonging and security. Pastoral Care lessons will also build on the social emotional learning and keeping safe online.

If you have any concerns with your child, we encourage your first point of contact to be with their Pastoral Care teacher. The Wellbeing Team including; Wellbeing Coordinators, Wellbeing Counsellors & the Director of Wellbeing are working closely with Pastoral Care teachers, along with Heads of Schools and Education Support Officers to ensure all students at the College are feeling supported and connected while accessing Connect@Tenison.

We ask families to pay attention to the Tenison Woods College 'healthy' component (+) of our SHINE+ acronym to; move, connect, recharge, play, fuel & think. We ask students to continue to SHINE+.



at TENISON WOODS COLLEGE



## WELLBEING FOR LEARNING

### MOVE

Focused exercise in the morning is a great way to start your day.

Go for a walk or run, do yoga or Pilates or just some stretching.



### CONNECT

This time is dedicated to connecting with family and friends to ensure personal connections are maintained and enhanced. The ritual of sitting together as a family to share a meal or play a board game; connecting with family to sit down and check in with each other; reaching out to friends are important ways to connect.



### RECHARGE

As well as strategic breaks throughout the day, plan for rest and relaxation time within your day/week. Screen time should be eliminated before bed, and the day ends with a sleep routine. Listening to music, reading, watching your favourite series, meditation/mindfulness, spiritual nourishment are all great ways to recharge.



### PLAY

Play is integrated within your day and week. Play time is a great time to be creative, be involved in moving activities or be playful during family time. This may be activities like shooting hoops or jumping on the trampoline.



### FUEL

Plan for nourishing meals and hydrate yourself regularly. Ensure you eat a balanced diet from the five food groups and that you have at least 8 glasses of water a day (2 litres).



### THINK

Cognitive activities are planned for the optimal time of day. A positive and uncluttered learning space is created for learning and reading throughout the day. A space in your home is created that is only used for learning. It has good ventilation and natural light. The desk is clean and organised.



## STUDENT ATTENDANCE

If a student is absent, or unable to participate in learning from home on any day, parents / caregivers are asked to call the absentee phone line 08 8724 4659 or if known prior to the date, provide an emailed explanation to their Pastoral Care teacher.

Students will access their timetable on SEQTA that indicates the scheduled times for student Microsoft Teams lessons with their Daily Pastoral Care or subject teachers.

Year 2 to Year 6 teachers will be marking the roll at the start of the scheduled Connect@Tenison Connection Time.

Year 9 to Year 11 teachers will be marking the roll at the start of each Microsoft Team lesson with their classes.

Further information regarding student attendance can be found by referring to our Attendance Policy.

## INTERNET ACCESS & DEVICES

To assist with the implementation of SEQTA Engage and Microsoft Teams we will have provided user guides and videos outlining these so we can better support families. These are located on the Connect@Tenison page on the Tenison Woods College Website.

We have launched the [connect@tenison.catholic.edu.au](mailto:connect@tenison.catholic.edu.au) email address and offer increased phone support to help families with any connection concerns that you may have. To talk to someone who can provide assistance please call the College on 08 8725 5455 and you will be directed to the most appropriate support person.

For further information please head to the TWC Portal page.

