



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

Contents

Introduction	3
Overview of Secondary School Online Learning	4
VCE Students	4
Additional Support for VCE Students	4
Key Dates for VCE.....	5
Bell times and Timetable.....	5
When learning onsite	6
When learning from home.....	6
Technology and Learning Platforms.....	6
Attendance.....	6
Teacher Availability	7
Online Assessments	7
Installing and Signing-In to Zoom.....	7
For Chromebook students.....	7
For non-Chromebook students	9
Student Expectations	10
During Class - Zoom Procedures and Protocols	10
Student Wellbeing.....	11
Guidelines for Parents/Guardians.....	12
Establish Routines and Reinforce Expectations	12
Support Your Child’s Learning.....	12
Support Your Child’s Wellbeing.....	12
Arrange Family Time:	13
Staff contacts.....	14
Wellbeing Coaches	14
Heads of Schools	14

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 – the 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 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) guide and protect our families and community. May we benefit from this time and gain renewed perspective of our continued blessings. Ameen.

Overview of Secondary School Online Learning

The approach for Term Three will be different for different year levels.

- Year 11 and 12 students returned to face-to-face learning onsite from Tuesday 14 July.
- Year 7 to 9 students will be returning to online learning 5 days per week – similar to Term Two. Online learning will commence from Monday 20 July.
- Year 10 students will spend three days per week onsite doing face-to-face classes from Monday 20 July. Their VCE classes will be scheduled on the three days they are onsite. For the other two days, they will be learning from home as they were last term.
 - Officer campus will attend onsite on Tuesday, Wednesday and Thursday
 - Springvale campus will attend onsite on Monday, Tuesday and Wednesday

If students are unable to be supervised at home or require additional support with their learning, they may register to attend for supervised learning onsite. Students will attend online zoom lessons with their peers however they will be supervised by a member of staff (not typically their class teacher).

VCE Students

Additional Support for VCE Students

We recognise that VCE is an especially important time for our year 12 students and COVID-19 has added additional disruption for our students. Alhamdulillah our VCE students will continue to be prioritised for face to face learning onsite and our VCE teachers will be available for classes as well as individual consultation. We have increased VCE teacher availability so that students have more options to meet with their teacher for guidance. TSFX also continues to provide online resources and support; details have been provided to students directly. Additionally, high-achieving alumni are available for tutoring for some extra advice and encouragement from a peer.

In addition to academic support, wellbeing programs and counselling support is available to ensure students have the tools and resources to manage any unease that may be felt through this period. If a student or family would like additional support during this time, they should contact their wellbeing coach (details provided at the end of this guide).

Key Dates for VCE

The below table shows important upcoming dates VCE.

Name of the event	Officer Campus	Springvale Campus
VCE online Careers expo	Tuesday 28 July 2020	Wednesday 29 July 2020
VCE combined VCE Information evening	Week 5, Term 3, Thursday 13 August 2020 @ 5:30pm-7:00pm	
VCE Combined Subject Selection	Week 7-Term 3, (Tuesday,25 Aug) - Year 9 Week 8 -Term 3, (Tuesday, 1 Sep) -Year 11 Week 9 - Term 3, (Thursday, 10 Sep) Year 10	
GAT assessments	Week 9 -Term 3, Wednesday 9 Sep 2020	

Bell times and Timetable

The bell times when studying either at home or onsite is the same and shown in the table below.

Activity	Times
Form Class	8.45 to 9.15
Period 1	9.15 to 10.15
Break 1 (recess)	10.15 to 10.45
Period 2	10.45 to 11.45
Break 2 (lunch)	11.45 to 12.30
Period 3	12.30 to 1.30
Prayer	1.30 to 2.00
Period 4	2.00 to 3.00
Students Dismissed	3pm

Students will be able to view their personal timetable via Edmodo.

When learning onsite

The following will apply for any student studying onsite

- Students are expected to be at school from 8.30am and will be dismissed at 3pm.
- Students should not come to school if they have any symptoms of cold or flu.
- If a student develops symptoms of cold or flu while at school, contact will be made to request that the student be picked up and only return to school if well
- Students should follow public health advice closely, including isolating if a direct contact of someone who has tested positive to Coronavirus
- At the beginning of each day, students will have their temperature checked and a temperature above 37.5c will result in call home for the student to be picked up
- As per the recent government advice, children over the age of 12 will be required to wear a mask while outside the home – this includes wearing a mask while at school
- Prayers will be conducted individual – no congregational prayers will be held
- Students will be encouraged to maintain 1.5m distance while at school as much as practical
- Students should continue to bring a drink bottle from home as water fountains are no longer available at school
- The canteen will be available; students should order via the flexischools app
- School buses will continue to run for bus students
- Students should wash their hands regularly or use sanitiser which is readily available throughout the campus
- Additional information will be made available to students regarding health and hygiene practices while at school. These will be communicated in accordance with current public health advice available at the Department of Health and Human Service website (<https://www.dhhs.vic.gov.au/coronavirus>).

