

# STUDENTS

## Continuity of Learning



### 1 Follow your regular school timetable

Period 1: 8:45 AM to 9:25 AM

**Brain Break: 9:25 AM to 9:30 AM**

Period 2: 9:30 AM to 10:50 AM

**Recess: 10:50 AM to 11:10 AM**

Period 3: 11:10 AM to 12:30 PM

**Brain Break: 12:30 PM to 12:35 PM**

Period 4: 12:35 PM to 1:15 PM

**Lunch: 1:15 PM to 1:55 PM**

Period 5: 1:55 PM to 3:15 PM



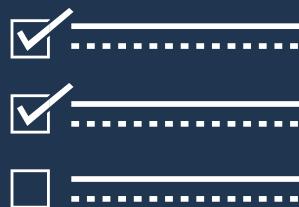
### 2 Utilise Healthy Brain Breaks during the day



During Brain Break time, you can:

- Stretch
- Talk to someone at home
- Take a quick walk
- Kick a ball in the backyard
- Have a drink of water

### 4 Complete the assigned work during class time



### 5 Submit completed work if you have been instructed to do so.



### 3 Be on time to your virtual classes via Microsoft Teams



Attendance will be taken. Remember to have your microphone muted and your camera on at all times.

### 6 If you have any questions, ask or email your teacher.



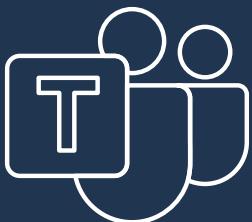
Our main platforms for remote learning include:





# ONLINE CLASSES

## Using Microsoft Teams



**Microsoft Teams** is a communication and collaboration hub for students and teachers, allowing conversations and live video classes, delivery of continuous learning and College community connection.



**Privacy** and providing a safe platform is important to us. Recommended tips and tricks to get the most out of the Teams experience.



**Location**  
Blur the background to protect your privacy.



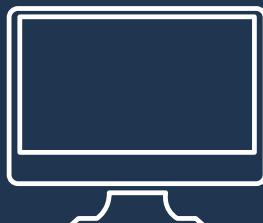
**Minimise Interruptions**  
Place yourself in a location of the home that allows you to work with minimal interruptions. Headphones can help maintain focus and avoid interruptions in shared spaces.



**Mute Your Microphone**  
Mute your microphone when you're listening. Doing this will eliminate background noise interruptions.



**Ask Questions** by participating in class discussion, by unmuting your microphone.



**Technical Difficulties**  
Contact IT Support:  
[support@salesian.vic.edu.au](mailto:support@salesian.vic.edu.au)



**Camera On**  
All students must have cameras on during all classes at all times.



**Respect**  
The same standards of behaviour are expected in an online classroom as in a physical classroom.

# PASTORAL CARE



## Supporting Students Through COVID-19 Remote Learning

Salesian College has a 'Reflect' check-in system that allows students to raise concerns, enabling our pastoral staff to action an appropriate level of support.

The Reflect feature supports students in identifying and navigating their emotions by providing regular opportunities to share and be heard. Reflect can help broaden learner's emotional vocabulary and enable us to provide welfare support when needed.

### How are you feeling?

- Energised, Motivated, Ambitious...
- Peaceful, Happy, Excited...
- OK, Content, Reasonable...
- Annoyed, Tired, Frustrated...
- Depressed, Exhausted, Frightened...

### Student Process

- 1) Consider the emojis in class
- 2) Choose the emoji and relevant adjective to describe how they are feeling as they begin this lesson
- 3) Individual emoji check ins are only visible to the teacher, not other students
- 4) Use individual channel on Teams to communicate with teachers if they need support

### Emergency Contacts for Parents/Guardians

#### Dean of Students:

Senior School (Years 10-12)

Mr Kim Beurs

0419 995 705

#### Dean of Students:

Middle School (Years 7-9)

Mr Byron Chen

0409 827 511

#### Contact Hours:

Monday, Tuesday,

Thursday and Friday

8:30am - 3:30pm

Wednesday

8:30am - 2:30pm



**Kids Helpline**

[www.kidshelpline.com.au](http://www.kidshelpline.com.au)

1800 55 1800

**headspace**

[www.headspace.org.au](http://www.headspace.org.au)

1800 650 890



**Monash Youth Services**

[www.monashyouth.org.au](http://www.monashyouth.org.au)



# 6 DAILY BRAIN BREAKS

## MOVE

Go for a walk or run outside, stretch, play a game of backyard downball or listen to music



## GROUND

Connect to what is happening in each moment, to consciously engage your senses. Try cuddling your pet or enjoying a cup of tea.



## SLEEP

Create a pre-sleep routine by turning off screens at least an hour before bed. Try a meditation from the 'Sleep Program' in the Smiling Mind App.



## BREATHE

Try a 4-2-6 breathing rhythm. Breathe in for 4 counts, hold your breath for 2 counts, and breathe out for 6 counts



## CONNECT

Stay in touch with your classmates and teachers via MS Teams or email. It's okay to speak up if you need support.



## CONTRIBUTE

Consider how you might help others at this difficult time; such as checking up on an elderly family member, or supporting with chores at home.





# STAYING ORGANISED

## HAVE A DESIGNATED STUDY AREA

Your study area should be away from your bed, well-lit and free from distractions. Declutter your learning space weekly.



## USE A CALENDAR

Write in all due dates. Include all of your outside of school commitments too.



## MANAGE TIME WISELY

Set a routine. Avoid distractions, and take short, frequent breaks.



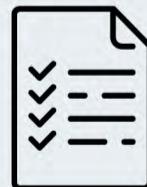
## SET GOALS

Set SMART goals. Include detailed strategies to achieve your goals, review regularly and amend.



## WRITE DAILY TO-DO LISTS

Make them detailed, and break down bigger tasks into more manageable ones. Prioritise the things you need to do each day.



## FOCUS ON ONE TASK AT A TIME

This will help you feel less overwhelmed, so you can focus on creating your best work.





# STAYING ACTIVE IN LOCKDOWN



Aim for 60 minutes of moderate to vigorous physical activity each day. It doesn't need to be 60 minutes at once. Several shorter sessions throughout the day are also beneficial.



Limit the time you spend sitting or lying down. Long periods of sitting can lessen the benefits of being physically active.

## SLEEP IS ESSENTIAL TO GROWTH



**Young people aged 14-17 should get 8-10 hours of uninterrupted sleep**

To establish and maintain healthy sleep patterns:

- Have a consistent bed time and wake-up time
- Avoid screen time 1 hour before bed
- Keep screens out of the bedroom at night

## BENEFITS OF PHYSICAL ACTIVITY TO THE BODY AND MIND



Releases serotonin and endorphins in your brain, boosting your mood



Reduces risk of serious health issues, such as obesity, diabetes, heart disease and stroke



Provides an opportunity to have fun with your friends and family



Builds cooperation, teamwork, self-esteem and confidence



Improves fitness and immune system and, eases the symptoms of stress

## SUGGESTED PHYSICAL ACTIVITIES IN LOCKDOWN

- Walk the dog
- Track your walking distance on the 'Strava' App
- Go for a bike ride
- Search 'Yoga with Adriene' on YouTube and follow a tutorial
- Move, stretch or stand for five minutes
- Try some mindfulness activities via the Smiling Mind App