## MONITORING OF PROGRESS, ASSESSMENT AND FEEDBACK

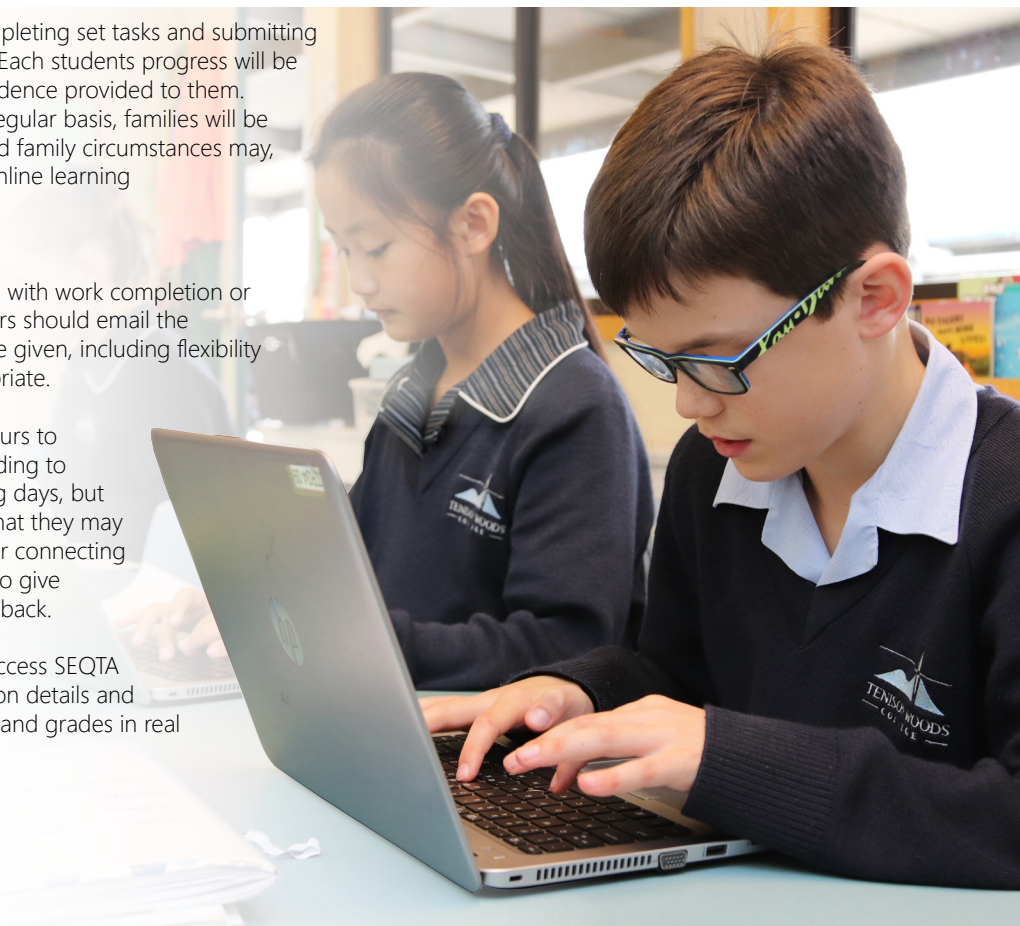
Teachers will expect that students are completing set tasks and submitting them according to the given instructions. Each students progress will be monitored by their class teacher using evidence provided to them. If a student is not completing work on a regular basis, families will be notified. We acknowledge that student and family circumstances may, at times, make it difficult to manage the online learning requirements.

### If you need help:

If students are experiencing any difficulties with work completion or submission, they or their parents/caregivers should email the teacher to enable additional support to be given, including flexibility with requirements or due dates as appropriate.

Teachers will be available within school hours to respond to questions and concerns according to their current full-time or part-time working days, but students and families should be mindful that they may be undertaking Microsoft Teams lessons or connecting with other classes. Teachers will continue to give ongoing, timely and diverse forms of feedback.

