

COVID-19 Learning From Home

This webpage will provide our families with information, updates and advice on the College's response to Coronavirus and the arrangements in place for Learning from Home.

Learning from Home Guidelines

All students who can learn from home must learn from home. This is a very clear directive by the Victorian Government based on the advice of the Chief Health Officer. The only exception to this rule will be when parents and carers are unable to provide care or are unable to make other care arrangements for their children because they are deemed essential workers who cannot work from home. If you fall into the category deemed essential please contact the College to discuss arrangements for your child's attendance at school.

Accessing Student Work

All student work will be placed on Compass, a short video has been prepared to guide students how to locate their classwork.

Please click [here](#) to view the instructional video on **Compass**

If your child does not have access to a device at home please contact the College.

As a result of your responses already received we have already (or are in the process) of helping all students from year 9 to 12 by loaning them a laptop which the college already has. Unfortunately, at the moment we do not have enough laptops for our Year 7 and 8 students who have requested one. We are now awaiting laptops/internet that the Department of Education and Training (DET), and the Premier, have announced as part of the additional resources to those who require support. As of yet, unfortunately these have not arrived, and we are unsure as to when they will arrive. We do not have a solution as yet for those with no internet, as we await internet dongles to arrive from the DET that will solve this problem.

At this stage our intention is to support those students in Year 7 & 8 with no device/internet and Year 9 to 12 without internet, by providing paper hard copies through the mail of the work given by teachers.

Purchasing a Device & BYOD

The College currently operates an optional BYOD program for Years 7 & 8 students. The recommended device for our BYOD program is a Microsoft Surface Go 64gb. Students who own a Surface Go will be provided with Windows 10 Enterprise, Microsoft Office 2019 over 30 software titles and links to various technologies used in classes.

If you are currently considering purchasing your child their own device to use during the Learning from Home period the College recommends to purchase the Microsoft Surface Go. When you have purchased a device please contact the College to arrange to have our College's IT staff load the required software onto it.

Further information on the College's BYOD program can be found [here](#).

Accessing School Software & Programs

Compass

The College currently operates Compass software which has an integrated parent portal, this portal enables parents to:

- Access your child's Student Semester Reports
- Access your child's testing results
- Communicate with your teachers
- Book your Parent/Student/Teacher conferences
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news

We encourage you to download the free APP for your phone. Search Compass School Manager in your APP store and choose Kurunjang Secondary College.

Access to Compass is available at the following link



Passwords

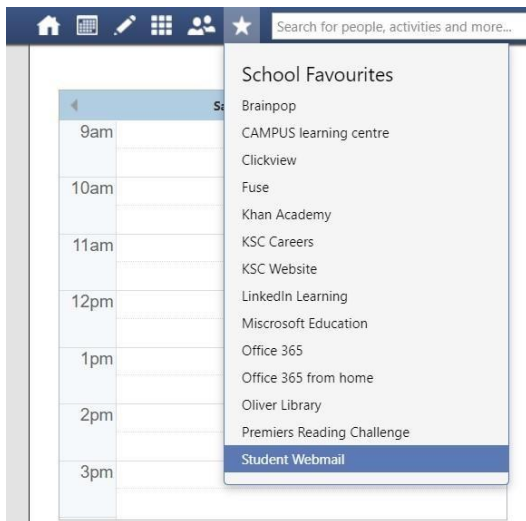
For parents to access Compass you will require a user ID and password. Please contact the College via phone 03 9743 9211 or email kurunjang.sc@edumail.vic.gov.au if you require your login details.

Students will require their own login for Compass to access the student portal. This is accessed with their student code and student code password which they currently use at school. If students require a user ID and password please contact the College via phone 03 9743 9211 or email kurunjang.sc@edumail.vic.gov.au.

School Email Account (Edupass)

[Click here for a link to access a video on how to access your email](#)

Students' email can be accessed through Compass by selecting the favourites button (star) and then Student Webmail.



Type only the letters before the @ symbol of your school email account, followed by your password.

This will take you straight to the outlook email account

Contacting College Staff

During the Learning from Home period, our staff will also be working remotely from their own homes. Teaching staff will continue to monitor access to work, and respond to parent or student questions relating to their class work using the email function of Compass. This will be conducted during regular school hours. Please be mindful that staff will be in a similar position as yourselves and have family commitments as well. We will have to adjust the way we work and communicate with each other.

