



# MINARET COLLEGE

Islamic College of Melbourne South and East

14 August 2021

Assalamu Alaikum wa Rahmatullahi wa Barakatuh Minaret Families,

I hope this letter finds you in the best state of health and iman.

Alhamdulillah, last week we introduced live online Zoom classes for our Year 3 and 4 students. Feedback has been extremely favourable and students are excited to be connecting with their teachers and students in their live classes each day. I'm excited to share, **we're now ready to start introducing Zoom classes to Junior Primary students.** The transition will take place as follows:

- **Monday 16 August – Form Class Only**
  - Students will attend their morning form class on Zoom with their teacher and classmates
  - The Zoom link will be provided to students via Seesaw
  - Form class will run from 9:00am until 9.30am
  - Teachers will introduce students to Zoom and explain how Zoom classes will be conducted moving forward
  - Independent learning activities will continue via Seesaw as per the existing timetable for the remainder of the day
- **Tuesday 17 and Wednesday 18 – Form Class plus one Zoom lesson**
  - Students will start their day on Zoom from 9:00am
  - Students will continue their Zoom class until 9:45am
  - The Zoom link will be provided to students via Seesaw
  - Students will continue with independent learning activities via Seesaw for the remainder of the day
- **Thursday 19 and Friday 20 (if lockdown is extended)**
  - Students will continue to attend Zoom classes from 9:00am until 9:45am
  - Students will then continue with independent learning activities via Seesaw for the remainder of the day
  - An 'End of Day' Zoom class will be conducted to check-in on student progress on the day's learning. The 'End of Day' class will run from 2:40pm until 3:00pm
  - Zoom links to all classes will be provided to students via Seesaw

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#### OFFICER CAMPUS

67 Tivendale Road Officer VIC 3809  
T 03 5943 2058

#### SPRINGVALE CAMPUS (HEAD OFFICE)

36-38 Lewis Street Springvale VIC 3171  
T 03 9574 0567

#### DOVETON CAMPUS

146 Kidds Road Doveton VIC 3177  
T 03 9238 4200

- **From Monday 23 August (if lockdowns continue)**
  - Students will attend their form class and two Zoom classes each day
  - The times and links for Zoom lessons will be provided via Seesaw
  - Additional independent learning activities will be provided for students to complete
  - The 'End of Day' class will continue each day from 2:40pm until 3:00pm

### **ACCESS TO DEVICES**

All primary students are expected to have access to a device. Families may choose to use personal iPads or laptops however our IT team will only be able to provide support for College issued devices. If you do not currently have a College issued device but would like to, please contact our Admin team who will provide you with the necessary information and assist you with the sign up process.

### **TRANSITION SUPPORT**

Included with this letter are instructions for students to login to Zoom. For the online safety of all students, students will only be able to login to Zoom class using the Minaret College username and password. If a student requires their login details again, they can request them from their form teacher via Seesaw. Any other IT support enquiry will be handled by our IT team. To contact the IT team, please call the Admin number of your child's respective campus and an IT ticket will be lodged on your behalf. A member of the IT team will contact you to resolve your request as soon as possible. As we will be supporting a large number of students transition from Monday, we ask for your patience as we work through any initial login issues. Our gradual approach to introduce classes ensures sufficient time for issues to be resolved before full online learning commences.

### **ONLINE SAFETY**

Collaboration between the College and parents is required to create a safe online environment. College issued iPads are fitted with additional security features and teachers regularly emphasise the importance of online safety and that any form of bullying (including online bullying) is not tolerated at Minaret College. Inappropriate online behaviour will be investigated and consequences will be applied as part of our student behaviour and wellbeing framework.

Parents are also encouraged to take appropriate steps to encourage student online safety. This includes conversations with students about appropriate online behaviour, reporting if they are feeling unsafe online and appropriate supervision by parents. Regardless of using College issued or personal laptops, we recommend parents visit the esafety website (<https://www.esafety.gov.au/>) for further information and advice.

We will continue to review our online learning model to ensure it incorporates the experiences and feedback of students, staff and our families. If you have any further feedback, I encourage you to share it with your Head of School, Head of Campus or via email to [admin@minaret.vic.edu.au](mailto:admin@minaret.vic.edu.au).

May Allah (SWT) continue to protect our families and provide us sabr during our trials. Ameen.

Stay safe,

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

**Mohammed Taksim**  
Executive Principal