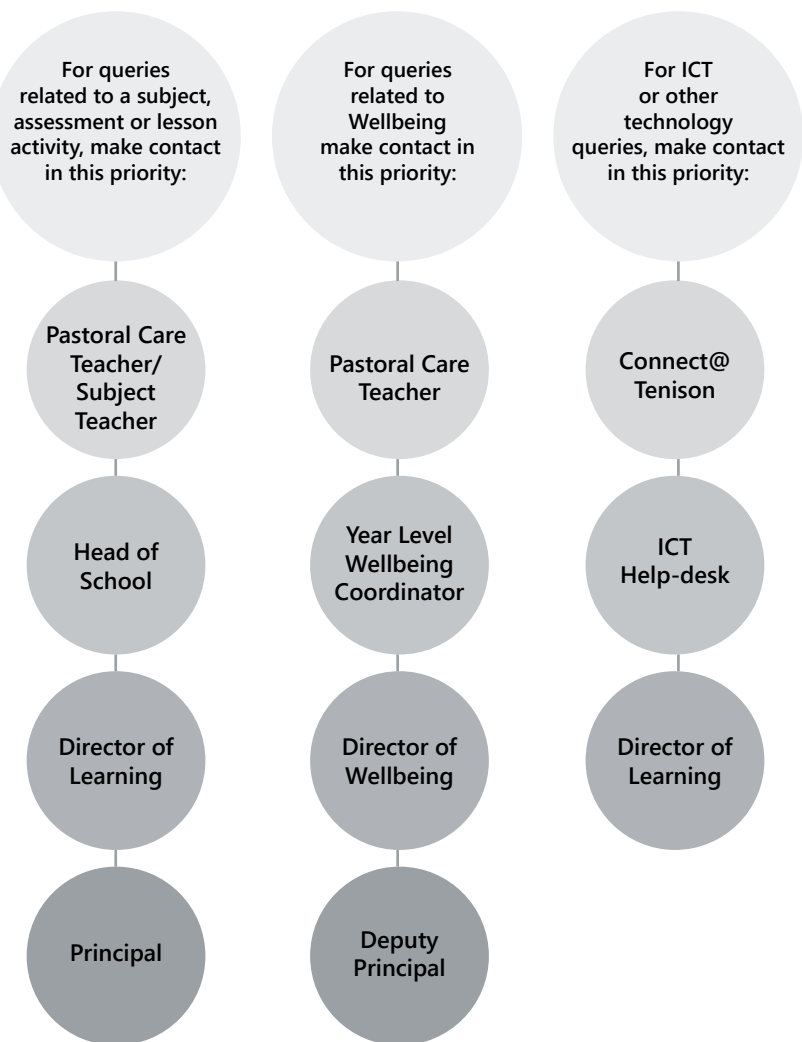
Parents and Caregivers should regularly access SEQTA Engage to access student timetables, lesson details and resources as well as assessment feedback and grades in real time.



## COMMUNICATION WITH THE COLLEGE

### Contacts and Support

Please remember that we are here to support you and your child as we move together to an online learning environment. Class teachers will continue to monitor both academic progress and the general wellbeing of their students by being available to support parents and address any concerns.



Principal  
Deputy Principal  
Head of Senior School  
Head of Middle School  
Head of Junior School  
Director of Learning  
/ Pathways Support  
Director of Wellbeing

David Mezinec  
Michelle Coote  
Ciaran Buckley  
Nick Patzel  
Francesca Dickson  
Scott Dickson

[mezid@tenison.catholic.edu.au](mailto:mezid@tenison.catholic.edu.au)  
[cootm@tenison.catholic.edu.au](mailto:cootm@tenison.catholic.edu.au)  
[buckc@tenison.catholic.edu.au](mailto:buckc@tenison.catholic.edu.au)  
[patzn@tenison.catholic.edu.au](mailto:patzn@tenison.catholic.edu.au)  
[francesca.dickson@tenison.catholic.edu.au](mailto:francesca.dickson@tenison.catholic.edu.au)  
[scott.dickson@tenison.catholic.edu.au](mailto:scott.dickson@tenison.catholic.edu.au)

Tania Sigley

[sight@tenison.catholic.edu.au](mailto:sight@tenison.catholic.edu.au)

### IT Support

Connect@Tenison Email Support  
IT Help Desk  
Tenison Woods College IT Support Hotline: (08) 8725 5455.

[connect@tenison.catholic.edu.au](mailto:connect@tenison.catholic.edu.au)  
[IThelpdesk@tenison.catholic.edu.au](mailto:IThelpdesk@tenison.catholic.edu.au)

Connect@Tenison WEB PAGE IS LIVE

Please visit:

[www.tenison.catholic.edu.au/teaching-and-learning/connect-tenison](http://www.tenison.catholic.edu.au/teaching-and-learning/connect-tenison)

Connect@Tenison Web Page contains up-to-date information, online learning resources, prayer resources, help guides to SEQTA and Microsoft Teams and more.

# Connect@Tenison



Early Learning to Year 12 | Co-Educational Catholic College

Shepherdson Road  
PO Box 965, Mount Gambier SA 5290

Telephone (08) 8725 5455 | Facsimile (08) 8724 9303

Email: [info@tenison.catholic.edu.au](mailto:info@tenison.catholic.edu.au)

**[www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au)**

Cricos Provider Code: 01751G  
ABN 25 508 850 572