



Dear parent/guardian of a student/s in years Prep to Year 12,

The Department of Education and Training (DET) announced earlier today that due to the Coronavirus (COVID - 19) pandemic term 1 has now ended for all students across the state of Victoria. At this stage we are scheduled to reopen on Tuesday 14 April. **In the event that we don't reopen** we have been asked to prepare to deliver the curriculum to students via "flexible remote learning". This is an unprecedented action and highlights the serious threat to our health and wellbeing that COVID – 19 presents.

As you are all aware, Macleod College has placed lesson plans, assessments and support learning materials on COMPASS for a number of years and so we find ourselves in a very strong position to provide remote and flexible learning options for students. The College acknowledges that during this difficult time student learning needs to be maintained and as such we have developed a targeted flexible learning program. The program will provide students with access to work, teachers and most importantly time to complete tasks or to speak with teachers individually or as a group.

## **Flexible Learning Program (FLP)**

The FLP will balance individual activities/tasks with collaborative ones that support students to engage with each other online and will include a variety of activities/tasks – for example, creative, reflective, analytical, shorter and longer tasks. It will also endeavour to take advantage of students being at home by including applied learning activities – for example, mathematics activities that include cooking.

Staff will be available to students between 9am and 3.30pm Monday to Friday however students should check their teachers timetable on COMPASS as they may be teaching and may be unavailable at that time.

### **Setting work – remote learning**

COMPASS will be used as the main platform. Lesson plans and supplementary support materials such as Youtube clips, links to other websites, videos and the like will form part of the lesson documentation. Work will be set and submitted online with assessment feedback also being provided in this manner.

**NOTE:** Primary students have also received work packages.

### **Flexible Learning – class and contact time**

The school has developed a modified timetable so that students and staff can communicate on a regular basis. Students will be invited (via an access link sent to their Macmail account) to join a virtual classroom set up by their teacher that will run using the "Google hangouts" platform. All students (primary included) will need to look at their timetable on COMPASS to ensure that they join the group when it is active. The virtual classroom time will provide an opportunity for teachers and students to interact, ask and answer questions, explain work, check work, show a video or access any other relevant form of learning resources.

### **NOTE:**

- Teachers will mark the roll during the virtual class room sessions which will be used to document student attendance.
- The teacher may or may not work with the entire class during the scheduled lesson or may not run the lesson for the full hour depending on the specific activity.

To avoid overwhelming students by setting too many learning activities at once and given that it will be difficult for students to sit at a computer all day the school has decided that it will be running a reduced timetable using the

“Google hangouts” platform. This will also give students more of an opportunity to work privately or access the teacher individually.

**NOTE:** A temporary Prep to year 6 timetable will be placed on COMPASS that will outline what classes students need to access online. Students will be sent an email to their Macmail account with a link to the class.

Please see below for a comparison of current class time (hours per fortnight) and contact time (hours per fortnight) via the virtual learning program Year 7 to 12

#### Year 7

	Eng	Hums	Math	Sci	German	Health	PE	Music	A/T	A/T	Sport	Dig T	Pos
Current	8	5	8	6	5	3	2	2	3	3	2	2	1
Virtual Program	6	4	6	4	4	2	2	1	2	2	0	1	1

#### Year 8

	Eng	Hums	Math	Sci	German	Health	PE	Music	Pos	Wood/food	Mixed or Vis
Current	8	6	8	6	5	3	3	3	1	3	4
Virtual Program	6	4	6	4	4	2	2	2	1	2	2

#### Year 9

	Eng	Hums	Math	Sci	German	Health	PE	Pos Ed	A/T	A/T
Current	7	6	7	6	5	4	4	1	5	5
Virtual Program	5	4	5	4	4	3	3	1	3	3

#### Year 10

	Eng	Hums	Math	Sci	Health	PE	A/T 1	Block 1	Block 2
Current	7	5	7	5	3	3	5	8	7
Virtual Program	5	4	5	4	2	2	3	6	5

#### VCE

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Current	8	8	8	8	8	8
Virtual Program	6	6	6	6	6	6

#### VCAL

	Numeracy	Literacy	Work Skills	Personal Develoment	VCE
Current	6	6	6	6	8
Virtual Program	4	4	4	4	6

Example of a Year 7 FLP timetable: (Ignore room numbers as COMPASS needs to assign classes to a location)

BS					
FA					
1	7HEA4: TAN G4			7HUM4: HUN G4	7DIG4: MIT D11
2	7MAT3: DUN G3	7SCI4: SPI B4	7SCI4: SPI B4	7ENG4: NIF G4	7PED4: SPI ST1
R					
3	7ART4: TRA D2	7ENG4: NIF G4	7HUM4: HUN G4	7POS4: LIG G4	7MAT3: DUN G3
4		7GER4: WIL D16	7MAT3: DUN G3		
L1					
L2					
5	7GER4: WIL D16			7TEC4: DEK L1	7ENG4: NIF G4
AS					
	MonB	TueB	WedB	ThuB	FriB
BS					
FA					
1		7GER4: WIL D16	7MAT3: DUN G3	7TEC4: DEK L1	7GER4: WIL D16
2	7ENG4: NIF G4	7SCI4: SPI B6	7ENG4: NIF G4		7ENG4: NIF G4
R					
3	7MAT3: DUN G3	7HUM4: HUN G4	7MUS4: GRI D19	7ART4: TRA D2	
4			7SCI4: SPI B4	7MAT3: DUN G3	
L1					
L2					
5	7HEA4: TAN G4			7HUM4: HUN G4	7PED4: SPI ST1
AS					

## Communication

All “Google hangouts” will be set up using the College Mac accounts and as such all conversations (students to staff and students to students) in “Google hangouts” can be audited and tracked. Students are asked to ensure that whilst instructions are being given that they turn their microphone off.

