

26<sup>th</sup> March 2020

Dear students and families,

64 Adelaide Rd, Victor Harbor  
South Australia 5211

**P** 08 8552 8880 **F** 08 8552 8833  
**E** [admin@encounter.sa.edu.au](mailto:admin@encounter.sa.edu.au)  
**encounter.sa.edu.au**

ABN 87 346 799 642

During this period of uncertainty and change, we will continue to deliver rigorous and thorough learning opportunities for our students. We acknowledge the anxiety the current situation brings however our staff are working tirelessly to ensure that our student outcomes are not compromised.

This letter outlines the expectations and obligations for all students in Middle and Senior School as we move to "remote learning" in Week 11.

Students are to:

- Meet during normal Home Class time (8.45-8.55am via TEAMS) to check in with their Home Class teacher. The teacher will take the roll and any absence will be followed up as per normal College procedures.
- Log in to SEQTA and access their normal daily lessons. Teachers will provide further scaffolding through these lessons using a mix of online platforms (TEAMS, OneNote, Zoom, Clickview and Education Perfect).
- Check in with their subject teachers as required
- Submit their work as per normal practices and timelines
- Work from a common family area such as dining table, study or other area (bedrooms are not recommended due to Protective Practices legislation)
- Ensure they have headphones available at home that connect to their laptop
- Have WiFi access (if not, please contact Penny McKenzie)

During this period of remote learning, all students can expect to:

- Gain access to coursework, resources and teaching and learning activities through SEQTA
- Have support available from their subject and Home Class teachers throughout their scheduled lesson times
- Meet all deadlines (unless otherwise negotiated as per normal guidelines)
- Complete all allocated work and tasks
- Submit their own work as per normal guidelines, including MYP and SACE plagiarism guidelines
- Participate actively in Home Class and other 'live' forums in a positive and appropriate manner
- Take regular 'screen breaks' and be active throughout the day
- Reach out to teachers or the Wellbeing team for help if they are feeling overwhelmed.

Students have been supported in accessing these platforms over the past week at school, however we acknowledge that some students may still require some assistance. We will endeavour to make 'how-to' procedures available via email.

Please contact me at [penny.mckenzie@encounter.sa.edu.au](mailto:penny.mckenzie@encounter.sa.edu.au) for information if required.

We are here to support our students and their families throughout this challenging time. Teachers will continue to be available during normal working hours during this time. Please do not hesitate to contact us should you require any assistance.

Kind regards,

**Penny McKenzie**  
**Head of Middle and Senior School**

*Looks like school, feels like home...*

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