



Primary School  
Online Learning Guide  
For Families and Students  
Term 3, 2020

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## Introduction

Consistent with recent Victorian Government advice, due to the current spike in COVID-19 cases in the community, from Monday 20 July until at least Wednesday 19 August, most Minaret College students will be learning online.

Alhamdulillah we were successful in our first implementation of online learning in Term Two and have been able to benefit from our experience to improve our approach for Term Three. One thing we know is critical – ongoing support and partnership with our families.

This guide has been revised for Term Three and includes all the information you need to support your child during the coming weeks. As a community we will continue to work together to ensure the safety, wellbeing and academic support of our children InshaAllah.

At the end of the guide, you will find contact details for members of the Academic Leadership Team. Please get in touch for any further support and clarification. Together, we've got this!

Finally, we ask Allah (SWT) to guide and protect our families and community. May we benefit from this time and gain renewed perspective of our continued blessings. Ameen.

# Minaret College Online Learning for Primary Students

## Communication and Learning Resources

Communication and distribution of online learning materials will be via our existing platform, Seesaw. The fortnightly learning plan will be uploaded by Sunday evening every two weeks. The plan will include a range of tasks to support your child's learning including online tasks (e.g. Mathletics, Studyladder), worksheets and activities.

For families not already subscribed to the Seesaw platform, please get in contact with us using the contact details towards the end of this guide.

## Printed Learning Packs

For families who will be learning at home and do not have access to technology, printed learning packs will also be available on a fortnightly basis. The packs will contain the same learning materials as used by students studying online (as much as possible), but in physical form. As was the case last term, if parents would like to arrange a printed learning pack, they should message the class teacher on Seesaw to register in advance. After the first week, packs will be available every second Monday from Monday 3 August. Please register in advance with the teacher to ensure your pack is available to collect from the Admin office.

## Teacher Availability for Communication with Parents

Teachers will be available to respond to Seesaw messages between 8.45am – 12.30pm. Responses will be provided within 48 hours of receiving the request. Teachers are not expected to reply to students or families outside of hours of 8.45am to 3pm.

If no response is received within 48 hours or your enquiry requires more urgent attention, please use the contact list at the end of this guide to escalate your question or feedback to a Curriculum and Wellbeing Coach or Head of School.

## Student Liaison Calls

For Term Three, we will be introducing Student Liaison Calls. Our experience from Term Two shows that students adapted to Online Learning differently however most students miss the direct interaction with their teacher. To cater for the needs of every student and their family, teachers will be calling students every day so they can review the students' progress and provide one on one support. Teachers will spend approximately 10 minutes per call to directly clarify any concepts for the student, celebrate achievement of learning goals and perhaps even more importantly, tailor learning resources as required.

Calls will be made between 12.30pm and 3pm and will be made by both the class teacher and specialist teachers (e.g. Quran, Islamic Studies and Arabic). We understand that families have a range of responsibilities at home so if you would prefer teachers call a different number than the one we have listed, please let them know and we're happy to be flexible based on the needs of our families.

## Attendance

It is expected that schools continue to mark attendance during this time. For primary students, form teachers will send the following message to all parents by 8.45am via Seesaw.

“Are you ready to learn from home today? Families registered for on-site learning need not reply.”

Parents of students learning offsite are requested to make sure they reply to the form teacher with a “Present” or “Absent” by 11.00 am.

If responses are not received by 11.00 am daily, the College may follow up with families to understand how we can support the students’ continued learning.

## Routine and Timetables

A significant component of learning is establishing a predictable, consistent routine. To assist families establish a routine that is familiar to our students, the ten-day timetable with learning plans will be provided. There have been some changes made in the timetable to accommodate parents’ requests to make the expectations more achievable for students and their families. Each ‘block’ will include the activities that should take place within that time.

We understand many parents are potentially juggling many responsibilities at home, so we encourage you to establish a routine that works for you and your family. The timetables below are to be referred to as a guide only.

### Junior Primary School Ten-Day Timetable (Foundation to Grade 2)

Minaret College Junior Primary Term 3 2020 Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 – 9:15 am	<b>QURAN RECITATION/DUAS</b> <b>Attendance/Hygiene Education/Wellbeing/Inspirational messages</b>									
Block 1: 9:15 – 10:15 am	Literacy	Numeracy	Literacy	Numeracy	Literacy	Numeracy	Literacy	Numeracy	Literacy	Numeracy
10:15am – 11am	<b>Recess /Fruit Break / Stretching time/Attendance follow up/Corrections</b>									
Block 2 11am – 12pm	Quran	Health / P.E.	Islamic Studies	Digital Technology	Art	Quran	Health / P.E.	Quran	Digital Technology	Art
12pm – 12:30pm	<b>Lunch</b>									
Block 3 12:30pm – 1:30pm	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison
1:30pm – 2pm	<b>Wudu and Prayers</b>									
Block 4 2pm – 3pm	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison

In Blocks 3 & 4 - Students will complete unfinished tasks or attempt to do “Extension” activities, as applicable.

