



LORETO  
COLLEGE

# VERITY@LoretoOnline

## ELC - YEAR 12

### Student and Parent Guide



Educating strong, passionate and confident girls and young women.

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## Loreto Mission and Values

Mary Ward was an inspirational leader, believing passionately that 'women, in time to come, will do much' and that a strong education focused on girls and women would create 'seekers of truth and doers of justice'. All Loreto schools in Australia share the same set of values: **freedom, justice, sincerity, verity and felicity**. These values are at the heart of our educational philosophy; they shape our identity and how we interact with others through our words, thoughts and actions.

## Aim

The aim of VERITY@LoretoOnline is to provide students and teachers with meaningful teaching and learning opportunities through a variety of online platforms when teaching is not possible in the school setting. For younger children and students, it provides an opportunity for parents to engage with the classroom teacher or educator for guidance and support when assisting children with meaningful learning activities.

VERITY@LoretoOnline can be used for a variety of reasons, such as, temporary school or Early Learning Centre closure or prolonged student absence. Online classrooms allow children, students and teachers to use and experience a range of technologies and provide for individual as well as collaborative learning experiences. Online classrooms can foster creativity, develop skills in the use of technology, and encourage students to engage in problem solving and different ways of thinking. Most of all, online classrooms can be lots of fun!

## Things to Consider

In order to participate in VERITY@LoretoOnline, you will need:

1. Access to an iPad, laptop or computer
2. Internet access or capacity to access the internet temporarily
3. Quiet area to access your online learning

## Loreto Connect

Loreto Connect is the main communication platform for your Online Classroom. You will need to monitor Loreto Connect class pages for communication from your teacher during scheduled class times.

## Staying Safe Online

It is important when being online that we remain safe from inappropriate material or people who may wish to take advantage of us in an inappropriate way.

### What are the risks?

Here are some of the risks to look out for:

- **Privacy** – your personal information could be seen by anyone, anywhere. It could be viewed by friends, family and strangers.
  - **Permanency** – once something is posted it can stay online for a long time, even when comments or photos are deleted.
  - **Grooming** – there are people who try to talk with children and young people online in an attempt to have sexual contact. This is against the law.
  - **Identity fraud** – people can gather enough information about a person to steal their identity. They can use this to do illegal things like steal your money or commit crimes under your name. It could also be used to create fake profiles to ruin someone's reputation or to bully others.
  - **Trolling** – this is when someone misuses social websites to [cause conflict or harm](#) to an individual or group.
  - **Catfishing** – a person can pretend to be someone they're not by stealing a profile or creating a fake one. They can use this profile to trick people over a long period of time.
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To find out more about staying safe online visit eSafety Commissioner website at [www.esafety.gov.au](http://www.esafety.gov.au) or click on the relevant links below:

Years 7 to 12 [click here](#)

Years 4 to 6 [click here](#) (the Being Safe Online [Work Book](#) is a great resource)

Parents [click here](#)

Please make sure that:

- You choose an appropriate location to work and you are not in your bedroom or bathroom when you are accessing your iPad or laptop.
- You are appropriately dressed for learning and not in your pyjamas.

Visit SEAD on Loreto Connect for more information.

## Positive Behaviour Online

Think about how you can demonstrate positive behaviour online and avoid situations where your words or actions might be misunderstood or interpreted in a hurtful way by others.

**Positive Behaviour** involves acting in a way that demonstrates self-respect as well as showing empathy, consideration and respect for others. When we demonstrate positive behaviour, we foster an environment where everyone feels safe, respected and encouraged to be and do their best.

**Personal Responsibility** involves taking charge of and accepting responsibility for our own actions, behaviour and possessions. By taking personal responsibility, we grow in autonomy, independence and develop self-confidence and self-efficacy, thus helping us to engage with our world and others in a more positive way.

## Inappropriate Behaviour Online

At Loreto College, we encourage positive and supportive relationships between students as well as between students and staff. Be sure that you do not use any form of technology (including but not limited to instant messaging, chatrooms, blogs, Facebook, Instagram, WhatsApp, Messenger, Snapchat, TikTok) to do any of the following:

- exclude others
- harass others through constant messaging
- deliberately hurt others through images or comments
- misrepresent or impersonate others
- disrespect the College or damage its reputation
- send inappropriate images of self or others, including those that are sexual in nature

Just remember to always be kind and considerate of others!