Staff can also be contacted via COMPASS.

Key school contacts:

M Panaccio (Principal): pan@macleod.vic.edu.au  
M Wallis (Assist Principal): wal@macleod.vic.edu.au  
K Butterworth (P/6 leader): buk@macleod.vic.edu.au  
R Light (Wellbeing leader): lig@macleod.vic.edu.au  
K Bird: (Counsellor): bir@macleod.vic.edu.au  
S Hale (ICT manager): hal@macleod.vic.edu.au  
C Hickey (Yr 7 manager): hik@macleod.vic.edu.au

D Dolly (Yr 8 manager): dol@macleod.vic.edu.au  
A Wilking (Yr 8 manager): wil@macleod.vic.edu.au  
D Morante (Yr 9 manager): mor@macleod.vic.edu.au  
H Spanos (Yr 9 manager): spa@macleod.vic.edu.au  
C Clayton (Yr 10 manager): cla@macleod.vic.edu.au  
B Corbett (Yr 11 manager): cor@macleod.vic.edu.au  
S Julka (Yr 12 manager): jul@macleod.vic.edu.au

## Wellbeing

Students with wellbeing issues are asked to email a member of the College wellbeing team to request an appointment time that will be conducted during school hours. They will receive confirmation of this appointment via return email as well as via the College’s Compass platform. An appropriate Wellbeing Team member will then facilitate either a phone call or Google Hangout session with the student. At the beginning of this appointment the wellbeing staff member will ensure that a parent or guardian is present at home and ensure that both student and parent or guardian share a clear understanding of conditional confidentiality.

In the event of a crisis students, parents or guardians must contact an emergency service.

Staff	Role	Email address	Hours
Kasi Bird	School Wellbeing Counsellor	bird.kasi.k@edumail.vic.gov.au	9am-3:30pm Monday-Friday
Lisa Didomenica	Wellbeing Support, Integration & Learning Support Manager	didomenica.lisa.l@edumail.vic.gov.au	9am-3:30pm Tuesday and Wednesday
Kylie Stanley	Adolescent Health Nurse	Stanley.kylie.n@edumail.vic.gov.au	9am-3:30pm Monday and Friday

NOTE: SMS messages will not be replied to

Resource	Website	Phone contact number
Triple 000 Emergency	-	000
Kids Helpline	Kidshelpline.com.au	1800 55 1800
Headspace	Headspace.org.au	(03) 9433 7200
Beyondblue	Beyondblue.org.au	-
Family G.P	Healthengine.com.au	-
Coronavirus hotline	-	1800 675 398
Department of Health and Human Services	dhhs.vic.gov.au	-

### **Program for Students with a Disability (PSD)**

All of the students funded through PSD will have access to one on one sessions with our integration aides during their virtual classes on Google Hangout. A timetable for each individual student and the integration aides showing where support is offered will be published and communicated to parents/guardians ASAP.

### **Interim Progress reports**

These will be available online through COMPASS on Monday 27 April

### **Parent, Student and Teacher Conference (PTSC) - Wed 6 May**

In the event that the social isolation protocols are still in place the PSTC will be conducted via "Google hangouts" Bookings will open on Tuesday 27 April and parents will be able to book online through COMPASS (as per past nights) The interviews will be conducted online and can be accessed via the students Macmail account. Given that the interviews will run all day there will be no scheduled classes on this day.

The staff at Macleod College are committed to ensure that its educational program is maintained. The health and wellbeing of all of our school community members is important and it is imperative that we adhere to the strict isolation regime that our government has put in place. All of us have a part to play and our individual choices and actions will determine how successful we are in defeating this virus. We encourage our students to engage in their learning and to maintain healthy habits surrounding personal hygiene:

- Stay home as much as possible
- Wash hands regularly using warm soapy water for at least 30 seconds
- Keep hands away from your face
- Maintain social distancing - 2.5m away from other people

Please feel free to contact me via email if you have any questions or concerns

Yours sincerely



Mr M Panaccio (on behalf of the Macleod College staff)

# Occupational Health and Safety (OHS) Checklist for Working Remotely

## 1. General Layout

- ☐ capacity to isolate a specific work area during Designated Work Hours

## 2. Workstation Desk

- ☐ desk height between 690- 720mm
- ☐ keyboard can be used with both feet flat on the floor and forearms at right angles

