



WODONGA
MIDDLE YEARS COLLEGE

PO Box 1263 Wodonga
Victoria 3689
ABN: 29 230 336 258

Friday 10th April 2020

Dear Parent/Guardian,

Transition to Flexible and Remote Learning (COVID-19 Restrictions)

We once again thank you for your patience at what has been an incredibly challenging time for families. We look forward to continuing to work with and support all families into Term 2. Your active support will be essential in the success of this new way of learning for your child. Never before has the importance of the three-way partnership of Parents/Guardians, Students and Teachers been more important than now.

To increase physical distancing across the population and slow the spread of coronavirus (COVID-19), children in Victorian government schools will move to remote and flexible learning at the commencement of Term 2.

As announced by the Victorian Government on Tuesday 7th April students will be engaging in remote learning from the beginning of Term 2 to slow the spread of COVID-19. **This means that from the start of term two all students who can learn from home must learn at home – with the exceptions only in extremely limited circumstances.** This is a very clear directive by the Victorian Government based on the advice of the Chief Health Officer.

Eligibility to Attend School

Wodonga Middle Years College will continue to provide on-site supervision for students whose health and safety would be at risk without access to a supervised environment. Parents and carers who require their child to attend on-site learning will need to complete an [On-Site Attendance Form](#) in the week prior to their child attending on-site (this form needs to be completed weekly).

Process for Student Attendance Onsite at WMYC

- BY 3PM THURSDAY: Parents or carers to provide application form and evidence for required days/times the following week.
- School determines the request meets the threshold of the student being on-site.
- BY CLOSE OF BUSINESS FRIDAY: School to confirm arrangements with parents/carers.

Please note:

- To ensure fairness for all students, those who attend will not receive additional tuition to the remote learning program.
- Students will need to provide their own food and water bottle as the canteen will not be open.

FELLTIMBER CAMPUS

Hedgerow Court Wodonga Victoria 3690
Phone: 02 6057 9000 Facsimile: 02 6059 2900
Email: wodonga.middle.years.co@edumail.vic.gov.au

HUON CAMPUS

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If you fit into these extremely limited circumstances and have any questions, please ring Gary Hodge (AP Felltimber), Tim Bridgeman (AP Huon) or Marg Leddin (Coordinator FFFCS) on Tuesday 14th April on 60579000.

Most of our teachers will also be working from home. All of them have been working hard to put curriculum plans in place to ensure continuity of learning and to support the wellbeing of all our students.

Access to Curriculum

WMYC teaching staff will provide meaningful work for all students to engage with the Victorian Curriculum. Classroom teachers are directly responsible for developing online content within D2L and work packs for all students in their class who don't have access to a device or home internet. Considerations will be made in line with each student's current learning data. This work can take the form of online learning, hard copy or a mixture of both. The classroom teacher is responsible for providing the appropriate resources based on communication with home and having a clear understanding as negotiated with the parent/carer of what will best support students when they are at home.

Cyber Safety

Wodonga Middle Years College has partnered with leading cyber safety experts from ySafe to provide vital and practical information to our parents/carers via the Online Learning Induction for remote learning.

Our students will be completing their version of an Online Learning Induction. In the parent/carer version, the four video modules cover:

- Setting up devices to be safe for children and teenagers
- Tips for managing class schedules at home
- Supporting kid's wellbeing and promoting healthy screen habits
- Where to access help if eSafety issues occur

The induction videos are accessible online via the ySafe Parents Portal, click here or visit <https://www.ysafeparentsportal.com.au/> This is an exclusive portal available to our College, where there is an abundance of information on cyber safety at home, including step-by-step instructions for setting up devices, and reporting tools for managing issues such as cyberbullying.

As part of the Online Learning Induction, all Parents/Carers will also have access to the free Family Zone Insights App. This will help you stay up to date on current cyber safety risks. In partnership with Family Zone, this app allows ySafe's experts to send parents/carers direct updates when their child has accessed something risky online, allowing ease of monitoring and current information on cyber safety issues. Access to the app is on an opt-in basis, with instructions for activating Insights available on the portal.

