



Narracan P.S. 2295  
Est.1893

**Narracan Primary School**  
Acting Principal: Nathan White  
32 School Rd, Narracan VIC 3824  
Ph 03 5634 8215  
Email [narracan.ps@education.vic.gov.au](mailto:narracan.ps@education.vic.gov.au)  
Website [www.narracan.ps.vic.edu.au](http://www.narracan.ps.vic.edu.au)

# POLICY Covid Lockdown Transition

## Purpose

- To inform the school community of our process for commencing remote learning when Covid Lockdowns are decreed by the Health Department of the Victorian State Government. And
- To ensure a smooth, consistent and organised transition to and from remote learning for all staff, parents and students in a timely manner.

## Scope

This policy applies to:

- all staff, including casual relief teachers, and volunteers
- parents and students

## Policy

### School Statement

Narracan Primary School will fully comply with the latest Covid safe guidelines advice and support from the Victorian Department of Education and Training.

### Laptop Distribution

Students who need a laptop for online learning will have two options to organise this:

- Request a laptop and charger **prior to lockdown**, advising their classroom teacher.
- Request a laptop and charger with the principal on or after the **first day of lockdown**. The laptop and charger can be picked up from school during school hours or an arrangement can be made to deliver the equipment to you.

### Internet Telstra Dongle

- Any family who requires a dongle to connect to the internet during lockdown must request one **prior to lockdown** to their classroom teacher. Or to the principal on or after the **first day of lockdown**.

### Attendance

- Student attendance for online learning will be marked as **'in-attendance'** when a student is present on the daily WebEx and / or has been active on Study Ladder or SeeSaw on the day.
- If your child is not active on any of the daily school online activities, then your child will be marked as **absent**.
- Parents who communicate a reason for their child(ren)s absence will ensure that the role is up-to-date with the required information.



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## WebEx

To continue student learning and wellbeing, daily WebExs will happen for each class:

### ***ne-hour Monday, Tuesday, Thursday and Friday WebEx sessions will be:***

- For the **Junior** Class Mel will host a WebEx session at 10am <https://eduvic.webex.com/meet/peavey.melinda.s>
- For the **Senior** Class Monique will host a WebEx session at 11am <https://eduvic.webex.com/meet/indermaur.monique.a>

### ***30-minute Wednesday Webex sessions with Emma:***

- For the Junior Class Emma will host a WebEx session at 10am <https://eduvic.webex.com/meet/moorhouse.emma.j>
- For the Senior Class Emma will host a WebEx session at 11am <https://eduvic.webex.com/meet/moorhouse.emma.j>

## Online Learning Platform

Students will work with two main platforms where the learning activities have been organised for continual learning:

- Study Ladder
- SeeSaw

Students will also have a variety of school approved websites that support the ongoing learning needs of all students:

- Top Marks
- PM Readers online
- Essential Assessments and Sunset Maths

## Wellbeing Check-ins

Our school is committed to the wellbeing and learning needs of all students. As part of our approach to online learning, wellbeing will be an equal focus. If requested by parents, or if a student is not engaging with our online program, or staff see a need, then contact will be made in at least one of three ways:

- Daily WebEx check-ins
- Families may receive a phone call from a teacher or the principal
- Families may receive a visit from the principal

## Communication Plan

Families have the access to staff assistance during school hours in three ways:

- During the daily WebExs with the classroom teachers.
- Contact school on 5634 8215 (a staff member will be on campus).
- Contact the school's mobile on 0448 482 295 (direct to the principal).



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- This policy will be distributed to all staff and parents in August 2021. It will also be available on Narracan Primary School's website.
- The principal is responsible for ensuring that all relevant staff, including casual relief staff and volunteers are aware of this policy.
- The principal is also responsible for ensuring new students and parents are provided with a copy.

### Further information and resources

- <https://www.australia.gov.au/> (Australian Government Official Covid-19 Update and News)
- <https://www.dhhs.vic.gov.au/coronavirus> (Victorian Health Department)

### Related policies

None applicable

### Related legislation

Ongoing and changing. For current legislation refer to the above websites.

### Review cycle and evaluation

This policy was last updated on 11 August 2021 and is scheduled for review in August 2023. It may also be reviewed as part of the three-year review.

This policy was last approved by School Council on 8 September 2021.

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Melissa McGowan  
(*Council President*)

Monique In Der Maur  
(*Staff Representative*)

Nathan White  
(*Acting Principal*)