## Before You Get Started

When participating in VERITY@LoretoOnline, students and parents must consider the health and safety requirements of their home working environment. You need to check that:

- Your designated workspace is suitable, this could be a desk or a table in your lounge or dining room (bedrooms are not acceptable)
  - The desk or table that you will work from has enough space for your computer as well as your books and other material that you might need for the lesson and that these are within easy reach
  - Your chair is either adjustable or the appropriate height for the desk or table that you will be working from
  - Your desk is located in a space that provides enough light and has good ventilation
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# VERITY@LoretoOnline - Parent Guide for Supporting Learning

## BE PREPARED

- Ensure your daughter has a good night's sleep, a healthy breakfast and **is ready to commence her learning at 8.30am**
- Support your daughter in finding a **quiet space for learning** and encourage her to keep this space **neat and tidy**
- Encourage your daughter to **remove all distractions** that will impact on her engagement with learning
- Ensure your daughter **checks all messages** so that she is prepared for the day ahead



## HIGH EXPECTATIONS

- Your daughter is expected to **attend school online each day** as well as all lessons
- If your daughter is sick, then **please follow normal absence procedures**
- Establish home routines, **being punctual** will be important in ensuring your daughter maintains engagement
- Talk to your daughter about her **learning goals and how she will achieve them**



## TECHNOLOGY

- Ensure your daughter has **access to Loreto Connect** and has **Microsoft Teams** and **Zoom** installed on her device
- Visit the **VERITY@LoretoOnline** tile on the parent landing page on Loreto Connect to learn more about online learning
- Please **don't record any videos or take photos** of online lessons conducted by a teacher
- **Ensure you daughter is safe online**; visit the SEAD resources for assistance



## PATIENCE & PRODUCTIVITY

- **Things might not always work as planned**, that's okay, we are all learning together
- **There are lots of new and exciting learning opportunities** for us all, be patient and kind as we discover new opportunities
- **Be proactive**. If your daughter needs help, contact their teacher, they are happy to help!



## COMMUNICATION

**At the start of the day, ask your daughter:**

- What are you learning today?
- What are your learning targets or goals?
- How will you be spending your time?
- What resources do you need?
- What support do you need?

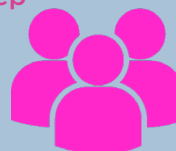
**At the end of the day, ask your daughter:**

- What did you learn from today?
- What did you enjoy about today's activities?
- What was challenging? How can we work through this challenge?
- What went well today? Why was it good?
- Do you need to ask your teacher for something?
- Do you need help with something in order for tomorrow be more successful?



## POSITIVE RELATIONSHIPS

- **Check-in with your daughter** each day and ask her about learning
- Support your daughter in learning how to **conduct positive conversations online**
- Support your daughter to **keep connected with her friends**, encourage her to reach out beyond her immediate friendship group
- **Stay connected** with the parent community and the College as a whole



## WELLBEING

- Ensure your daughter has a **healthy balance between screen time and other activities**
- Try to encourage your daughter not to snack on junk food, ensure she **eats healthy and nutritious meals**
- Encourage your daughter to get **fresh air and exercise during breaks**
- Check-in with your daughter each day regarding **how she is feeling**. If you need support, please contact us
- **Visit SEAD on Loreto Connect** for resources that can help you to support your daughter's learning and wellbeing



# VERITY@LoretoOnline - Student Guide for Successful Learning

## BE PREPARED

- Ensure your **learning space is somewhere quiet**, keep this space **neat and tidy**
- **Remove all distractions** and ensure everything you need is within easy reach
- **Go to bed early** on school nights, wake up with enough time to get dressed in neat casual clothes and **have breakfast**
- **Check emails and student notices** each morning before online learning commences at 8.30am



## HIGH EXPECTATIONS

- Check-in to **Homeroom each day at 8.30am** via Zoom (Years 4-12)
- Check-in to **every lesson on time** via Zoom or Teams to ensure your attendance is recorded (Years 7-12)
- **Attempt all tasks set** and **submit all work** on time as directed by your teacher
- **Create goals** that you want to achieve in your learning, write these down and stick them above your desk



## TECHNOLOGY

- Ensure your iPad/laptop is **charged each night**
- When joining online lessons, **don't switch on your microphone** until asked by your teacher
- **Use headphones** if you have them available
- **Mute your microphone** when not speaking to reduce noise
- Use the **chat function** to ask/answer questions as needed
- Please **don't record any videos or take photos** of online lessons conducted by a teacher
- **Stay safe online**; visit the resources on SEAD to help you



## PATIENCE & PRODUCTIVITY

- Things might not always work as planned, that's okay, **keep trying!**
- There are lots of new and exciting learning opportunities for us all, **be patient and kind to yourself and those around you**
- Create a **daily planner** to keep yourself on task and on track with your learning
- **Be proactive!** If you need help, ask your teacher. They are there to help you!



## COMMUNICATION

### At the start of the day, ask yourself:

- What am I learning today?
- What are my learning targets or goals?
- How will I be spending my time?
- What resources do I need?
- What support do I need?