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Communication

How effectively we communicate during this process will be critical to ensure student success. The majority of our teaching staff will be working remotely and will share email addresses and Microsoft Teams numbers with families when the term resumes. Staff will be continuing to contact your child and yourself to facilitate teaching and learning, support student health and wellbeing and support student pathways and transitions.

The school will continue to operate between the hours of 8.30am-4.30pm, the physical office will not be open. If you would like to contact a teacher, please do so on 0260579000 or call their direct number.

Student to Teacher - During timetabled classes via D2L in the Activity Feed.

Teacher to Student - During timetabled classes between the hours of 8:45am - 4:45pm Monday - Wednesday, via the Activity Feed in D2L and until 8.45am - 3.40pm Thursday-Friday.

Parent to Teacher - During the hours of 8:45am - 4:45pm Monday-Wednesday and 8.45am - 3.45pm Thursday-Friday via phone call or email.

Teacher to Parent - Between the hours of 8:45am-4:45pm Monday-Wednesday and 8.45am - 3.45pm Thursday-Friday unless arranged otherwise.

Financial Support

We understand that many families will be under additional financial strain. We encourage those facing financial difficulties to contact the College to discuss options available.

Making this transition is understandably going to be challenging for us all. Our staff have put in a huge amount of work to ensure we are as ready as we can possibly be. There is a lot we are going to learn over the coming weeks, some of it learnt through things that go well, others through things that don't work quite the way we intended. Both will be important sources of learning.

We look forward to working with you as we prepare for, and commence, a different way of supporting the wellbeing and learning of every one of our students.

We have included the Remote Learning guide for students, and it is important they are aware of what is expected of them next term.

Thank you for your support during this time.

Yours faithfully,

Vern Hilditch
Executive Principal

Maree Cribbes
Campus Principal

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Student's Acceptable Use of Information Communication and Technology

Students will be required to agree to the following when they logon to D2L:

Through the increased access to digital technologies including, internet, apps, computers and tablets students will be able to appreciate the benefits of remote learning. We are requesting all students when using digital technologies, students behave in a way that is consistent with our College's CARE values.

Student actions which breach the behaviour standards of our College (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), will result in several consequences which will depend on the severity of the breach and the context of the situation.

This includes:

- Removal of network access privileges.
- Removal of email privileges.
- Removal of internet access privileges.
- Removal of video conferencing privileges.

Other consequences as outlined in the school's Student Engagement and Bullying Prevention policies.

Referral of any suspected illegal online acts to the relevant law enforcement authority for investigation.

Our commitment is to provide students with the opportunity to benefit from digital technologies to support and enhance learning and development at this time. Remember the CARE values Care for Relationships, Achievement through Aspiration, Respect & Resilience, Engagement.

Contact the College if you would like a copy of the full policy.

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FAQs

What if my child needs to access their locker?

All students were asked to take all their belongings home at this end of last Term. If they were unable to do this, they can attend school, and go straight to their locker on Wednesday 15th to collect their belongings. Please ensure that you practice social distancing while doing this

My child doesn't have an iPad, what do I do?

Please contact the school and arrange to borrow one from the library. You will need to sign a lease agreement form.

I have no one to supervise my child for remote learning, I am an essential worker and cannot work from home (or both parents are essential workers and cannot work from home), what do I do?

Your child will be supervised at school to do the home learning. Hand sanitiser will be available. Physical distancing will be implemented, and unwell students will be excluded. There will be a 1:10 ratio.

Students will sit alone in class. The school canteen will not be open so students must bring their own food and drinks. Students will be spaced apart for break times. Students will not be permitted to leave the school.

If you fit into these extremely limited circumstances, and have any questions please ring Gary Hodge (AP Felltimber), Tim Bridgeman (AP Huon) or Marg Leddin (Coordinator FFFCS) on Tuesday 14th April on 60579000. You also fill in the on-site attendance form and return this to the Assistant Principals. This form **must** be filled in each week.

Who is responsible for my child's safety during home learning?