## Senior Primary School Ten-Day Timetable (Grade 3 to Grade 6)

Minaret College- Senior Primary Term 3 2020 Online Learning Timetable

	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
7:30 – 8:30	Hifz Program via Zoom for enrolled students in yr 3-7									
8:45 – 9:15	QURAN RECITATION/DUAS Attendance/Hygiene Education/Wellbeing/Inspirational messages									
BLOCK 1 9:15 – 10:15	ENG	MATHS	ENG	MATHS	ENG	MATHS	ENG	MATHS	ENG	MATHS
10:15 – 11:00	RECESS									
BLOCK 2 11:00 – 12:00	QURAN ARABIC	ART	QURAN ISLAMIC STUDIES	DIGITAL TECHNOLOGIES	HEALTH/SEL/P.E	QURAN ARABIC	HEALTH/P.E/SEL	QURAN ISLAMIC STUDIES	ART	DIGITAL TECHNOLOGIES
12:00 – 12:30	LUNCH									
BLOCK 3 12:30 – 1:30	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison
1:30 – 2:00	WUDU & PRAYERS									
BLOCK 4 2:00 – 3:00	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison	PHONE CALLS: Student Liaison

In Blocks 3 & 4 - Students will complete unfinished tasks or attempt to do “Extension” activities, as applicable.

### Feedback on Completed Work

Teachers will continue to provide feedback on completed work. Returning the completed work also allows us to understand how the student is progressing and what future learning support each student may require at home or when they return to learning at school.

**We request that all completed activities/tasks be returned to the teacher for feedback.**

When completed work is returned via Seesaw, feedback will be provided within 48 hours of the work being returned.

For families using printed learning packs, parents should return the completed work when coming to collect the next learning pack. Feedback will be provided and returned to the parent on their subsequent visit or via Seesaw.

If a student or family is finding it difficult to complete a set task, please contact the teacher. For further support, please refer to the contact list provided at the end of this guide.

## Managing Screen Time and Online Safety

It is important that students keep a balanced approach to online learning. Time spent using digital devices should be broken up with physical exercise and offline learning tasks. The mix of activities provided by teachers in the learning plan should assist families find that right balance.

It is also important that families also consider eSafety and the responsible use of information and technology. This includes:

- The appropriate use of digital platforms, privacy and information protection
- Respectful online communication

As students will be using the internet and online services more than ever before, we advise both students and families to be extra vigilant about cyber bullying. Families are also reminded that by law, children under the age of 13 years cannot have social networking accounts such as Facebook, Kik, Instagram, Musical.ly, Snapchat, WhatsApp and so on.

We encourage families to refer to the eSafety website (<http://www.esafety.gov.au>) which contains information regarding internet safety.

## Student Wellbeing and Care

Times of change can be challenging, and it is important that students remain focussed on what is within their control. Despite our physical distance, the College continues to remain available to support students and their families during what may be a disruptive and difficult time. Please contact the form teacher or contacts at the end of this guide for support or advice.

The below are some additional tips to keep students physically, mentally and spiritually healthy during this time:

- Keep consistent with prayers - in the remembrance of Allah (swt), the hearts find rest
- Create a positive atmosphere. Smile – it's a Sunnah!
- Do a random act of kindness:
  - Help your younger sibling with something
  - Help around the house
  - Make du'a for someone
- Keep active and consistent with physical activity
- Keep connected with friends and family
- Don't remain in front of your screen between classes
- Eat fruits and vegetables and drink plenty of water
- Read or listen to Quran
- Memorise a few verses of the Quran each day – even 1 verse a day will be 30 verses by the end of the month!
- Maintain good hand hygiene and wash your hands with soap regularly

## Additional Suggestions for Parents/Guardians

The below are some additional suggestions on how parents can best support their child adjust to learning at home.