When learning from home

Technology and Learning Platforms

Students will attend online classes via Zoom – an online video conferencing platform. Configuration has been applied to create a safe and appropriate learning environment for teachers and students.

Learning materials will continue to be provided via Edmodo.

Attendance

As with learning on campus, students are expected to attend classes throughout the day. Students are expected to be on time and attendance will be recorded during homeroom and for each period.

If a student is unable to attend a class, the parent should email the Wellbeing coach (using contact details at end of this guide) to notify the College of their absence that day.

Contact will be made with families if a student is not attending class as expected.

Teacher Availability

Teachers will be contactable via email between 8.30am and 3pm Monday to Friday however may be teaching throughout the day. Teachers are not expected to reply to students/families outside working hours so please allow for 48 hours for a teacher to respond.

If 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 coach or Head of School.

Online Assessments

Student assessments will continue during this period.

- Students are expected to complete work set by the teacher within the time allocated
- There will be a minimum of three assessment tasks per subject
- Assessments may include:
 - Quizzes
 - Short Tests
 - Projects/assignments/presentations
 - Kahoot or online tasks
- If an assessment is missed, the teacher will follow up with the student and may give a different task to do.

Feedback will be provided on student work within 48 hours of the work being submitted.

If a student is finding it difficult to complete a set assessment task or homework, they should let their teacher know as soon as possible. A parent may also email the Wellbeing Coach to communicate with the College regarding student assessment.

Installing and Signing-In to Zoom

For Chromebook students

For installation:

- The Zoom app will be installed on your Chromebook automatically
- Ensure your Chromebook is connected to the Wi-Fi for the app to be downloaded

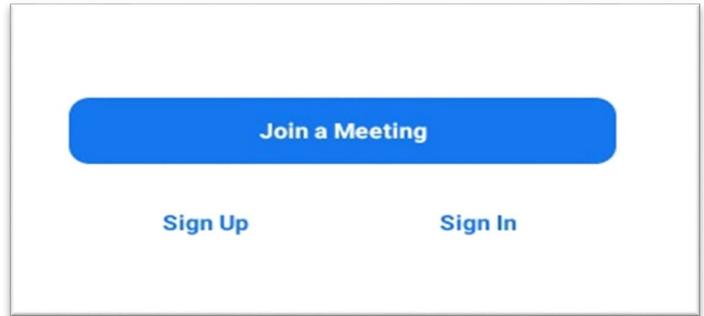
To sign in:

- Follow the process below to sign in by **selecting the SSO option** (as per instructions below)
- If you sign in to Zoom using an account other than your student email address, you will not be able to join the class

Instructions:

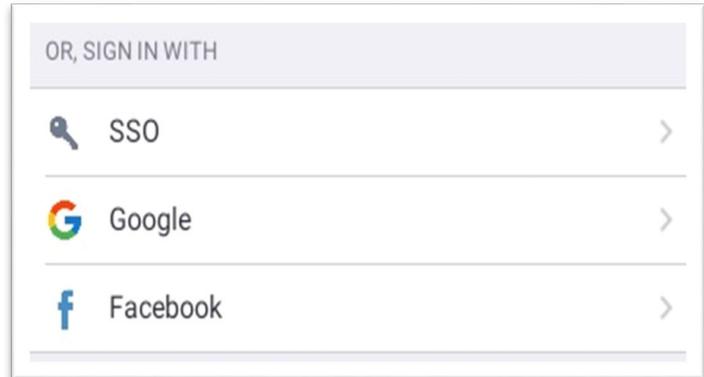
Step One.

Open the Zoom app and click 'sign in'



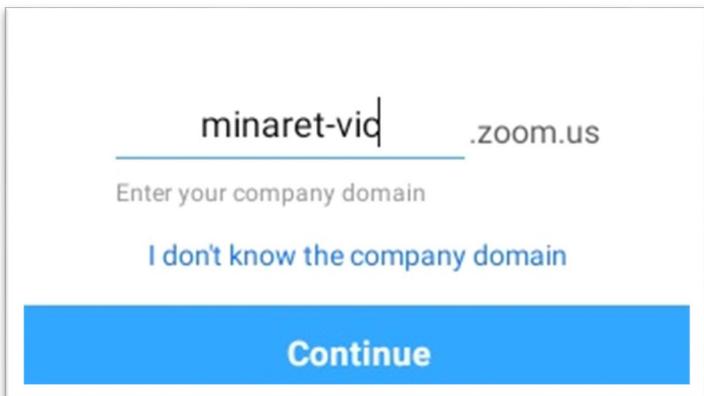
Step Two.

