

# Parent Guide to Distance Learning and Child Safety

*St Peter Apostle Primary School*



## Parent responsibilities during distance learning

Provide support for your children by:

- establishing routines and expectations
- setting aside a space for your child to work in a shared family area
- monitoring communications from your child's teachers
- acknowledging your child's attendance or absence **daily**
- beginning and ending each day by asking about your child's learning
- encouraging physical activity and/or exercise
- remembering that your child might be stressed or worried during this time
- manage screen time for students throughout the duration of remote learning
- ensuring adequate parental control settings are being used on devices  
<https://www.esafety.gov.au/parents/skills-advice/taming-technology>
- ensure you are near by during any online conferencing or telephone conferencing between the teacher and your child. Telephone conferencing must be done via speakerphone.

## Communicating with your child

We encourage you to start and finish each day with a simple check-in. These check-ins need to be a regular part of each day and start straight away. Not all students thrive in a remote learning environment; some struggle with too much independence or lack of structure and check-ins help them keep on track.

## Student responsibilities during distance learning

These responsibilities should be adjusted according to the age of your child:

- establishing and/or following a daily routine for learning
- working in the safe, comfortable, quiet space in their home that has been set aside for them (a space in a family/public area, not a bedroom)
- ensure that your supervising adult is present during any online conferencing or telephone conferencing between the teacher and your child. Telephone conferencing must be done via speakerphone.
- regularly monitoring digital platforms for announcements and feedback from teachers

- completing tasks honestly and doing their best work
- doing their best to meet timelines, commitments, and due dates
- communicating openly with their teachers and telling them if they have any concerns or issues
- collaborating and supporting classmates in their learning
- **follow the school's [Internet Usage Policy](#)**

## Planning your child's day

The classroom teachers will provide your child with a schedule or timetable for their learning. This will include regular breaks for activity, eating and drinking. In the activity breaks it is important that students get up and move around.

## Setting up a learning environment

We recognise that every home is different. Where possible, it's important to find a quiet and comfortable learning space. Your child may have a regular place for doing homework under normal circumstances, but this may not be suitable for an extended period of time.

Where possible, extended learning should take place in a space where your family shares. For example, a lounge room or dining room. These spaces are preferable over a bedroom, where your child can feel isolated and supervision can be more challenging.

It should be a place:

- that can be quiet at times
- that has a strong internet signal, if possible
- **where you or another adult is present as you would normally when your child is online**

## Establishing routines and expectations

A healthy daily routine is great for mental and physical health, as well as concentration and learning. It is important to establish routines like any school day including waking up, having breakfast and being ready by 8:30am.

Start the school day by checking any emails and then having a look at the daily timetable.

- Take regular exercise breaks.
- Try to maintain healthy habits and drink enough water.
- Keep normal bedtime routines

## Attendance and Absenteeism

### Attendance

Classroom teachers will send a daily morning 'check in' email to parents (students in Prep to Grade 2) and to students (students in Grade 3 to 6). Parents and students need to reply to this email as this is a way of tracking attendance and ensuring that students are ready to learn for the day.

If the classroom teacher does not receive a return email by **9.15am**, your child will be marked absent.

### Absences

If your child is unable to participate and complete distance learning at home due to illness, please call **97491055** or email the classroom teacher **before 9am** on the morning of.

OR

If your child is absent from 'at school' supervision of distance learning or is unable to participate and complete distance learning at home due to illness, please call **97491055** or email the classroom teacher **before 9am** on the morning of.

## Managing screen time and Online Safety

As parents, guardians and/or carers, you know your child better than anyone and have the best opportunity to support and guide them to have safer online experiences.

**Students under the age of 13 must not participate in any social media activities as part of their learning or during school time.** As such, we ask Parents to make sure that their child is only accessing St Peter Apostle approved websites related to learning, Google Email, Google Hangout, Google Meets or Hapara and these should be accessed through their school email account.

