

Dear Students and Parents/Carers

Thank you everyone for your support and patience as we prioritise health, safety and wellbeing at this time and continue to facilitate engagement in learning. The school context has changed rapidly, two weeks ago we were talking about restricting large group gatherings and cancelling excursions, last week we were in a pupil free period moving towards online learning and assisting staff to move to the Working from Home (WFH) environment.

The College appreciates your strong support of the pupil free period. Staff have been undertaking training to further develop their skills in delivering online learning and with many of our staff WFH, we have been testing technologies to facilitate communication as a whole staff and faculties - our meetings have largely happened remotely via video conferencing.

Lake Online – Launch



The College is well placed to ensure continuity of learning for your child. The skilled team of educators, many with adaptable education expertise, have provided a guide to assist with learning from home.

The College is now launching our program of learning Lake Online commencing with the ' Lake Online' digital guide.

The guide can be found on our website <http://www.lakeonline.act.edu.au/> and [here](#).

The web link also contains a story about one of our elite athletes who completed our ADAPT online program with UC SSC Lake Ginninderra in 2019. Our Lake Online learning program is based on what works in a 'distance education' context.

The guide will be an evolving document if, and when, the situation changes.

Online Learning

UC SSC Lake Ginninderra is seeking to ensure students have the best possible experience with online learning from home. Thank you to those who completed this survey about your student's capacity to engage in online learning.

The survey is still available: <https://forms.gle/PTLctahuSJeyhqUb6>

Some students may not have access to an online educational video library called Clickview; videos from this library will be used by many staff for next term.

If you have not given permission for your student to access Clickview please complete this form: <https://forms.gle/zBtJrAVReeUId7d68>

Chromebooks are available for loan to students to support online learning. The College currently has a limited number of devices available. If you do not have access to a Chromebook, an appropriate computer or internet access to complete online learning, please contact the college front office on Ph: 6142 0222 during normal business hours (we have the phone transferred to administration staff working from home).

Expectations of Student Learning

Week 9 Monday 30 March – Friday 3 April

- Read the '[Lake Online](#)' guide.
- Staff will continue to use Week 9 Pupil Free as online learning preparation, professional learning and to set up from home.
- Google Classroom:
 - Google Classroom is the main source of communication and your learning portals.
 - Download the Google Classroom App onto your phone and ensure notifications are turned on. This will keep you notified about communications from teachers.
 - Make sure you have joined the Google Classroom for your year groups:
- Classes:
 - Check Google Classroom pages, including Year 11 and Year 12 pages – make sure you are members of all your Google Classrooms and year classroom.
 - Engage with some of the learning experiences over the course of the next 2 weeks to develop positive WFH habits that flow into Term 2.
 - Complete assessment if it was already in progress. Check due dates for any variations.
- Establishing your space and routine:
 - Use this time to set up study spaces, check the internet and ICT in the home and work on establishing a routine for your study, exercise, wellbeing and connecting with family and friends.
 - Design your weekly plan for Term 2 ([use the template provided on Lake Online](#)).

Week 10 Monday 6 April – Thursday 9 April

- Check the '[Lake Online](#)' guide.
- Staff will use the four (4) days before the holidays to practise some of the ICT platforms with you – so check in to test and try and provide feedback to inform if it is all working.
- Classes:
 - Continue to Check Google Classroom pages, including Year 11 and Year 12 pages – make sure you are members of all your Google Classrooms and Year Classroom.
 - Complete assessment if it was already in progress. Check due dates for any variations.

- Save a copy and/or print your '[Individualised Assessment Calendar](#)' (IAC) found within the guide. (This link will be available in week 10 and must be accessed from the student's account)
- Engage with some of the learning experiences over the course of the next 2 weeks to develop positive WFH habits that flow into Term 2.
- Unit Outlines:
 - Staff will distribute re-designed unit outlines for Term 2 – these will be posted on your Google Classroom page.
- Establishing your space and routine:
 - Finalise setting up your study space and begin to put into practice your routine of study, exercise, wellbeing and connecting with family and friends.

Term 2 - Each Week Tuesday 28 April - ongoing

- Check the '[Lake Online](#)' guide.
- Classes:
 - Check Google Classroom pages daily.
 - Revisit your Weekly Routine that you created in Term 1.
 - Complete class tasks weekly.
 - Email teachers for help with queries, questions frequently to support your learning.
- Assessment:
 - Continue to check your '[Individualised Assessment Calendar](#)' (IAC) to assist in planning completion of assessment. (This link will be available in week 10 and must be accessed from the student's account)
 - Be proactive and diligent in completing work and assessment provided.
 - Ensure submission of drafts if required to seek and respond to feedback.
 - In many practical subjects the type of assessment may have changed from a practical project to a journal or a different kind of practical project. This will be informed by your teacher and students will be required to complete these alternative tasks.
- Wellbeing:
 - Keep communications open with the College – stay in touch and call the College if you need something from us.
 - Student Group (SG) - Respond to 'Wellbeing Check' distributed through Year Group Google Classroom. SG Teachers will make follow up contact from responses.
 - Access the [Student Support](#) services if need be.
 - Staff will be checking in with students, in particular our Learning Support, Inclusion Support, International and English as a Second or Other Language or Dialect (EAL/D) students.