Click the option 'SSO'.



Step Three.

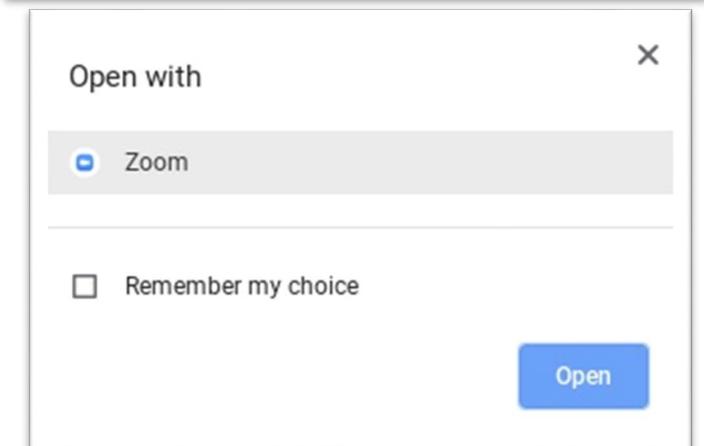
Enter minaret-vic as the company domain.



Step Four.

The Chrome browser will open.

Select 'Remember my choice' and click 'Open'



Step Five.

Go to Edmodo and find the Zoom link posted by your subject teacher.

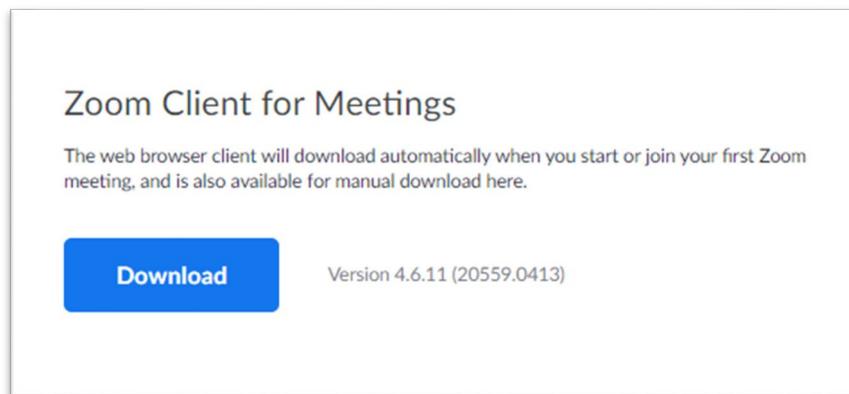
Click the link to Open the Zoom app and join the session.



For non-Chromebook students

The following instructions apply for Windows and Mac devices. If you do not already have the Zoom app installed on your computer, you will be prompted to install the app automatically when you try and join a Zoom class for the first time. However, you can manually install the app in advance by following these steps.

1. Open the web browser and go to <https://zoom.us/download>
2. Under **Zoom Client for Meetings** click the Download button.



3. The installation file will now download, once done open the file where it has downloaded and install the application as normal.
4. Once installed open the app and follow the instructions as shown in the previous pages.

For iPads and Android devices, you can download and install the Zoom Cloud Meetings app from the app store and follow the same sign in instructions.

Student Expectations

Form teachers will brief students on expectations for Online Learning. The below includes an overview of our expectations of students.

At the start of each day, students are expected to:

- Consult with family members and choose an appropriate place for learning for the day – this should be a quiet, well-lit location with minimal distractions. Sitting with your back to a wall is ideal
- Check your timetable and be ready for the subject specified
- Check the Edmodo subject classroom and refer to an email from subject teachers which will include lesson instructions, learning intentions and success criteria for classes. Students should ask their subject teacher if they require clarification

At the start of class, students are expected to:

- Be ready to start classes at their schedule time – this means logging in 5mins before start time
- Remind household members when a class is about to start so family members do not appear in the video
- Refer to the Edmodo classroom for the Zoom link to join the lesson
- Ensure other electronic devices that are not needed are removed or turned off

During class, students are expected to:

- Behave in an appropriate manner as expected in a classroom situation
- Be mindful that language and body language will be seen and heard by all
- Dress in modest Islamic clothing, including hijab for females
- Not share private information and passwords
- Use earphones/headphones

Zoom procedures and protocols during class include:

During Class - Zoom Procedures and Protocols

Students are expected to:

- Use appropriate classroom etiquette and behaviour at all times
- Review Zoom instructions emailed by their coach before classes start on Monday
- Use the 'raise hand' feature on Zoom to ask a question
- Join each class with their audio on mute
- Not use any wallpaper in the background
- Not engage in private conversations to avoid background noise and disruption
- Understand that existing internet policies that apply to our network, equipment and digital platforms still apply

Classes will be recorded by the teacher and/or the system.

