

9th April 2020

Bletchley Park Primary School

Our Guiding Principles

Keep it simple - this is a time of crisis. As a school, we are here to support a model of education that is equitable and fun and that maintains a safe home learning environment for all.

- **Maintain Relationships** - the relationships that you and your children have with their teachers, as well as the relationships that they have with their peers and families are important to maintain and embrace. This sense of belonging remains essential for positive mental health.
- **Clear Expectations** - teachers, students and families will have a clear understanding of what is to be expected. We all understand that everyone will be doing their best.
- **Be Kind** - this is new for everyone. There will be opportunities for feedback as we continue further down the Learning at home model. Please take the time to give constructive feedback when called upon. Be kind to each other, your children, our staff and teachers.

Routine at Home

This program will look different from family to family and from year group to year group. The structure of the Learning at Home is set up to be flexible, but still honour the importance of routine for children and care givers. We strongly recommend that you establish what your routine will look like - keeping in mind that this may not be the standard 8:30am-2:30pm - and that's OK. At the back of this guide is a blank timetable that you will be able to adjust what works for your family scenario.

Communication with Students

Bletchley Park Primary School uses 'Seesaw' to assist us in delivering online Learning to our students. Students will require access to 'Seesaw', which can be used on a computer or an app to use on tablets or phones. Teachers have provided individual learning codes for families. Staff will provide feedback on student learning through this method. This feedback will be delivered directly to students through Seesaw and may be in many forms. We will also introduce WebEx conferencing as an option to add face to face connection and communication from year 2-6. If a device is not available, teachers will contact and talk with students over the phone when required and provide a paper copy of the assigned tasks.

Communication with Parents

Staff will continue to utilise the existing methods of communication with Parents. This includes email and telephone calls. Staff have agreed that each family who is participating in home learning will be rung on a regular basis to discuss concerns, work load and student wellbeing.

Student Wellbeing

We are in unprecedented times. As a school, we are still part of your community and can offer vital support to you, your families and our students. There is a selection of resources to support family mental health and wellbeing on our website, and school Facebook page. There is more support and ideas on the Learning at Home website:

<https://www.education.wa.edu.au/learning-at-home/support-for-children-and-young-people>

Please continue to raise issues that you would normally raise, with your classroom teacher. For issues that you would normally meet with the teacher or school administration please contact the school. For urgent issues about wellbeing of students we strongly recommend that you contact your GP or hospital emergency department. Here are some other resources to support emotional wellbeing.

Beyond Blue 1300 22 4636

Kids Helpline 1800 55 1800

For more support <https://www.healthdirect.gov.au/mental-health-helplines>

Students	Parents	Staff
Keep It simple		
Maintain your own individual routine. Use the school daily schedule as a guide	Help your child to establish a routine that is flexible and suits your family's needs	Learning needs to be easily accessible by all students .
Keep a guided journal on your thoughts and feelings.	Begin and end your day by setting out and packing away equipment	Focus will be on consolidation and revision. Based on SCSA guidelines.
Keep the workspace tidy and neat.	Encourage meaningful play physical activity	Learning will be integrated.
Maintain Relationships		
Provide feedback to your teachers regularly on how you are	Communicate with teachers via email or SEE SAW when required	Will provide daily communication regarding learning
	Ask for help	Have weekly checks-ins with all families.
Clear Expectations		
Check for communication from your teacher everyday	Ensure students take regular breaks and drink water regularly	Learning tasks will be provided daily .
Practice safe digital citizenship	Create a family online contract	Expect communication from students during school hours (8.30-2.30)
Stay calm, if you are unsure then ask	Set good practices around online screen time	Learning will be consistent across year levels.
Be patient		
Be kind to yourself and others.	Be kind to yourself and others.	Be kind to yourself and others.



Online Safety – Family Online Contract

Now, more than ever, our children will be accessing services online, for education, pleasure and recreation. Parents are encouraged to ensure that their networks at home are prepared for their child/children's use, and to establish an effective 'Online Family Contract'.

We have provided two examples that you could use to guide what an effective contract might look like. Family Online Safety Contract This contract helps us stay safe when it comes to what we SEE, SAY and DO online.

I _____, will:
(name of child)

- When I am conferencing with my teacher, I will not record or take captions and share with others.
- The lessons my teachers provide me will not be reproduced and shared with others.
- Tell my parents or carer if I see something that makes me feel upset, uncomfortable or scares me.
- Be aware that people online are not always who they say they are, and do not always tell the truth.
- Let my parents supervise where I go online as I understand they do this to help keep me safe.
- Tell my parents or carer if someone sends me rude or naked pictures, or links that I did not ask for.
- Not give out personal information about myself, my family, my friends, or others online, including full names, addresses, phone numbers or schools.
- Not share my passwords or usernames with anyone but a parent or carer and I understand they will only use it if they are worried about me or my safety.
- Treat others the way I want to be treated online and with the same respect as I would offline.
- Never use the internet or a mobile device to cyberbully someone.
- Make sure all of my accounts are always set to private.
- Not talk to anyone online, or add anyone on my social networks, if I don't know them offline.
- Never agree to meet someone in person that I have only met online, and I will tell my parents if someone asks to meet me.
- Accept my parents or carer as a 'Friend' on social media providing they ask for my permission before posting or commenting on my content, and they speak to me first if they see something they don't agree with on my profiles.
- Not respond to emails, instant messages, messages or friend requests from people I don't know.
- Never send someone a photo of myself online without checking with my parents or carer first.
- Learn how to block and report people online and tell my parents or carer immediately if doing this.
- Ask for permission before downloading any apps, games or software, so my parents or carer can check these are appropriate for my age and won't harm the device.
- Teach my parents or carer about the internet, apps, games and websites I enjoy.
- Agree to the online time limits set by my parents or carer and put my devices to bed at night to help me get a restful sleep.

Signed: (Child)

Signed: (Parent/Carer)

Signed: (Teacher)

Our Family Tech Agreement

Date: _____

The Play School toys are here to help us remember how to stay safe online and use devices in our home.
Put each family member's name or initial above a box. If the rule applies to them, tick the box when they agree to do the action.



I will ask before I use a device or play a new game online.

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I will only use devices in shared spaces like the lounge room, family room or kitchen.

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I will only talk to people I know when I chat, message, email or video call online.

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I will take turns and use kind words when I play with technology.

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Important Links

Office of the eSafety Commissioner
<https://www.esafety.gov.au/>

Think U Know
<https://www.thinkuknow.org.au/>

Kids Health Online
<https://kidshealth.org/en/parents/net-safety.html>

WA Police
<https://www.police.wa.gov.au/>