

Remote Student Policy

1. Introduction

The Secondary College of Languages (SCL) is a NSW Department of Education coeducational secondary school. It was established to provide a pathway for students to study their background community language via face-to-face lessons on a Saturday. Over 2,700 students in Years 5 to 12 from government and non-government schools are currently enrolled with SCL to study languages that are not offered at their weekday school.

The SCL is a vibrant learning environment that is driven by the core values of connection, diversity and excellence. The college provides quality language teaching and caters for the individual learning needs of all students. The SCL is a welcoming and engaging college that imbues students with a sense of belonging and cultural identity. The SCL actively encourages community involvement.

The SCL operates out of 13 high school campuses – eleven based in the Sydney metropolitan area, one in Wollongong, and one in Newcastle. Every campus offers a different selection of language courses. Classes are held at these campuses every Saturday morning during the NSW Department of Education school term. Students at the SCL follow NSW Education

Standards Authority (NESA) syllabuses in 22 languages. These languages are all Board Developed Courses that are accessible as part of their Stage 3, Stage 4, Stage 5, Preliminary and Higher School Certificate studies.

2. Provision for remote students wanting to study a language

The NSW School of Languages (NSL) offers courses in twelve languages for Years 9-12 via Distance Education. Students that live too far from an SCL Centre that are seeking to enrol in Chinese, Italian, Japanese, Korean, Modern Greek, Russian or Spanish are encouraged to enrol with NSL.

The SCL may provide options to study remotely if a student lives in a rural or remote area and is unable to access the language course through distance education. This is also subject to the availability of a teacher to facilitate online learning.

The SCL will not accept applications for remote study on the basis of students having other Saturday commitments, such as sport or tutoring.

The SCL provides two modes of remote study:

1. **Synchronous** – where the student accesses the lesson in real time by logging on from their home, weekday school, or closest SCL campus. The student is present and participating for the duration of the lesson using a form of audio/visual technology which connects the student and the SCL campus delivering the course. The student is able to engage fully in lessons by seeing and communicating with the teacher and other students in the class. This mode of remote study gives the student access to a community which is not available to them in the in the area where they live.
2. **Asynchronous** – where the student does not have access to technology or is physically unable to participate in the lesson in real time, their teacher will send work and instructions to them before the lesson. This work will be completed by the student during the course of each week. The teacher and student will make contact with one another at regular designated times, providing an opportunity for discussion and feedback.

Before submitting an application for remote study with SCL, weekday school Supervisors and the nominated campus executive are asked to discuss the requirements with the student. Remote students should display good organisational skills and be able to work independently to ensure they meet course requirements.

3. Attendance and participation in remote lessons

The SCL recognises that attendance is a central aspect of successful learning. The unique situation of the college as a Saturday-only program means that punctual and consistent attendance is imperative. Missing one lesson at the SCL is the equivalent of missing an entire week of school. Students are expected to catch up on any missed work throughout the week to ensure they do not become disengaged from their studies.

The SCL's attendance policy applies equally to on-site and remote students. Absenteeism is taken very seriously, particularly for students studying an HSC course via remote connection.

For remote students studying asynchronously, attendance is gauged by the completion of work as well as participation in weekly phone lessons. Asynchronous attendance will be noted in SCL's rolls.

For remote students studying synchronously, the SCL recommends that they participate from an SCL campus closer to their home, rather than from their home or weekday school. This ensures adequate supervision and mitigates any potential technology issues (i.e. access to camera and microphone, stable internet connection).

Synchronous remote students must log onto the classroom before the official start time of their lesson. Students who are not present by the time of the lesson's commencement may be phoned by the campus delivering the course to remind them to connect.

Students that log on at a time later than the start of the lesson will have their late arrival recorded on the SCL's Learning Management System, Millennium. Once students log on they must remain connected for the entire duration of the class and should only log off during break periods and when the class has concluded. Remote students are expected to fully participate in lessons by asking questions, responding to other students, and getting involved in class discussions.

When a remote student is absent, a member of their support team (i.e. a weekday school Supervisor or member of executive from the SCL campus they attend) should advise the delivering campus as soon as possible. This ensures attendance is accurately recorded, and avoids any concerns about technology malfunction. For students who miss more than one lesson a term without explanation, the weekday school Supervisor and the parent will be contacted by the campus delivering the course. For senior students, a Warning Letter may be issued.

4. Provision of resources

It is the responsibility of participating SCL campuses to provide students with:

- stable internet connection
- a computer
- a camera and microphone.

Students that do not attend SCL campuses to access their remote lessons will be personally responsible for the provision and maintenance of the above.

Teachers delivering lessons remotely will upload materials to an online platform (e.g. Edmodo or Google Classroom) to ensure students can easily access their work.

It is the responsibility of the SCL teacher to:

- provide all materials and instructions for the lesson well in advance
- provide all corrections and feedback
- contact the student through their preferred learning platform if further explanations pertaining to content or feedback are required
- organise contact with parents at designated interview times or when necessary
- keep their campus executive informed of any issues concerning the student's wellbeing and learning.

It is the responsibility of all remote students to:

- regularly check their college email
- connect to relevant platforms such as Edmodo or Google Classroom before the start of each lesson
- ensure they have downloaded and printed any required materials before the start of each lesson.

Technology support will be provided for students and teachers by SCL's IT coordinators.

5. Assessment tasks

The SCL's standard assessment policy applies to remote students. At the beginning of each academic year, students will be issued assessment schedules and booklets. Assessment notifications will be sent via email to students two weeks prior to a task.

To complete an assessment task, students will attend the closest SCL campus. The executive at that campus will organise supervision, printing of assessment task materials, and return of the completed task to the class teacher.

If a student is unable to attend an SCL campus, the assessment task will be sent to their weekday school Supervisor two weeks prior to the task date. Arrangements will be made for the student to complete the task during the school week. It will then be returned to the class teacher via email.

For speaking assessment tasks, the teacher and the executive from the SCL campus the student attends will coordinate a time for the student to complete the task. For asynchronous students, the teacher and the weekday school supervisor will organise a time and venue.

6. Semester reports

Semester reports will be sent via email or letter to the student's home address. They will also be uploaded to the SCL's Learning Management System, Millennium, to be accessed by the home school.

7. Parent/Teacher interviews

Parents of remote students can nominate a time for the teacher to contact them by phone or Skype for an interview. Parents may also contact the executive on Saturdays via campus email or phone.

Appendix 1: Equipment requirements

Camera and microphone

It is essential that students have access to a camera and microphone in order to complete their remote studies. It is recommended that they use a webcam with a built-in microphone, or a laptop that has built-in camera and microphone. Models that are appropriate include, but are not limited to:

Microsoft LifeCam HD-3000 Webcam



Logitech C270 HD Webcam



Learning Apps

The following applications are frequently used by teachers to assist remote students in their studies:

- Edmodo
- Adobe Scan or Scannable (allows the user to scan documents with their camera phone and export to PDF or image files.)
- Microsoft Office (or Office 365, accessible for free through the DET Student Portal)
- Google Apps for Education (including Google Classroom, Docs and Slides).

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