Student Wellbeing

Times of change can be challenging and it is important students remain focused on what is within their control. Wellbeing activities will be set by Wellbeing Coaches to keep us all on track and we expect students to participate in them.

Along with these activities, here are some helpful advice for students for good physical, mental and spiritual health.

- Keep consistent with your prayers - in the remembrance of Allah (swt), the hearts find rest
- Create a positive atmosphere around you. Smile – it's a Sunnah!
- Keep a daily journal and write on the following:
 - Three things that went well today
 - Two things you are looking forward to
 - Two things you made dua for today
 - Two things you are grateful for and gave thanks to Allah (swt)
- Do a random act of kindness:
 - Give your mum/dad a hug and thank them
 - Help your younger sibling with something
 - Do the dishes without being asked
 - Write an email to a friend who is sad (with parent's permission)
 - Make dua for someone
- Do physical activity – exercise for 30 minutes in your backyard
- Refer to weekly resources provided by our PE team about how to stay in tip-top shape during this Term
- Don't remain in front of your screen between classes
- Eat fruits and vegetables and drink plenty of water
- Talk to your friend or wellbeing coach if you're worried about something
- Read Quran (at least 10 Ayaat a day)
- Memorise a few verses of the Quran each day – even 1 verse a day will be 30 verses by the end of the month!

Guidelines for Parents/Guardians

The success of our students is always reliant on the partnership between the College and our families. During this period of online learning, this partnership becomes even more critical.

The below are some suggestions on how you will be able to assist your child 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
- Provide your children with healthy snacks and lunch during timetabled break times

Support Your Child's Learning

Parents can:

- Be involved – ask your child what they learned today and what work they are completing
- Remind your child to attend to all tasks and celebrate their progress
- Make adjustments at home (where possible) to provide an environment which minimizes distractions, especially during class time
- Support them with timing of assessments, ask when the assessment is and set the alarm to remind them of its start and finish
- Remind them of the integrity of assessments and that they must always do their best and be honest
- Ensure your child is ready to start classes online from Monday at the scheduled times

IMPORTANT: Parents must not attempt to communicate with a teacher when they are conducting a Zoom class under any circumstances. Zoom is for the use of teachers and students for classroom learning only. Parents should use the email addresses as the end of this guide to communicate to the College.

Support Your Child's Wellbeing

Parents can:

- Communicate any issues or provide feedback to their wellbeing coach using the contact details provided in this guide
- Encourage physical activity (the best way to do this is for you to participate with your child/ren).
- Encourage your child to keep socially connected with good friends
- 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
- Pray 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 their fears and give them reassurance
- Face-time family members (especially grandparents!)

Staff contacts

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

Wellbeing Coaches

Our wellbeing coaches are responsible for the day to day needs of our students. Please contact the coach relevant to the year level of your child if they are going to be absent or if you have any questions about homework or online learning.

Springvale Campus:

Year 7: Alfred Weiss	aweiss@minaret.vic.edu.au
Year 8: Muhammad Bilal Javed	mjaved@minaret.vic.edu.au
Year 9: Rabie Haidar	rhaidar@minaret.vic.edu.au
Year 10: Fulden Juntsir	fjuntsir@minaret.vic.edu.au
Year 11: Faiq Amiri	famiri@minaret.vic.edu.au
Year 12: Fatima El Badri	felbadri@minaret.vic.edu.au

Officer Campus

Year 7: Yoanita Marselia	ymarselia@minaret.vic.edu.au
Year 8: Jali Sawi	jsawi@minaret.vic.edu.au
Year 9: Marc Chong	mchong@minaret.vic.edu.au
Year 10: Qaisar Ameer	gameer@minaret.vic.edu.au
Year 11: Deeba Azadzo	dazadzo@minaret.vic.edu.au
Year 12: Ibrahim Iyounalsoud	ialsoud@minaret.vic.edu.au

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 Middle School (Year 7 to 9) - Nisveta Sehavdic	(nsehavdic@minaret.vic.edu.au)
Head of Senior School (Year 10 to 12) - Aguss Hashim	(ahashim@minaret.vic.edu.au)

Officer Campus

Head of Middle School (Year 7 to 9) - Jamilah Giousoh	(jgiousoh@minaret.vic.edu.au)
Head of Senior School (Year 10 to 12) - Atif Khan	(akhan@minaret.vic.edu.au)