



Burrendah
Primary
Independent Public School

School Closure General Information Guide

~Parents and Guardians~

Burrendah Primary School

Castlereagh Close, Willetton, Western Australia 6155

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What will happen in the event of a school closure?

The Department of Education remains committed to ensuring the health and wellbeing of all students and staff. Burrendah Primary School will continue to follow the advice of the WA Chief Health Officer and will continue to keep families updated for the duration of a school closure.

- In the initial instance, families will be notified by the Principal that there is a school closure via Connect and via an SMS text message (using the school messaging system).
- The Principal will continue to maintain timely and regular communication with community **via Connect** about changing conditions to student learning and what the community can expect during the remote learning period.
- Your child's teacher/s will then be in contact via **Connect** with a program and work, including resources to complete the activities.

How will Burrendah Primary School communicate with families?

Burrendah Primary School will use **Connect** as the primary form of communication to disseminate information to families and students about the need to move to remote learning. **Connect** will also be the primary platform used to provide learning programs, timetables, resources and activities in a remote learning scenario.

For more information about how to use Connect, please refer to the **Connect Step by Step guide for Parents** on how to use **Connect** (Appendix A).

How can families get in contact with the School?

At Burrendah Primary School we value a close working relationship with our students, their families and the community.

Contact Person	Reason	Contact
Classroom Teachers and Specialist Teachers	<ul style="list-style-type: none"> • Communicate with your child's teachers regarding learning programs, questions, concerns or requests for support regarding your child. 	<p>☎ 9266 6200 (Monday-Friday 8.00am- 3.30pm)**</p> <p>✉ Email teacher through Connect (To email a teacher directly, you will need to log into Connect. Open the <i>Summary</i> page of your child's Connect page. On the bottom right hand side of the Summary page, click on the teacher's name to send an email.)</p>
School Reception	<ul style="list-style-type: none"> • General Inquiries • Assistance logging into Connect (login details) • Update student or family contact details 	<p>☎ 9266 6200 (Monday-Friday 8.00am- 3.30pm)**</p> <p>✉ Burrendah.ps@education.wa.edu.au</p> <p>🌐 School Webpage: https://burrendahps.wa.edu.au</p>
School Administration Team (Principal, Associate Principal, Deputy Principal and Manager Corporate Services)	<ul style="list-style-type: none"> • Communicate with the school in the case of a positive COVID result in your household. • Request for assistance to support an unresolved issue regarding your child 	<p>☎ 9266 6200 (Monday-Friday 8.00am- 3.30pm)**</p> <p>✉ Burrendah.ps.administration@education.wa.edu.au</p>

Please note: staff will endeavour to respond to your message within 48 hours, during the school week.

** In the event of school closure, the school will follow the directions of the WA Chief Health Officer and State Government orders. Depending on advice at the time, the School Office may not be manned. In this case, email contact will be the best form of contact during such a scenario.

