



# Marian College

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## **Marian College Protocols for Online Learning in the Event of School Closure**

Marian College is committed to supporting the wellbeing and learning needs of our students. In these times of 'unchartered waters', it is important that the protection of all children remains our highest priority in accordance with our Child Protection policies, procedures and practice.

Any changes to the way education is delivered needs to be well organised to avoid impinging upon home life for families and staff.

In case of a College closure, staff will implement the following protocols:

1. Communication with individual students will be through official College emails only, with three exceptions. (See Points 8 and 12)
2. Staff will not use any form of social media nor provide their own personal phone number for student use.
3. There is no expectation for teachers or students to respond to emails outside school hours. We encourage students and staff to delay or turnoff communications as appropriate to preserve family time.
4. The College has approved video conferencing utilizing 'Zoom' only. (Please see notes included). Zoom has high security features including the ability within this program for teachers to disable cameras and audio. Live streaming will be limited to screen sharing and working documents for group work only.
5. We would encourage students to work in open, communal areas within the home.



6. Alternative materials will be provided for families who have registered, with online access difficulties. (Please register your name with the College Office by **Monday 15th August** You may wish to email [tmason@mcarrarat.catholic.edu.au](mailto:tmason@mcarrarat.catholic.edu.au))
7. We would anticipate that students communicate with their teacher (via google classroom or similar) during the normal class time according to the timetable. However, we understand that for students who become carers during this time, there needs to be some flexibility. This will be determined on a case-by-case basis with the classroom teacher.
8. Our Counsellor (Mr Kevin Griffiths) and Head of Wellbeing (Ms Stephanie Saravanja) have been allocated College phones to support the wellbeing of a number of students during this time. All phone conversations with individual students will be directed first through the parent to seek permission.
9. As we move to on-line learning, it will be difficult for staff to monitor attendance on a daily basis. There is an expectation that parents have a responsibility for your child's learning space and engagement. Teachers will email parents if they do not see their child engaging online. Please email teachers if there is a concern or illness.
10. The Principal will keep parents and staff informed of any developments. During this uncertain time, communication will be made as soon as details are available. (Please read this at a time to suit your family).
11. If a teacher becomes ill or a carer, we will do our best to accommodate learning needs through Faculty teams. This will not be appropriate in all circumstances and students may be directed to other sources.
12. The College will reschedule practical work for a later time to avoid possible risk. All classes will have alternative work to complete.
13. Staff and students should ensure their place of work is suitable with consideration given to health and safety.
14. Communications at all times is to be respectful. We expect all staff, students and parents to keep emails brief and succinct,



devoid of any aggression, capitals in the text, or accusatory comments. We work under the guidance of our College values for the support and care of your children.

Thank you to everyone for your consideration at this difficult time.

Our thoughts and prayers are with you and your family.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C. Barker', written in a cursive style.

Mrs Carmel Barker  
Principal  
Marian College, Ararat

E: [Principal@mcararat.catholic.edu.au](mailto:Principal@mcararat.catholic.edu.au)