The parent/carer is responsible for students' general safety at home or elsewhere.

How will I know what my child should be doing each day?

Your child will be following their normal school timetable, this is available on D2L. Students will take instruction from their teacher through D2L and will also receive feedback.

Who do I contact if I am concerned about my child's learning?

Contact your child's CARE teacher first. They would have been in contact with you at the end of last Term.

I don't know who my child's CARE teacher is, help!

Ask your child, if they don't know, please contact the school.

What do I do if we don't have internet connection at home?

Please contact your CARE teacher and discuss this with them.

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What if I would prefer my child to do hard copy work?

You will need to discuss this with your child's individual subject teachers who will be able to provide this work for you.

What if I have wellbeing concerns about my child while they are undertaking remote learning?

Contact your child's CARE teacher or House Leader initially and they will refer you child to the wellbeing team if required.

Students who are already engaged with wellbeing can communicate with their allocated worker during school time by calling the college.

Included in this pack is "Headspace: How to Cope with Stress Related to COVID-19"

The Doctors in Schools program will continue to operate for students of Wodonga Middle Years College. However, appointments will be either by phone or at the Federation Clinic with Dr Jess. To make an appointment with Dr Jess text 0401 264 256 for an appointment, leaving your name, phone number and school.

Always call 000 in an emergency.

What if my child needs support with their iPad or internet connection?

Please contact the college on 0260579000 and we will put you in touch with one of our technicians.

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REMOTE LEARNING STUDENT GUIDE

EVERY STUDENT EVERY OPPORTUNITY SUCCESS FOR ALL

SET UP YOUR LEARNING ZONE

- Have your 'Three Things': iPad, binder and pencil case.
- Make sure you have a space to learn that is away from distractions, avoid the couch (that is a space to relax).
- Allow time for screen breaks and exercise.



LESSONS EACH DAY

- Follow your normal timetable for the day.
- Log onto D2L and go to the course of the class on your timetable.
- Go to the Activity Feed.
- The Activity Feed will provide you with your instructions for the lesson that day.



INTERACTING WITH YOUR LEARNING

- In each lesson you will have Cornell Notes to set up.
- Activities for your INPUT and OUTPUT Pages.
- Discussion spaces on D2L to contribute and ask for help.



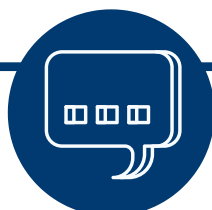
ETIQUETTE

- Normal expectations of behaviour still apply.
- Follow the WMYC CARE Values.
- Dress appropriately for each day - No pyjamas.
- Be polite and respectful to your teacher and classmates.



FEEDBACK

- Participation on discussion spaces allows you to receive feedback from peers and your teacher.
- Email your teacher for help or feedback
- Dropbox items will receive grades and written feedback from your teacher.
- House Leaders will monitor and support engagement.



SAFETY

- Child safety standards must be followed during times of Remote Learning.
- WMYC will work with parents and students to provide education and support.
- Complete the Y Safe course on your CARE page to support your Remote Learning experience.





ON-SITE ATTENDANCE FORM

Student/s name:																					
Student/s date of birth:																					
Student/s year level:																					
<p><i>The Victorian Government has stated that all students who can learn from home must learn from home.</i></p>		<p>I am requesting that my child attend on-site schooling</p> <p>By submitting this form, I declare that my child is well and I will collect my child as soon as is practicable upon the request of the school if my child becomes unwell.</p> <p>Is your child anaphylactic? YES / NO</p>																			
<p>Dates required:</p> <p>Please note you need to complete this process weekly to ensure adequate staffing on-site.</p>		<table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>AM, PM or ALL DAY</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> <td></td> </tr> <tr> <td>Friday</td> <td></td> <td></td> </tr> </tbody> </table>		Day	Date	AM, PM or ALL DAY	Monday			Tuesday			Wednesday			Thursday			Friday		
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Monday																					
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<p>Given the Department's advice that all students who can learn from home must learn from home, explain why your child cannot undertake remote learning at home: (please attach relevant documentation eg. Letter from your employer).</p>																					
<p>Emergency contact details:</p>																					
<p>Parent/Guardian name: _____</p>																					
<p>Signature: _____</p>																					
<p>Date: _____</p>																					

Received and Processed by..... on (date).....