Responsibilities: Students, Parents/Guardians and Teachers

Students will...	Parents/Guardians will...	Teachers will...
Maintain their own routine, using the class timetable and suggested daily schedule as a guide to ensure they complete scheduled activities and planned learning experiences.	Will be required to complete the <i>Online Learning Readiness Survey</i> to ascertain their student's access to technology devices and internet in the home environment. (<i>Survey completed: August 2021</i>) **Thank you families for completing this survey.**	Classroom teachers will co-develop with year level cohort and deliver consistent year level planned learning programs aligned to WA Curriculum and adjusted for access within a remote learning environment for the duration required.
Complete set work and submit selected tasks to classroom teachers (years 4-6 will use the Submissions Tab on Connect), Year 3 students will email classroom teachers directly. (Kindy – Year 2 parents will be required to photograph selected work and email to classroom teacher for assessment and feedback.)	Kindy – Year 2 parents will be required to photograph selected work and email to classroom teacher for assessment and feedback. Activities requiring submission to teachers will be clearly marked in the Weekly Planning . Be required to communicate with the School in the case of a positive COVID result.	Classroom teachers will host a minimum of one weekly WebEx session with their own class, utilising the whole school WebEx timetable on Teams. Meeting link number to be included in the Weekly Planning.
Access <i>Connect</i> to access learning programs. This will be by logging into Connect using the student's email address and password.	Be familiar with school communication tools ; Connect and WebEx (and SeeSaw in Kindergarten) (Parents and Guardians will receive additional information on using these platforms and protocols, where applicable).	Classroom teachers will record and upload WebEx meetings in the library section of their Connect classroom page.
Will be encouraged to participate in the weekly WebEx session/s (either live or recorded). Recorded WebEx sessions will be stored in the Library Section of the class Connect page.	Need to be able to log in and access Connect (using student log in details) to be able to support their child in accessing materials, if required.	Classroom teachers will upload WebEx Protocols and Expectations for Students in the Library section of their class Connect page for reference.
Check for communication from your teachers every day.	To be familiar with schedules and timelines and support their child to meet deadlines and to complete learning activities.	
Have a learning space in which they feel comfortable and able to focus on learning (See <i>tips</i> for how to set up a learning environment at home: Set up a learning environment - Department of Education)	Will need to support their child to establish a routine that is flexible and suit their family's needs. For more information or support: Support for parents and carers - Department of Education	Where possible, Classroom teachers will ensure that weekly learning plans are uploaded to Connect by 8.30am Monday morning for students to access.
Show <i>resilience</i> and bounce back if something isn't going to plan (i.e. technology isn't working or they are unsure how to complete a task, ask a family member or contact your teacher to help you.	Help their child to have a comfortable learning space at home (refer to Appendix C in Parent/Guardian School Closure General Information Guide) for tips on how to set up a learning space at home).	Classroom teachers will mark work and provide feedback and marking guides/keys, as needed for activities which will not be submitted to classroom teachers. This ensures that Parents/Guardians can provide instant feedback on their child's learning.
Show <i>responsibility</i> and maintain own individual routine. Use class timetable as a guide.	Support their child/ren to access and complete planned learning activities. Follow directions of the State Government regarding restrictions.	Respond to emails within 48 hours, during the school week (where feasible).
Show <i>respect</i> when participating in WebEx sessions and when communicating with your teachers via emails.	Encourage breaks throughout the day and encourage physical activity. (Refer to the Suggested Daily Schedule – Appendix F in the Parent/Guardian School Closure General Information Guide)	
Show <i>reach</i> by ensuring completing set tasks and submitting work to the classroom teacher, as directed.	Communicate with their child's teachers via email through Connect, as required.	
Communicate with their teachers regularly on how they are going.	Seek assistance from School Office Reception Burrendah.ps@education.wa.edu.au if having trouble accessing Connect or logging in.	
Understand that learning from home is different to learning at school. If you are unsure of something, just ask your teacher or a family member!	Encourage their child to have good practice around online screen time (refer to Appendix D in the Parent/Guardian School Closure General Information Guide " Tips For Staying Safe Online. ")	
Be aware of the protocols for safe and respectful WebEx participation. Protocols and expectations for WebEx will be located in the Library Tab of your class Connect page.	Ensure Parent and Guardians prioritise the health and well being of their children and family members and seek support if required.	
	Use provided marking guides, as needed, for activities which will not be submitted to classroom teachers, for example, soundwaves, reading comprehension, question and answer activities. This ensures instant feedback on your child's learning.	
	WebEx Meetings Protocols: Please ensure you know the expectations and protocols by yourself and your child to ensure safe and respectful participation.	

How will learning from home look?

Learning from home will look different from learning at school. It will also look different from family to family, year level to year level. The teachers at Burrendah Primary School will provide a program of work for our students who will be working from home. The programs of work, designed collaboratively by classroom teachers, will be manageable, equitable and accessible for the students. The structure of the learning from home activities is set up to be flexible, but still honour the importance of routine for both children and caregivers. This may not be the standard 8.45am – 3.00pm, and that is ok! Please refer to the **Suggested Daily Schedule** (refer to Appendix E) in this School Closure General Information Guide, which may be of use in establishing home learning routines.

Please refer to the *Responsibilities and Protocols for Students, Parents/Guardians and Teachers for a more detailed description of the expectations, responsibilities and protocols for all.*

Classroom teachers will prepare a weekly learning program consisting of different learning activities. Programs of work will usually be uploaded to **Connect** at the beginning of the week (prior to 8.30am Monday morning) and will include *all* activities and resources and marking guides, required for the week.

Additional to planned learning tasks uploaded in the Weekly Timetable, teachers will also remain connected with students via WebEx. A **whole school timetable** (see below) has been established to enable teachers to connect with students via WebEx.

NOTE: This is applicable for Pre-Primary to Year 6 students only. Please note that students in Kindergarten will have pre-recorded videos uploaded to the class SeeSaw page.