## 3. Computer, monitor & mouse

- ☐ monitor away from direct outside light and no light direct light from behind the screen
- ☐ monitor at least 1 arm's length away from the user
- ☐ normal gaze – upper 1/3 of screen
- ☐ keyboard at comfortable tilt for typing with forearm support
- ☐ mouse placed beside keyboard – no over- reaching to use mouse

## 4. Workstation Chair

- ☐ height and seat/backrest tilt adjustable so thighs slightly less than 90 ° angle
- ☐ lumbar support positioned at lumbar level and backrest at comfortable angle to provide support for the user

## 5. Workstation Elements

- ☐ document holder used where appropriate – transcribing from hard copy to computer
- ☐ telephone in easy to reach position

## 6. Workstation Environment

- ☐ noise levels acceptable
- ☐ adequate lighting
- ☐ adequate ventilation
- ☐ electrical equipment in good condition – no frayed cords, no double adaptors, adequate electrical equipment ventilation
- ☐ residual Current Device (RCD) installed at the workplace
- ☐ adequate rest breaks every 30 minutes
- ☐ smoke alarm installed and fire extinguisher available
- ☐ Emergency exit plan – emergency phone numbers located near phone

## What is a coronavirus and COVID-19?

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). This new coronavirus originated in Hubei Province, China and the disease is named COVID-19.

## How is this coronavirus spread?

Coronavirus is most likely to spread from person-to-person through:

- Direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared.
- Close contact with a person with a confirmed infection who coughs or sneezes.
- Touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

## How can we help prevent the spread of coronavirus?

Practising good hand and sneeze/cough hygiene and keeping your distance from others when you are sick is the best defence against most viruses. You should:

- Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.
- Cover your cough and sneeze, dispose of tissues, and wash your hands.
- If unwell, avoid contact with others (stay more than 1.5 metres from people).
- Exercise personal responsibility for social distancing measures.

## What is social distancing?

Social distancing is one way to help slow the spread of viruses such as COVID-19. Social distancing includes staying at home when you are unwell and keeping a distance of 1.5 metres between you and other people whenever possible. It is important to minimise physical contact especially with people at higher risk of developing serious symptoms, such as older people and people with existing health conditions.

Government restrictions apply for organised outdoor gatherings of more than 500 people and indoor gatherings of more than 100 people that are not essential.

## Who needs to isolate?

All people who arrive in Australia from midnight 15 March 2020, or think they may have been in close contact with a confirmed case of coronavirus, are required to self-isolate for 14 days.

## What does isolate in your home mean?

If you have been diagnosed with COVID-19, you must stay at home to prevent it spreading to other people. You might also be asked to stay at home if you may have been exposed to the virus.

Staying at home means you:

- do not go to public places such as work, school, shopping centres, childcare or university
- ask someone to get food and other necessities for you and leave them at your front door
- do not let visitors in — only people who usually live with you should be in your home

You do not need to wear a mask in your home. If you need to go out to seek medical attention, wear a surgical mask (if you have one) to protect others.

For more information, visit [www.health.gov.au/covid19-resources](https://www.health.gov.au/covid19-resources)

## What do I do if I develop symptoms?

If you develop symptoms (fever, a cough, sore throat, tiredness or shortness of breath) within 14 days of arriving in Australia, or within 14 days of last contact of a confirmed case, you should arrange to see your doctor for urgent assessment.

You should telephone the health clinic or hospital before you arrive and tell them your travel history or that you may have been in contact with a potential case of coronavirus.

You must remain isolated either in your home, hotel or a health care setting until public health authorities inform you it is safe for you to return to your usual activities

## Who is most at risk of a serious illness?

Some people who are infected may not get sick at all, some will get mild symptoms from which they will recover easily, and others may become very ill, very quickly. From previous experience with other coronaviruses, the people at most risk of serious infection are:

- people with compromised immune systems (e.g. cancer)
- elderly people
- Aboriginal and Torres Strait Islander people, as they have higher rates of chronic illness
- people with diagnosed chronic medical conditions
- very young children and babies\*
- people in group residential settings
- people in detention facilities.

\*At this stage the risk to children and babies, and the role children play in the transmission of COVID-19, is not clear. However, there has so far been a low rate of confirmed COVID-19 cases among children, relative to the broader population.

## How is the virus treated?

There is no specific treatment for coronaviruses. Antibiotics are not effective against viruses. Most of the symptoms can be treated with supportive medical care.

## Should I wear a face mask?

You do not need to wear a mask if you are healthy. While the use of masks can help to prevent transmission of disease from infected patients to others, masks are not currently recommended for use by healthy members of the public for the prevention of infections like coronavirus.

## More information

For the latest advice, information and resources, go to [www.health.gov.au](http://www.health.gov.au)

Call the National Coronavirus Help Line on 1800 020 080. It operates 24 hours a day, seven days a week. If you require translating or interpreting services, call 131 450.

The phone number of your state or territory public health agency is available at [www.health.gov.au/state-territory-contacts](http://www.health.gov.au/state-territory-contacts)

If you have concerns about your health, speak to your doctor.