

Advice for Parents about alternative education provisions

This advice is intended to support parents in the provision of alternative education to ensure that your child, will continue to have access to appropriate learning opportunities.

Please be advised, **Queen of Apostles** will communicate with you and provide learning activities for your child to do at home, using our normal communication methods including: email, Parent Portal and BCE Connect



Key Considerations

In many schools and classrooms, teachers already deliver and manage learning activities using digital (online) tools such as email, the school portal and the Microsoft Office 365 suite.

In the case of the provision of alternative education, teachers may move some or all of your child's learning activities into these digital (online) spaces.

Where digital or online options are not available, or, are not considered appropriate to your child's phase of learning, schools may use non-digital, off-line strategies. Such methods may include (but are not limited to):

- providing workbooks for students to bring home in advance; or
- providing electronic copies of resources to students or parents via the appropriate channels of communication; or
- sending material out via the post.

Communication between students and teachers will still be available via Queen of Apostles chosen method of communication.

Parents and teachers may also be able to communicate via TEAMS, e-mail or as directed by the school.

School Responsibilities

Queen of Apostles responsibilities (as required) include:

- providing opportunities for continued learning for all students;
- maintaining weekly communication with parents to check on student's progress;
- providing learning material appropriate to your child's needs (including the age and stage of learning and diverse learning needs);
- establishing clear expectations with regards to task requirements, timelines, commitments and due dates;
- providing a clear understanding of how to access online learning activities (where appropriate);
- establishing clear expectations around communication channels and response times to parent and student inquiries.

Please note – Queen of Apostles prides itself on the provision of exceptional learning opportunities for your child and will maintain the same standards during the delivery of any alternative education.

Parent Responsibilities

Provide support for your children by:

- establishing routines and expectations
- defining a space for your child to work in
- monitoring communications from teachers
- beginning and ending each day with a check-in
- taking an active role in helping your children process their learning
- encouraging physical activity and/or exercise
- checking in with your child regularly to help them manage stress
- monitoring how much time your child is spending online
- monitoring the use of social media

- having a clear understanding of the school's preferred method of communication between parents and teachers or other school staff
- having a clear understanding of how to access pastoral care or school counselling services should the need arise for your child to access such services
- checking if your child knows how to log in to devices and learning platforms (if required)
- checking if your child knows how to access technology support, if needed

Remember, you can seek clarification on any of the above matters through the appropriate measures established by Queen of Apostles for contact with your child's (or children's) teacher(s).

Student Responsibilities

At Queen of Apostles it is expected that students would exercise due care and consideration for their learning during the provision of alternative educational learning.

As is appropriate for each students' age and stage of learning, students are expected to:

- establish and/or follow a daily routine for learning
- identify a safe, comfortable, quiet space in their home where they can work effectively and successfully without unnecessary distraction
- know how to log on to devices and learning platforms where appropriate
- know how to access technology support if needed
- regularly monitor digital platforms and communication (O365, email, school portal etc.) to check for announcements and feedback from teachers
- complete tasks to the best of their ability, with integrity and academic honesty
- meet timelines, commitments, and due dates as much as possible given their circumstances
- communicate proactively with their teachers if they cannot meet deadlines or require additional support or clarification
- collaborate and support their classmates in their learning
- comply with their school's information and communication policy along with the school's behaviour policy
- seek out and communicate with school staff as different needs arise.
- have a clear understanding of how to access pastoral care or guidance counselling services should this be required

Remember, you can seek clarification on any of the above matters through the appropriate measures established by [insert your school name] for contact with your child's (or children's) teacher(s).

Establishing Routines and Expectations

When setting routines for your child's learning, you will need to consider:

- a) The due dates or timelines for each activity, as determined by the teacher
- b) The time required to successfully engage with each activity, task or subject
- c) What is reasonable to expect of your child, given their age and stage of learning
- d) The inclusion of regular breaks for activity, eating and drinking. In the activity breaks, it is important that students get up and move around.

From the first day you will need to establish routines and expectations. You should use the timelines provided by your school to set regular hours for school work, appropriate to your child's age and stage of learning.

It is important that you set these expectations as soon as alternative education provisions are implemented to establish a sense of routine for your child.

Setting up a Learning Environment

Where possible, attempt to create a quiet, comfortable and safe learning space for your child. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for working in for an extended period of time.

The following checklist may assist in setting up a learning environment:

- Desk or table, with a comfortable chair set at an appropriate height
- Space for writing in notebooks as well as space to appropriately set-up an electronic device such as a laptop or tablet
- Access to internet services
- Access to power
- Appropriate lighting and acoustics
- Ease of monitoring your child's learning and internet access and behaviour
- Minimal access to distractors (such as additional screens)

Wellbeing

Being confined to home for an extended period of time can cause stress and conflict. Tips for looking after your children during isolation include:

- Talking to your whole family about what is happening. Understanding the situation will reduce their anxiety.
- Help your children to think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation too. Remind them that the isolation won't last for long.
- Exercise regularly. Exercise is a proven treatment for stress and depression.
- Encourage your children to keep in touch with family members and friends.