### Establish Routines and Reinforce Expectations

Parents can:

- Create a sense of routine. If bedtimes have 'lapsed' through the break, get back into similar patterns you would establish during a normal school term
- Provide your child a quiet and comfortable study area where distractions are minimal and learning resources are readily available
- Let other members of the family be aware of the routine and timetable you're working to so they can assist
- Create a healthy balance between formal learning (e.g. Reading and writing) and initiated learning (e.g. outdoor learning)
- Be committed yet flexible. Things may not go to plan, and that's ok!
- Provide your children with healthy snacks and lunch during timetabled break times

### Support Your Child's Learning

Parents can:

- Remind your child to attend to all tasks and celebrate their progress
- Encourage students to complete the tasks for the day – create a checklist and give positive reinforcement when all the tasks are completed

### Support Your Child's Wellbeing

Parents can:

- Communicate any issues or provide feedback to their form teacher – we're here to help!
- Encourage your child to keep connected with family and friends under your supervision
- Avoid over exposure to negative news or discussions
- Monitor how much time your child spends online and refer to the eSafety website for valuable resources and information to protect your child while online (<http://www.esafety.gov.au>)

### Arrange Family Time

Remember to share quality time as a family. As some examples:

- Enjoy a meal together and talk about the day
- Offer Salah together
- Read the Holy Quran together, reflect on Allah (swt) and His creation
- Talk about the Sunnah of the Prophet SAW together
- Talk about your children's interests
- Talk about any fears they may have and give them reassurance
- Face-time family members (especially grandparents!)

## Staff contacts

Below are the contact details for our Curriculum and Wellbeing Coaches and Heads of School. We welcome you to contact us to provide feedback, ask questions or share your online learning successes with us!

### Curriculum and Wellbeing Coaches

Our Curriculum and Wellbeing Coaches lead the team of form teachers for their respective year level. Each coach has a responsibility for the academic progress and wellbeing of each child within the year level at their campus. While we ask that you first contact your form teacher for most questions, if you are looking for some additional support or advice, the Curriculum and Wellbeing Coach is available to be contacted using the email addresses below.

#### Springvale Campus:

Foundation: Priya Mohan	<a href="mailto:pmohan@minaret.vic.edu.au">pmohan@minaret.vic.edu.au</a>
Year 1: Smita Thalakkat	<a href="mailto:sthalakkat@minaret.vic.edu.au">sthalakkat@minaret.vic.edu.au</a>
Year 2: Sandra Daniel	<a href="mailto:sdaniel@minaret.vic.edu.au">sdaniel@minaret.vic.edu.au</a>
Year 3: Nuriye Tufa	<a href="mailto:ntufa@minaret.vic.edu.au">ntufa@minaret.vic.edu.au</a>
Year 4: Shafia Ajmal	<a href="mailto:sajmal@minaret.vic.edu.au">sajmal@minaret.vic.edu.au</a>
Year 5: Shireen Naidoo	<a href="mailto:snaidoo@minaret.vic.edu.au">snaidoo@minaret.vic.edu.au</a>
Year 6: Patrina Narcis	<a href="mailto:patrina@minaret.vic.edu.au">patrina@minaret.vic.edu.au</a>

#### Officer Campus

Foundation: Shamshad Ali	<a href="mailto:sali2@minaret.vic.edu.au">sali2@minaret.vic.edu.au</a>
Year 1: Holly Webber	<a href="mailto:hwebber@minaret.vic.edu.au">hwebber@minaret.vic.edu.au</a>
Year 2: Khatol Obaid	<a href="mailto:kanwari@minaret.vic.edu.au">kanwari@minaret.vic.edu.au</a>
Year 3: Yumna Thaufeeg	<a href="mailto:ythaufeeg@minaret.vic.edu.au">ythaufeeg@minaret.vic.edu.au</a>
Year 4: Zabeen Khan	<a href="mailto:zkhan@minaret.vic.edu.au">zkhan@minaret.vic.edu.au</a>
Year 5: Zahra Amirdeen	<a href="mailto:zamirdeen@minaret.vic.edu.au">zamirdeen@minaret.vic.edu.au</a>
Year 6: Mazrooh Ali	<a href="mailto:mali2@minaret.vic.edu.au">mali2@minaret.vic.edu.au</a>

### Heads of Schools

Our Heads of School are responsible for the overall academic progress and wellbeing of students within their school. If you have any feedback, questions or requests regarding online learning, or have a more sensitive matter that you would like to raise, please contact the relevant Head of School below:

#### Springvale Campus

Head of Junior Primary (Foundation to Year 2) - Masouda Keshtiar ([mkeshtiar@minaret.vic.edu.au](mailto:mkeshtiar@minaret.vic.edu.au))  
Head of Senior Primary (Year 3 to Year 6) – Ayesha Farooq ([afarooq@minaret.vic.edu.au](mailto:afarooq@minaret.vic.edu.au))

#### Officer Campus

Head of Junior Primary (Foundation to Year 2) - Amna Khan ([amna@minaret.vic.edu.au](mailto:amna@minaret.vic.edu.au))  
Head of Senior Primary (Year 3 to Year 6) – Imrana Roomi ([iroomi@minaret.vic.edu.au](mailto:iroomi@minaret.vic.edu.au))