



Covid-19 Teaching & Learning Contingency Plan



**JOHN TONKIN
COLLEGE**

EXCELLENCE | RESPECT | COMMITMENT

PURPOSE

The following document provides an overview of what actions John Tonkin College and its staff will take in the event of a Covid-19 related incident or mandate. The plan outlines a variety of scenarios and possible courses of action that may be revised at point-of-need.

We strongly encourage you to familiarise yourself with this document as it will ensure that you know how to best support your child with their continued education in an ever evolving context.

If you have any questions or queries, please do not hesitate to contact the college on:

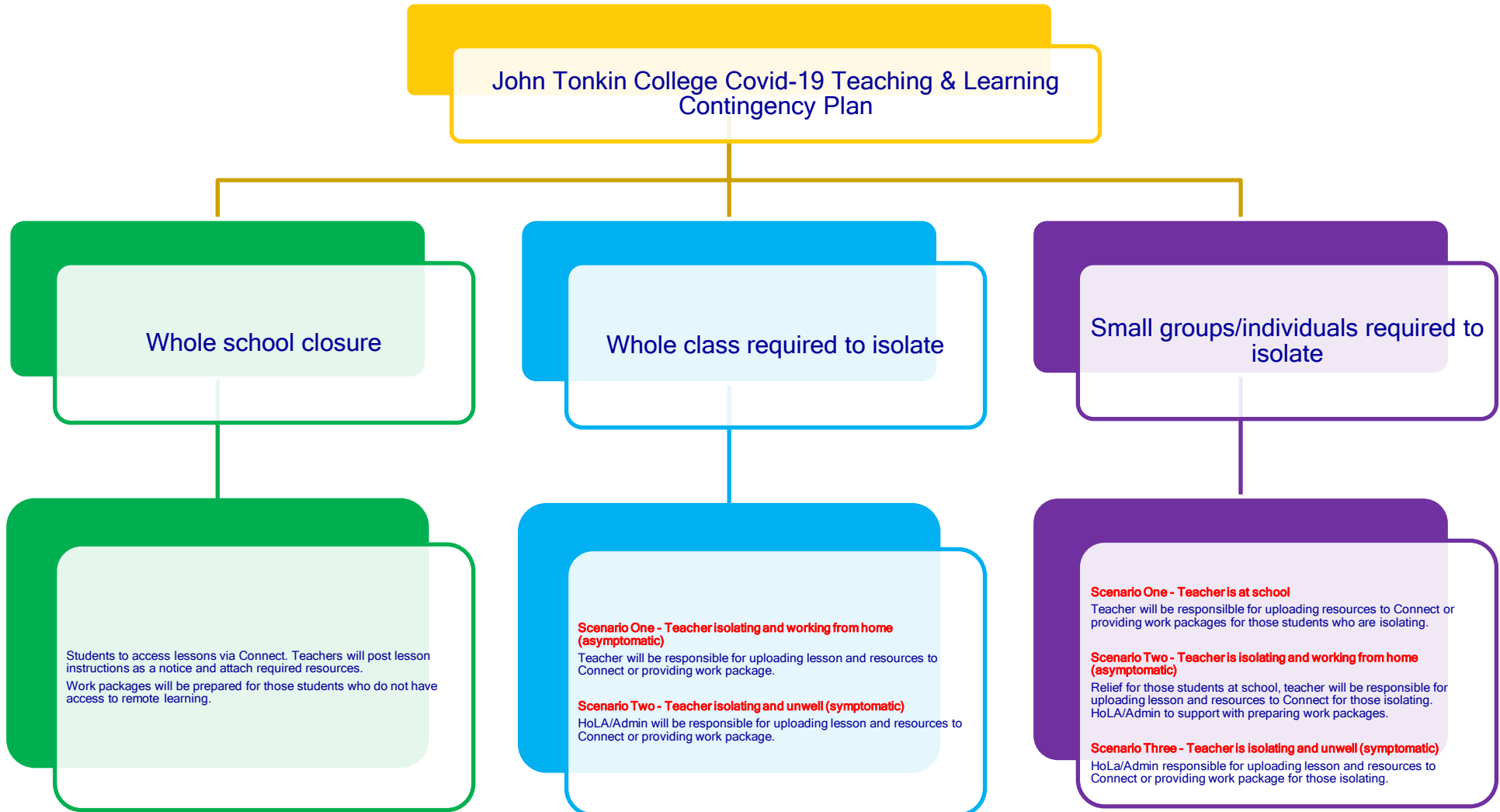
Tindale Campus - 95830400

MET Campus - 95830500

Kim Savins
Principal



PLAN FLOW CHART



Connect

For those students who are isolating at home and are able to access online learning (internet based), they will need to go to Connect. Connect is the Department of Education of Western Australia's online learning platform which students and teachers are familiar with.