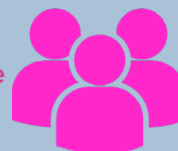


### At the end of the day, ask yourself:

- What did I learn from today?
- What did I enjoy about today's activities?
- What was challenging? How can I work through the challenge?
- What went well today? Why was it good?
- Do I need to ask my teacher for something?
- Do I need help with something in order for tomorrow be more successful?

## POSITIVE RELATIONSHIPS

- Use technology in a **positive and respectful** way
- When in online lessons, **listen respectfully** to others and **wait your turn** to speak
- **Keep connected** with others, maintain and develop new **friendships**
- Remember to **keep everyone included** so that no one feels isolated or alone



## WELLBEING

- Ensure you have a good **balance between screen time and other activities**
- **Eat healthy**, nutritious food - your brain will thank you!
- **Take breaks** and **exercise regularly**
- Do something that is **creative** or engage in College **co-curricular activities**
- **Check-in with yourself** each day regarding **how you are feeling**. If you need support, please contact us!
- **Check-in with your friends** and **family** regularly to see how they are going
- **Visit SEAD on Loreto Connect** for resources that can help you with your learning and wellbeing





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## Senior School Years 7 to 12

Girls in Years 7 to 12, unless otherwise instructed, will be expected to follow their usual daily timetable and engage in lessons as scheduled. Your teachers will do the same. A blended learning approach will be utilised, combining real-time, online, video-based virtual classrooms along with recordings and other materials.

Lessons will at times be live conversations, whilst at other lesson times, you may be working independently, or be watching recorded lessons in order to prepare for the next live discussion. You will be encouraged by your teachers to engage in inquiry-based learning projects which will enable you to conduct your own research and complete the learning tasks set by your teacher. You will then be able to discuss your ideas and thinking with the teacher and/or the whole class during the real-time conversations. Your lessons will be a combination of interactive and collaborative work as well as independent learning.

Your teachers will be available during the lesson in order to support you with your learning.

### Student Expectations Years 7 to 12

You are expected to:

- Follow your timetable and attend lessons on time
- Remove any distractions that might stop you from focussing on and completing your work
- Attempt all set work and communicate with your teachers if you have any questions or problems
- Make sure you are giving equal time to all subjects
- Submit all due work via Loreto Connect
- Ensure there is a healthy balance between screen time and other activities; during your break times avoid using your device or technology



## Remote Learning - Daily Plan

Years 7 to 12

Time	Activity
8.00am	Prepare for the day <ul style="list-style-type: none"> <li>• Get dressed</li> <li>• Eat breakfast</li> <li>• Prepare your device (ensure it is fully charged or plugged in)</li> <li>• Check your access to email and Loreto Connect (LC) is working</li> <li>• Organise your desk space – ensure it is clear of any clutter</li> <li>• Have paper/exercise books available on your desk</li> <li>• Have pens and other stationery available on your desk, including headphones</li> <li>• Fill your water bottle</li> </ul>
8.30am <b>Homeroom</b>	<ul style="list-style-type: none"> <li>• Check in with your Mentor Teacher via Loreto Connect by accessing your SEAD class page</li> <li>• Connect to Zoom to say 'hi' to your Homeroom Group and to have your attendance marked for the day</li> </ul>
8.40am <b>Lesson 1</b>	<ul style="list-style-type: none"> <li>• On your timetable for the day, visit your class in LC for lesson 1</li> <li>• Log into Zoom or Teams at the beginning of the lesson</li> <li>• Follow the instructions in the daily blog</li> </ul>
9.30am <b>Lesson 2</b>	<ul style="list-style-type: none"> <li>• On your timetable for the day, visit your class in LC for lesson 2</li> <li>• Log into Zoom or Teams at the beginning of the lesson</li> <li>• Follow the instructions in the daily blog</li> </ul>
10.20am	Recess – go outside for some fresh air (avoid using your screen)
10.40am <b>Lesson 3</b>	<ul style="list-style-type: none"> <li>• On your timetable for the day, visit your class in LC for lesson 3</li> <li>• Log into Zoom or Teams at the beginning of the lesson</li> <li>• Follow the instructions in the daily blog</li> </ul>
11.30am <b>Lesson 4</b>	<ul style="list-style-type: none"> <li>• On your timetable for the day, visit your class in LC for lesson 4</li> <li>• Log into Zoom or Teams at the beginning of the lesson</li> <li>• Follow the instructions in the daily blog</li> </ul>
12.20pm <b>Lesson 5</b>	<ul style="list-style-type: none"> <li>• On your timetable for the day, visit your class in LC for lesson 5</li> <li>• Log into Zoom or Teams at the beginning of the lesson</li> <li>• Follow the instructions in the daily blog</li> </ul>
1.10pm	Lunch – go outside for some fresh air, relax, unwind, talk to a friend on the phone
1.50pm <b>Lesson 6</b>	<ul style="list-style-type: none"> <li>• On your timetable for the day, visit your class in LC for lesson 6</li> <li>• Log into Zoom or Teams at the beginning of the lesson</li> <li>• Follow the instructions in the daily blog</li> </ul>
2.40pm <b>Lesson 7</b>	<ul style="list-style-type: none"> <li>• On your timetable for the day, visit your class in LC for lesson 7</li> <li>• Log into Zoom or Teams at the beginning of the lesson</li> <li>• Follow the instructions in the daily blog</li> </ul>
3.30pm	Be Active and Creative <ul style="list-style-type: none"> <li>• Exercise, play music, draw, paint, bake, have fun!</li> </ul>
4.30pm	Homework <ul style="list-style-type: none"> <li>• Continue working on any set tasks or assignments as directed by your teacher</li> <li>• Prepare any questions you wish to ask your teacher in your next lesson (these can be sent to the teacher via the blog in your next lesson or via email before the lesson)</li> </ul>
6.00pm	Dinner – Enjoy time with your family