To contact your child's teachers this can be done directly through Compass

Parents Emailing Through Compass

Parents have a link on their Compass homepage that allows them to quickly email all the teachers for each of their students.


Home | Calendar | Edit | Grid | People | Star | Mr Sirius BLACK [Settings]

Welcome to the Hogwarts P-12 Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews



1 overdue learning task

Compass

My News

Insights Cycle Open ✕

Your input/feedback is requested regarding Harry for "Cycle 3".
[Click here to proceed](#)

Course Confirmation/School Payments

Course confirmation and/or school payments available for completion.
[Click here to proceed](#)

Event Consent/Payment Required

There are 1 event(s) awaiting your consent and/or payment.
[Click here for more information](#)

Cauldron Sale

Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details.

4 days ago by Minerva McGONAGALL

Homework Club

Every Wednesday 3:30pm to 4:15pm in the Library. A Maths Teacher and an English

Clicking this link will open the 'Send Email' screen. As you can see in the image below parents do not have the option to mask their email address when sending emails. In the Recipients list each teacher's name is displayed, as well as which class they teach the student. Please keep in mind that only the lead teacher for each class will show up in this list. Parents can however use the 'Add Recipient' button at the top to select any other staff members that may be relevant for their communication.

Send Email ✕

Email subject:

Insert context: "Re: Harry POTTER (SMI0036), 12A at Hogwarts P-12"

Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.

Add Recipients ✕

Add Individual:

- Bathsheda BABBLING - WVIS1
- Bathilda BAGSHOT - PAC, 0
- Thurston Bassett - MRYA1
- Cuthbert BINNS - MAN, 0
- Nigel BLACK - ALD, 0
- Neil Carmona-Vickery - NCARS
- Alecto Carrow - CARA, 0
- Alecto CARROW - THM, 0
- Amycus CARSON - CKE, 0
- Reginald (Reg) CATTERMOLE - HLL, 0
- Lachlan (Lachie) Challis - LCHA10
- Sonja COMPASS - SCOM1
- Teddy Cookes - ALL, 0
- Alex Dadleh - PRIO, 0
- Alex DADLEH - ASO, 0
- Daniel DAMFN - ASA, 0

Recipients

+ Add Recipients ✕ Remove All

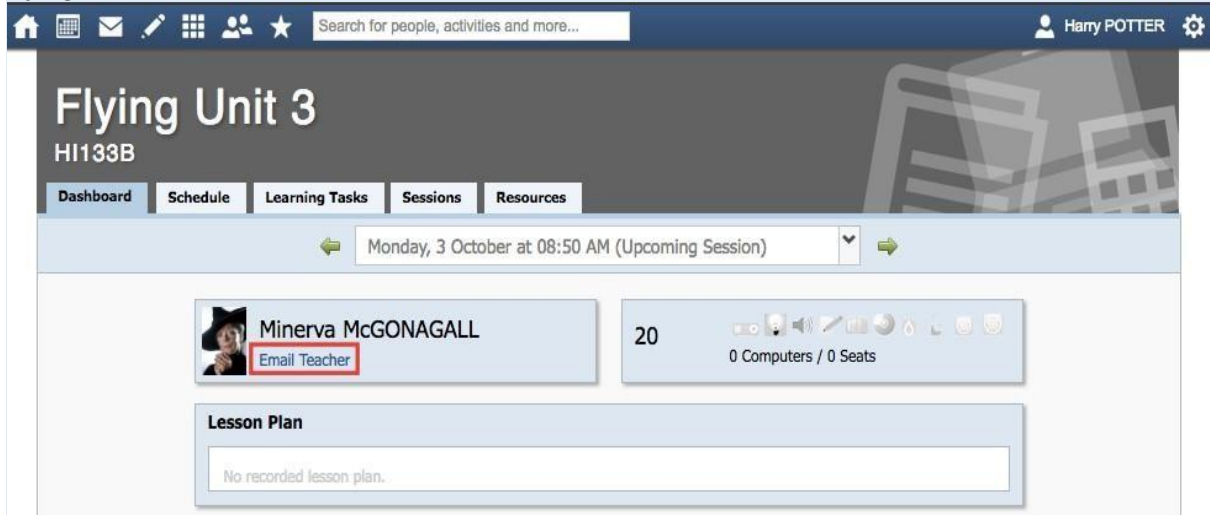
Gary DEMPSTER - BEL, 0 Teacher of EN013C, TEST	✕
Leigh GINNIVAN - COL, 0 Teacher of STYAA	✕
Severus SNAPE - DUN, 0 Teacher of PH033A, PY033A	✕
Teacher of HI133B, HH1A	✕
Albus DUMBLEDORE - MCD, 0 Teacher of MA113A	✕
Erin OLIVER - SCT, 0 Teacher of 07CMWD	✕