WebEx Whole School Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am-9.15am (30 minutes)					
9.20am-9.50am (30 minutes)	Pre Primary	Year 4			Year 3
9.55am – 10:35am (30 minutes)	Year 1				Year 5
10:35am – 10:55am	RECESS	RECESS	RECESS	RECESS	RECESS
10.55am – 11:25am (30 minutes)	Year 2				Year 2
11.30am-12.00pm (30 minutes)	Year 3		Year 6		Year 4
12.05pm –12.35pm (30 minutes)	Year 5				
12:45pm – 1.30pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1.30pm – 2.00pm (30 minutes)	Year 6				
2.05pm-2.30pm (25 minutes)					
2.35pm – 3.00pm (25 minutes)					

WebEx Meetings

Protocols have been established for students when interacting on **WebEx** to ensure safe and responsible online practices are being adopted by all. Parents/Guardians will be provided with information on how to install WebEx on personal technology devices for students to access (refer to Appendix B), a copy of the whole school WebEx timetable and will have a copy of the WebEx Meetings Protocols and Expectations for Students (refer to Appendix E in this School Closure Remote Learning Guide). It will be assumed that by students joining the WebEx meeting, Parents/Guardians acknowledge that they (and their child) are aware of the WebEx expectations and protocols which promote a safe and respectful online learning environment.

Please refer to table below as a *guide* for weekly learning activities and *approximate* time allocation for tasks.

Weekly Learning Activities Guide

	Kindy	Pre Primary & Year 1	Year 2	Year 3	Year 4 & Year 5	Year 6
English	30 minutes per day (2 days per week)	1 hour per day (5 days per week)	1 hour per day (5 days per week)	1 hour per day (5 days per week)	1 hour per day (5 days per week)	Integrated Theme/ Project 2.5 hours per day (5 days per week)
Maths	30 minutes per day (2 days per week)	30 minutes per day (5 days per week)	1 hour per day (5 days per week)	1 hour per day (5 days per week)	1 hour per day (5 days per week)	
Additional Activities	Reading, fine motor, play, creative time.	Gross motor, Stem, fine motor, creative time, mindfulness	Mindfulness, creative time, reading			
Specialist Subject Area: Art			1 hour per week			
Specialist Subject Area: Science		1 hour per week	1 hour per week	1 hour per week	1 hour per week	1 hour per week
Specialist Subject Area: Physical Education		1 hour per week	1 hour per week	1 hour per week	1 hour per week	1 hour per week
Specialist Subject Area: Italian				1 hour per week	1 hour per week	1 hour per week
Specialist Subject Area: Music			1 hour per week			
Specialist Subject Area: HASS/Technology		1 hour per week	1 hour per week			

Attendance, Student engagement and accountability

Students will be expected to complete set learning tasks whilst in a home learning setting, and will be expected to submit identified tasks using Connect or via email. Tasks requiring submission to teachers will be flagged with an asterisk * in the weekly planning.

Attendance by students during live scheduled WebEx sessions is *strongly encouraged*. Students unable to attend live WebEx sessions will be able to access a recording of the session which will be located in Library Tab in their class Connect page.

Additional Resources (optional to supplement learning at home)

Resources are available across all year levels and learning areas, to give children and young people the best opportunity to continue to learn at home. These resources are *optional* and can supplement your child learning at home. [Learning at home - Department of Education](#)

Questions, comments or concerns?

If you would like any support or require any assistance, please email your child's teacher through **Connect**.

Supporting Health and Wellbeing of yourself and your children

Important Contacts

Child and Adolescent Health Services
Urgent Mental Health Support – ☎ 1800 048 636

www.healthywa.gov.au

Kids Helpline – 1800 551 800

www.kidshelpline.com.au

Beyond Blue Australia – ☎ 1300 224 636

www.lifelinewa.org.au

Lifeline – ☎ 13 11 44

www.beyondblue.org.au

General information Quick Links

WA Department of Health: www.healthywa.wa.gov.au/coronavirus

Call the Coronavirus Health Information Line on [1800 020 080](tel:1800020080)

For general or travel related queries about coronavirus please go to the [healthdirect website](#).

Visit the [Australian Department of Health](#) website or details about the Coronavirus (COVID-19).

You can also visit the [World Health Organisation](#) website for more information about Coronavirus (COVID-19) and for updates.

Telethon Institute for Kids - [Tips for discussing Coronavirus \(COVID-19\) with your kids](#)