



# Darul Ulum College of Victoria

20 July 2021

Assalamu Alaikum

Dear Parents / Guardians,

## **RE: Extension of Remote Learning Period for Foundation -Year 12 Students**

Consistent with the extended lockdown announced earlier today, please be advised that students will continue with remote learning **until Tuesday 27 July, inclusive.**

The school will be closed for the Eid break between Tuesday 20 July – Thursday 22 July and will **resume online learning on Friday 23 July.**

Consequently, with the resumption of remote learning, all Foundation – Year 12 classes will be conducted online by teachers via video live-streaming. The streamed classes will be complemented with the existing Schoolbox tasks and activities that students are to access in the *Weekly Work Schedule*.

## **Onsite Learning for Vulnerable Students**

Parents / caregivers of vulnerable students must contact the school's appointed Case-Officer to seek approval for onsite learning for their child(ren). The Case-Officer's email is: [caseofficer@dulum.vic.edu.au](mailto:caseofficer@dulum.vic.edu.au)

Vulnerable students are:

- Children whose parents are considered essential workers as listed, cannot work from home and where no other supervision arrangements can be made.
- Vulnerable children include:
  - children in out-of-home care
  - children deemed by Child Protection and/or Family Services to be at risk of harm
  - children identified by the school as vulnerable (including via referral from a family violence agency, homelessness or youth justice service or mental health or other health service).

**All students are required to participate in the live-streamed classes as per the period allocation and timings outlined in their timetables that are available on Schoolbox.**

For your reference, below is a breakdown of the period timings for the primary and secondary schools.

<b>Female Primary Campus</b>	
<b>Roll marking</b>	8:20 – 8:30
<b>Period 1</b>	8:30- 9:15
<b>Period 2</b>	9:15 - 10:00
<b>Short Break</b>	10:00 -10:20
<b>Period 3</b>	10:25 – 11:10
<b>Period 4</b>	11:10 - 11:55
<b>Period 5</b>	11:55 – 12:40
<b>Lunch / Prayer</b>	12:40 - 1:30
<b>Period 6</b>	1:30 – 2:15
<b>Period 7</b>	2:15 – 3:00

<b>Male Campus and Secondary Female Campus</b>	
<b>Roll marking</b>	8:20 – 8:35
<b>Period 1</b>	8:35- 9:20
<b>Period 2</b>	9:20 - 10:05
<b>Period 3</b>	10:05 - 10:50
<b>Recess Break</b>	<b>10:50 - 11:10</b>
<b>Period 4</b>	11:15 - 12:00
<b>Period 5</b>	12:00 - 12:45
<b>Period 6</b>	12:45 - 1:30
<b>Lunch / Prayer</b>	1:30 – 2:30
<b>Period 7</b>	2:35 – 3:20

Student participation is compulsory for every session as teachers of every period will be marking students' engagement. In the rare occasion, where a student is unable to participate live, all lessons will be recorded with links eventually being uploaded to the Weekly Work Schedule for the student to access later.

The live-streamed lessons will be conducted via Microsoft Teams applications which all students have been granted access to. As we acknowledge the importance of maintaining the privacy of students' households, **parents are alerted to the fact that lessons will be conducted via two-way video conferencing.**

Students are expected to switch their cameras on for the teacher to gauge students' participation. Where a student's learning setting is deemed inappropriate for viewing by others, the teacher will instruct the student to disable their camera.

Where a parent seeks an exemption for the child's camera to be switched on, the parent is expected to communicate with relevant teacher(s) explaining the reason.

### **Summary of Main Points:**

1. Students must check the Weekly Work Schedule in Schoolbox.
2. All teachers will live-stream their lessons based on the daily timetable.
3. In the rare event where a student misses a live lesson, the link to the recorded lesson will be made available in the Weekly Work Schedule.
4. Parents who do not consent to two-way live-streaming must ensure their child's camera is switched off from the Teams Application. The child will still be able to participate by viewing and listening to the teacher's lesson along with audio.

## Student Responsibilities

- Read the instructions and complete all the activities outlined in the Weekly Work Schedule.
- Join the live-classes on time as per their daily timetable. Teachers will be marking students' participation in every period. Repeated absenteeism will be reported to the level coordinator for follow up.
- A student who falls ill or is unable to participate in the live session must email the relevant teacher in advance.
- With two-way conferencing taking place, all students must participate in the live lessons with appropriate attire. Girls must be in full *Hijab*. **Please be considerate towards the privacy of your household and family.**
- Continue to adhere to school policies during this time, including the Behaviour Management Policy and the Student Declaration for Use of Digital Technologies.
- Display appropriate behaviour during online learning just as it would be in the classroom. This includes behaving respectfully and considering the rights of others, full participation in lessons and appropriate use of language in both spoken and written forms.
- Log in daily to the Teams account between 8:20am – 8:35am to be marked present.
- Continue to take allocated rest breaks throughout the day as per the break times stipulated in the timetable. During rest breaks students should ensure that they maintain hydration and eat healthy meals and snacks.
- Continue to undertake physical activity to maintain their wellbeing, including standing and stretching at regular intervals.

## Courtesy Reminders to Students and Parents / Guardians:

- For the efficient running of live-streamed sessions, parents are requested not to interrupt the sessions. Any inquiries should be emailed directly to the relevant teacher.
- Online lessons and any related materials and/or resources may be viewed and accessed only by a student of that class, or when shared by the teacher or the school. Just as students and others are not permitted to film a lesson, their teacher or other students when onsite, these actions are also strictly prohibited in online classes.
- Home learning spaces should be quiet, well-lit and well ventilated.
- Students should have their breakfast before commencing the day.
- Where possible, it is highly recommended that students access the Internet for their learning in a centrally located space of the house.
- For improved sound quality, headphones / air pods are recommended.
- Students are expected to restrict distractions during the school day. This includes television, video games, mobile phones and social media.
- Students are expected to login to their Teams accounts daily between 8:20am and 8:35am. It must be noted that whilst adequate and timely work completion and submission is a school requirement, this is also a legal obligation.

## Student Wellbeing

Support from the school counselors may still be accessed. Students may email the relevant counselors for support and assistance, if required.

Male section: Sheikh Jihad Mohtadi [jmohtadi@dulum.vic.edu.au](mailto:jmohtadi@dulum.vic.edu.au)

Female section: Sr Aniza Baharin [anbaharin@dulum.vic.edu.au](mailto:anbaharin@dulum.vic.edu.au)

## **Online Schoolbox Tutorials and School Updates on Covid-19**

A dedicated section titled *Remote Learning and Latest Updates on Covid-19* has been created on Schoolbox which is accessible on the parent page and on the students' Schoolbox dashboards. This section consists of remote learning guidelines, tutorials outlining how parents and students can use Schoolbox and Microsoft Teams and school updates on Covid-19.

## **Recording of Student Participation During Remote Learning**

As per regulatory requirements, student attendance will be marked daily to determine if a student is engaged with remote/online learning or otherwise. **As such, all students must ensure that they log in to their Teams accounts daily between 8:20am – 8:35am.**

## **School Contact**

Should your child encounter any issue with logging in, please contact the main reception during working hours on: 9355 6800.

We seek the parents' support in ensuring that their children actively participate in all scheduled streamed classes as we beseech The Almighty to alleviate this predicament from humanity.

Thank you.

Wassalam,  
College Management