Please note: all users in this list will receive this email
! denotes users with an invalid email address

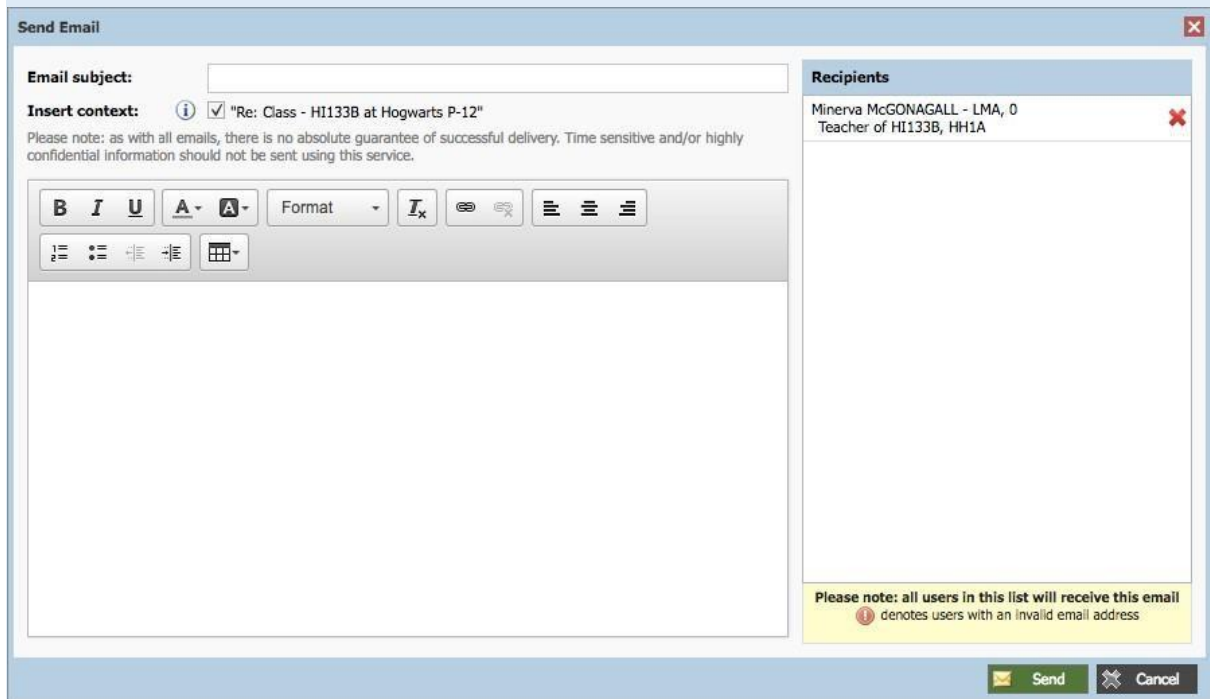
Send ✕ Cancel

Students Emailing Through Compass

Students do not have a button to email all their teachers the way parents do. Students can email their teachers by going to the class page and clicking the 'Email Teacher' link under the teacher's name.



The screenshot shows the Compass interface for a class page titled "Flying Unit 3" (HI133B). The user is logged in as Harry POTTER. The page has tabs for Dashboard, Schedule, Learning Tasks, Sessions, and Resources. A session is scheduled for Monday, 3 October at 08:50 AM (Upcoming Session). The teacher profile for Minerva McGONAGALL is shown, with the "Email Teacher" link highlighted in a red box. The class has 20 students and 0 Computers / 0 Seats. A Lesson Plan section is visible, showing "No recorded lesson plan."