Assessment and Certification

Senior secondary schools have now received clarification and information from the ACT Board of Senior Secondary Studies (BSSS) in regards to assessment as we transition to an online learning environment.

The BSSS information is on their [website](#).

Following the advice from the BSSS, assessment items that have already been submitted are being marked and students will receive feedback in due course.

Take-home assessment items issued to students prior to, or during, the Pupil Free period (in progress as such) are to be submitted. Students should check revised due dates for each of their in-class assessments that were in progress over Term 1.

As per the BSSS guidelines schools have the flexibility to revise the assessments as described in the Unit Outline and offer appropriate tasks for the circumstances. This has been communicated to students through their Google Classrooms.

Students are responsible for being proactive and diligent in completing work and assessment provided by their school.

Unit Outlines for Term 2

The College will communicate with you on Monday 6 April 2020 the final adjusted Unit Outlines for Term 2.

Assessment has been redesigned to allow students to demonstrate skills, knowledge and understandings in an online learning environment and appropriate for the circumstances. These will be posted on relevant Google Classrooms.

As per the [BSSS FAQ](#), schools are providing an appropriate assessment program – granted flexibility in the current circumstances and students are expected to be continuously engaged with the course work including the assessment requirements.

Attendance and Engagement

UC SSC Lake Ginninderra is of the opinion that flexibility is paramount here as individual student circumstances may vary and are unknown.

In order to pass an ACT Board of Senior Secondary Studies course it is mandated that the student must actively participate in at least 90% of classroom tasks.

To endorse this level of participation by online students, teachers will have certain expectations for providing proof of completion of work.

This may take the form of:

- responding to tasks through Google Classroom
- submitting tasks through Google Classroom
- engaging in regular dialogue with their class teacher via Google Classroom comments or email
- submitting assessment

Each unit will have its own expectations so students must be very clear about what they need to complete in order to meet the expectations of the course. These will be made clear in the unit outlines provided by the teacher.

If the student is not adhering to these expectations, the teacher will make contact with the student to address the concern. If this continues, the student will be at risk of V-grading the course and no points or assessment scores will be awarded.

Transition/Tertiary/Career information

Information about the University Admissions Centre (UAC), career advice, pathways beyond college, ASBAs, Work Experience (currently on hold) and tertiary Open Days (TBC) will be posted on the Google Classroom Year pages and on the [Lake Online Guide](#).

Australian Tertiary Admission Rank (ATAR) /ACT Scaling Test (AST)

Both the BSSS and schools are working together to maximise the opportunity for students to achieve an ATAR in 2020.

Currently, students will sit the AST. The UC SSC Lake Ginninderra AST preparation program will be migrated to an online platform, ready for implementation in Term 2.

VET delivery through Lake Online Learning

In the current situation the completion of practical components of VET subjects may not be possible where students are required to demonstrate practical skills under direct supervision. Consequently, the achievement of competencies for students in VET courses (A/V or C) may not be possible at this point in time.

The delivery modification of courses will focus on the theory component for term 2, and opportunities to learn and demonstrate practical skills will be the priority when students return to schools.

Competencies not completed in Semester 1 2020 may be awarded in the future when students can provide the evidence through practical skill demonstration and the theory work already completed.

Technical Support

If a student is experiencing technical issues with their school issued device or having difficulty with a password or log on please log a request for a call back on Ph: 6142 0222, from the school's Information Technology Officer. Please ensure you can provide as much detail as possible about the issue.

Health, Safety and Wellbeing

Teachers and the Student Services team are here to support you during this phase of online learning.

The team sent a message to all students via Google Classroom last week with helpful information and resources to support health and wellbeing. The team also provided advice on how to seek extra support if needed.

Please email the Student Services Team if you have any questions, concerns or would like some further support. We can give you a call if you would like to talk.

College Student Support is available through the front office on Ph: 6142 0222 during normal business hours or sending an email to LakeGStudentServices@ed.act.edu.au. If you would like the Head of Student Services or one of the Year Coordinators to touch base or assist you to access any further support you can request this in your call or email.

Our psychologist, Suzanne Wright, may be contacted via email on suzanne.wright@ed.act.edu.au

Thank you

I would like to take this opportunity to acknowledge the work, and dedication of all the staff, in particular, the UCSSC Lake Ginninderra Online Learning Team and Student Services Team for their collaboration around the transition to online learning. The process also involved student consultation, and discussions with the School Leadership Group for 'what works' or what 'will work' for students in their changing home/study environments.

Thank you everyone for following the health advice to be responsible and to practise safe hygiene, social distancing and staying at home. This is very important for us as a community and nation to slow the spread of COVID-19.

Please be aware that this is an evolving situation and we will continue to keep you updated as new information arrives.

Students and parents/carers are reminded to stay up to date with the latest information on COVID-19 by visiting the [ACT Health](#) and the [Australian Government Department of Health](#).

Take care everyone.

Melissa Planten

Principal on behalf of UC SSC Lake Ginninderra staff