To access Connect, your child will need to go to www.connect.det.wa.edu.au sign in details are the same as their computer log-in at school.

Once they are signed into their Connect account, your child will be able to view each of their classes. Teachers will post a notice on the Monday of each week that provides explicit instructions about what students need to do for the week's lessons. Teachers will also attach required lesson resources to the notice and may also include a link to a Webex session (see next page).

It will be important for your child to check their Connect classes regularly to see if their teachers have posted any new notices or resources.

For more information on how to access and use Connect, please see the 'Step by Step Guide for Parents' available at www.connect.det.wa.edu.au



Webex

Some teachers will schedule live Webex sessions for their students to engage in. These sessions will allow students to experience interaction with their teacher and peers which may be beneficial for their learning. Webex is an approved Department of Education of Western Australia learning platform.

To access Webex, students should download the Webex application onto either a computer or smart device. The Webex application can be accessed online at www.webex.com or at your smart device online application store.

Once downloaded, students will be able to join a Webex session by clicking on the link provided by their teacher in a Connect notice. Their teacher will also provide them with a password to join the session.

More information about using Webex can be accessed in the Library tab of your child's Connect class page.



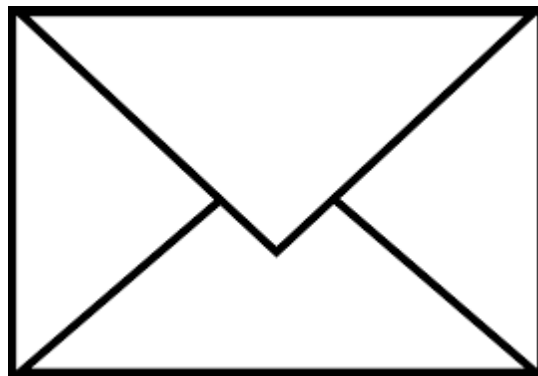
Work Packages

If a student is unable to access their lessons online, a work package will be available for pick up on a pre-arranged day and time. Work packages will aim to replicate what students online are learning, however may need to be modified to accommodate this different form of delivery. Work packages should only be requested if there is no possibility of a child being able to access online learning.

Within the work package will be several sets of lesson instructions (one for each subject), lesson resources and a return envelope. Parents should go through the contents of the work package and help their child organise the lessons and resources. If your child is able to access Connect or Webex, they may combine these two forms of delivery when possible.

Packages should be returned for marking in the original envelope one week later unless stated otherwise.

If you or your child are unsure about anything within the work package, contact the college and we will ensure that the subject teacher contacts you to clarify any concerns or questions.



Responsibilities

Group	Key responsibilities
Teachers	<ul style="list-style-type: none"> • Upload lessons and resources to Connect within two days (unless symptomatic) of going into isolation. Lesson instructions to be posted as a notice with resources attached. Teachers should aim to have weekly lessons and resources available each Monday for an extended lockdown period. • Schedule Webex sessions (where appropriate) and provide link and password in a Connect notice. • Monitor attendance and engagement through recording which students have viewed notices. • Engage with students through responding to notices and discussions. • Be contactable through email during normal timetabled class times. • Develop work package resources for those students who are unable to access online learning and have these ready for collection each Friday.
Parents/Guardians	<ul style="list-style-type: none"> • Familiarise themselves with their child's school timetable. • Ensure that their child signs into Connect each Monday morning to access the week's lessons and resources for each subject. • Support child to complete their lessons and stay focused – encouraging them to stick to their normal school based timetable is a good idea. • Provide their child with a suitable study environment that is conducive to learning. • Collect work packages and go through the contents with their child and help them get organised. • Return contents of work package (if requested) in provided envelope by due date.
Students	<ul style="list-style-type: none"> • Sign-in to Connect each morning to access weekly lessons and resources. • Complete all activities provided in the recommended time-frame. • Ask for help when needed by either emailing their teacher or posting a question on the lesson notice or discussion board. • Stay committed to and focused on learning.