The screenshot shows the "Send Email" dialog box. The "Email subject:" field is empty. The "Insert context:" section is checked, showing "Re: Class - HI133B at Hogwarts P-12". A note states: "Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service." The email editor includes a rich text toolbar with options for Bold (B), Italic (I), Underline (U), text color (A), background color (A), Format, Text color (T), Link, Unlink, Bulleted list, Numbered list, Indent, and Outdent. The "Recipients" list contains one entry: "Minerva McGONAGALL - LMA, 0 Teacher of HI133B, HH1A" with a red 'X' icon next to it. A yellow warning box at the bottom right says: "Please note: all users in this list will receive this email. ⚠ denotes users with an invalid email address". The "Send" and "Cancel" buttons are at the bottom right.

Other Software and Programs

Important Information- Before student scan access Office 365 they need to have an edupass account.

EduPass

EduPass is a unique identity provided to each student giving access to the departments applications and platforms such as Office 365, Style, ClickView etc.

To use these programs the students must enter their unique ID in the format of XXXXX@schools.vic.edu.au and then the password. XXXXX being the username that has been provided by the school.

Microsoft Office 365

Office 365 is an integrated experience of apps and services, designed to help students pursue their education. Programs like Word, Excel, PowerPoint, Teams and more, are updated monthly with the latest features and security updates.

It will allow students to collaborate in Microsoft Teams, the new hub for teamwork where you can chat, organize meetings, and share files.

Students will also be able to save files to OneDrive with one terabyte of online storage, allowing access across devices and on the go.

Access to Office 365 is available at the following link.



Microsoft Teams- [How to be added to a classroom using Microsoft Teams](#)



Structure of a School Day when Learning From Home

- Arrange an appropriate workspace, with a comfortable chair, and plenty of light.
- Ensure your textbooks, and other materials are ready and at hand.
- Your workspace should be in a common area where appropriate adult supervision is available.
- Make sure your computer or tablet is charged.
- Make sure you have any hard copies of tasks if you do not have access to the internet or computer.
- Do not use a bedroom as a workspace if possible.
- Ensure that you dress appropriately for the day. Neat, casual clothing should be worn to establish a 'normal' school routine.
- Keep to your scheduled timetable as best as possible.
- Check Compass, and appropriate email address daily for classwork.
- Set daily goals and create a timetable for time spent on tasks.
- Communicate with your teachers. Let them know what supports you need, and ask questions to clarify your understanding. Seek feedback.

Stick to the No Mobile Phone Policy during these times so you are not easily distracted.

Upload or submit work as requested by your teachers. Ask for help from your family members or teachers if you are unsure how to do this. If you're working from hard copies, try to drop off your work at the General Office by the due dates.

Letters from the Principal

All letters sent from the Principal regarding learning from home throughout the Coronavirus period can be accessed here:

Provision of Device/Internet- Update of requests/17th April

Learning from Home advice to students and parents /14th April

Second Letter to School Community- Further information for Transitioning to Flexible and Remote Learning/ 12 April 2020

Term 2 Arrangements-Transitioning to Flexible and Remote Learning/ 9th April 2020

Compass Letter in the event of Closure/ 23rd March

Further Information & Support for families

For enquiries, device issues etc.... please email the College kurunjang.sc@edumail.vic.gov.au The College phone lines are still operational and can be reached on 03 9743 9211 during business hours.

The Department of Education and Training's Learning from Home website also provides information and resources for parents and carers:

<https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx>

Further information regarding coronavirus (COVID-19) and schools can be found on the Department's website, which will continue to be updated as the situation evolves:

<https://www.education.vic.gov.au/about/department/Pages/coronavirus.aspx>

Please note that there are several external support services that students and families can access at any time. Your wellbeing is important and timely support may be beneficial.

The list of possible support agencies are:

- Lifeline: <https://www.lifeline.org.au/>
Phone: 13 11 14
- Headspace Melton: <https://headspace.org.au/>
Phone (03) 8065 5600
- Djerriwarrh Health Services: <https://www.djhs.org.au/home>
Phone (03) 9746 1100

- ORYGEN Youth Health: <https://oyh.org.au/>
Phone 1800 888 320
- CAMHS: <https://www.rch.org.au › mental-health>
Phone (03) 9345 4877
- Kids Helpline: <https://kidshelpline.com.au/>
Phone 1800551800
- Beyond Blue: <https://www.beyondblue.org.au/>
Phone 1300 22 4636