Novel Coronavirus (COVID-19)

how to cope with stress related to COVID-19

It can feel stressful and overwhelming during an event like the outbreak of the Novel Coronavirus (COVID-19) and we can all be affected differently.

You might feel overwhelmed by the information, conversations and the increased levels of stress in your community. It can be hard to know what information to trust especially in a situation where things are changing so quickly. It can be helpful to keep up-to-date but it's also okay to switch off from the 24 hour media cycle if this is getting too much.

During this time some things in your life may be affected by attempts to contain the spread of the virus. You may have been looking forward to a gig or a trip that's been cancelled. You may be affected by school, uni or your workplace temporarily closing. Or you may have a loved one who is directly affected by the virus.

It's important to find the right level or type of support for you. And keep in mind that the type of support you may need can change as time passes. For many people staying connected to family and friends/loved ones is important.

Tips to maintain a healthy headspace during this time

- 1** Be mindful of exposure to information through stories, traditional and social media. It can be helpful to take a break from the 24-hour news cycle
- 2** Do things that make you feel safe and connected, and be with those who are helpful to your wellbeing
- 3** Engage in activities that promote a sense of calm and feeling grounded (use of alcohol and other drugs can be counterproductive with this)
- 4** Our [7 tips for a healthy headspace](#) demonstrate simple and effective things that can help people to create and maintain a healthy headspace, irrespective of whether they have been affected by COVID-19 or not
- 5** It can help to talk with a trusted adult if it all feels a bit much.

Please note

The latest medical information is changing on a daily basis. If you suspect you are at risk, or would simply like to understand COVID-19 more, please visit the Department of Health's website.

health.gov.au

Common reactions

Fear and anxiety

At this time you might experience feelings of fear or anxiety. You might be worried about the virus and how it might affect you, your loved ones or your life.

Anger, frustration and confusion

It can be difficult to understand what to do in these situations because of the volume of different information available. This might feel confusing and frustrating, this is normal. Events like these can reduce the things we normally do in our days and that can seem unfair. This might make you feel frustrated or angry.

Sadness

If you've been asked to stay at home or stop your normal activities you might feel disconnected from important people or things in your life. This might make you feel sad or bored.

Denial

When bad things are happening, some people might prefer not to think about them at all. This might be helpful to start with, but our feelings can catch us by surprise later on. It's OK to distract yourself, but also find some time to think about what is happening and how you're going.

If you start to notice that you are experiencing these things, it is important to remember that these are normal reactions to a not normal time. During this time it is important as best as possible to keep engaged with the activities that support your wellbeing. You might need to get creative in how you continue to do them.

When should I get help?

If you ever feel unable to cope because of overwhelming or intense emotions, or if you have any thoughts of harming yourself, then ask for help immediately.

National 24/7 crisis services

- **Lifeline:** 13 11 14 or [lifeline.org.au](https://www.lifeline.org.au)
- **Suicide Call Back Service:** 1300 659 467 or [suicidecallbackservice.org.au](https://www.suicidecallbackservice.org.au)
- **beyondblue:** 1300 224 636 or [beyondblue.org.au](https://www.beyondblue.org.au)

Additional youth support services

- **headspace:** visit [headspace.org.au](https://www.headspace.org.au) for eheadspace or more information
- **Kids Helpline:** 1800 55 1800 or [kidshelpline.com.au](https://www.kidshelpline.com.au)
- **ReachOut:** [reachout.com](https://www.reachout.com)
- **SANE Australia:** 1800 187 263 or [sane.org](https://www.sane.org)

Talk with a trusted adult, such as a parent, teacher, school counsellor or find out if there is a headspace centre near you.

Speak to your local doctor or General Practitioner (GP) and help make a plan for your recovery. Or you can search for a health service and GP on [healthdirect](https://www.healthdirect.gov.au).



headspace