Remote Schooling, where students are primarily interacting with one another online, may give rise to the possibilities of increased online issues. There are some great resources on the e-safety website including tips for Parents and students on staying safe online during the COVID-19 pandemic, visit the [eSafety Commissioner](#).

It is important you keep a balanced approach to learning at home. Time spent using digital devices for learning should be broken up with physical exercise and offline learning tasks often.

The teachers will be providing your child with 'real time' learning or video conferencing and anytime learning. Real time learning refers to learning that will be delivered 'live'. Your child will be

expected to be at a computer or device and logged on to the session whenever 'real time' learning or video conferencing is taking place. The place where your child is logged on **should be in a supervised central location**, rather than a bedroom. If the scheduled Real Time Learning or Video Conference session is unable to be attended please advise your child's teacher via email as soon as possible.

During real time learning 'live' streaming sessions and video conferencing with peers and teachers, it is recommended that Parents and or Guardians discuss with their children about **appropriate dress, language and appropriate background and venues for chats**. This includes blurring backgrounds if possible or making sure that the background does not give away information on your child's personal life and location.

**There is to be no filming, recording or sharing content (you cannot take screenshots or record staff members presenting information to your child).**

### **What to do if your child feels unsafe online**

If your child has expressed that they feel unsafe online or an incident occurs, try to stay calm and let them know they don't need to try to deal with the situation alone.

You or your child can email [care@stpeterahc.catholic.edu.au](mailto:care@stpeterahc.catholic.edu.au) or contact your teacher or a member of the Wellbeing Team. Keep evidence e.g. screenshots.

**For cyberbullying, seriously threatening, intimidating, harassing or humiliating online behaviour** make a report to the esafety Commissioner <https://www.esafety.gov.au/report>.

### **Student Wellbeing**

Whilst there is a school closure in place it is imperative that you are all looking after your social, emotional and physical wellbeing. It is important to us that you feel connected with your teachers and peers and that we can help you reach your potential.

School staff will maintain contact through email, to see how your child is managing online learning and it is encouraged that you reply. If you do not reply there will be some degree of concern and teachers may feel the need to call home to check if everything is alright.

You are encouraged to reach out to your classroom teacher in the first instance or make contact with any of the Wellbeing Team listed.

Emili Coppe (Wellbeing Leader) [ecoppe@stpeterahc.catholic.edu.au](mailto:ecoppe@stpeterahc.catholic.edu.au)

Pattie McCusker (Learning Diversity Leader) [pamccusker@stpeterahc.catholic.edu.au](mailto:pamccusker@stpeterahc.catholic.edu.au)

Tara Allison (Deputy Principal) [tallison@stpeterahc.catholic.edu.au](mailto:tallison@stpeterahc.catholic.edu.au)

Sarah Allen (Psychologist) [psychologist@stpeterahc.catholic.edu.au](mailto:psychologist@stpeterahc.catholic.edu.au)

Our Wellbeing Team will be checking in with students who have been referred prior to the school closure. If your child needs psychological or counselling support during this time, you are welcome to make contact with our Wellbeing Team, see contact details above.

**If you require crisis support, or need to speak with someone immediately, please contact one of the following, or contact your local GP.**

- **Kids Helpline** <https://kidshelpline.com.au/> 1800 551 800
- **Beyond Blue Support Service** offers short term counselling and referrals by phone and web chat on 1300 224 636 <https://coronavirus.beyondblue.org.au/>  
For immediate support: <https://www.beyondblue.org.au/get-support/get-immediate-support>  
Online forums: <https://www.beyondblue.org.au/get-support/online-forums/sign-up>
- **Headspace:** How to cope with stress related to COVID19  
<https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>
- **e-safety Commissioner:** COVID-19 <https://www.esafety.gov.au/parents>
- Advice booklet for parents  
<https://www.esafety.gov.au/key-issues/covid-19/advice-parents-carers>
- **e-safety Commissioner:** Report online abuse <https://www.esafety.gov.au/report>