For questions about...	Contact
A subject, assignment or resource	The relevant teacher via email or your class blog
A technology related problem or issue	Email: <a href="mailto:helpdesk@loreto.sa.edu.au">helpdesk@loreto.sa.edu.au</a>
A personal or social-emotional concern	Your mentor teacher or Leader of Student Wellbeing and Academic Care

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## Junior School Years 4 to 6

Years 4 to 6 teachers will use their class page on Loreto Connect to provide daily updates to students and their parents. They will provide a variety of learning activities and be available for questions and support.

At the start of each day, teachers will add a new 'Blog' to the top of their class page so that students and their parents know what will be happening on that day. Students are asked to connect to Zoom each day at 8.30am so that their teacher knows they will be participating in the days lesson.

Teachers will set learning activities that students can work on independently or with occasional support from their parents or another adult. Some lessons will involve whole class or small group real-time conversations or live video streaming.

Teachers will remain available to answer questions throughout the day. Specialist Teachers will also provide lessons for students to work on.

### Student Expectations Years 4 to 6

You are expected to:

- Attend lessons on time
- Remove any distractions that might stop you from focussing on and completing your work
- Attempt all set work and communicate with your teacher if you have any questions or problems
- Submit all due work to teachers via email or as instructed by the teacher
- Ensure there is a healthy balance between screen time and other activities; during your break times avoid using your device or technology





## Remote Learning - Daily Plan

Years 4-6

Time	Activity
8.00am	Prepare for the day <ul style="list-style-type: none"> <li>• Get dressed</li> <li>• Eat breakfast</li> <li>• Prepare your device (ensure it is fully charged or plugged in)</li> <li>• Check your access to email and Loreto Connect (LC) is working</li> <li>• Organise your desk space – ensure it is clear of any clutter</li> <li>• Have paper/exercise books available on your desk</li> <li>• Have pens and other stationery available on your desk, including headphones</li> <li>• Fill your water bottle</li> </ul>
8.30am	<ul style="list-style-type: none"> <li>• Check in with your Mentor Teacher via Loreto Connect by accessing your SEAD class page</li> <li>• Connect to Zoom to say 'hi' to your Homeroom Group and to have your attendance marked for the day</li> </ul>
8.40am	<b>English</b> <ul style="list-style-type: none"> <li>• Select the “English” tile on your class page. This will take you to your English program. In the “Blog” at the top of the page, your teacher will provide instructions for the lesson.</li> <li>• Follow the instructions. If you need your teacher to help you, type in the daily blog.</li> </ul>
10.20am	Recess – go outside for some fresh air (avoid using your screen)
10.40am	<b>Mathematics</b> <ul style="list-style-type: none"> <li>• Select the “Mathematics” tile on your class page. This will take you to your Mathematics program. In the “Blog” at the top of the page, your teacher will provide instructions for the lesson.</li> <li>• Follow the instructions. If you need your teacher to help you, type in the daily blog.</li> </ul>
12.20pm	<b>Rotation 1 – please see the daily rotations schedule</b> <ul style="list-style-type: none"> <li>• Select the tile for the lesson on your class page. This will take you to the program. In the “Blog” at the top of the page, your teacher will provide instructions for the lesson.</li> <li>• Follow the instructions. If you need your teacher to help you, type in the daily blog.</li> </ul>
1.10pm	Lunch – go outside for some fresh air, relax, unwind, talk to a friend on the phone
1.50pm	<b>Rotation 2 – please see the daily rotations schedule</b> <ul style="list-style-type: none"> <li>• Select the tile for the lesson on your class page. This will take you to the program. In the “Blog” at the top of the page, your teacher will provide instructions for the lesson.</li> <li>• Follow the instructions. If you need your teacher to help you, type in the daily blog.</li> </ul>
2.40pm	<b>Rotation 3 – please see the daily rotations schedule</b> <ul style="list-style-type: none"> <li>• Select the tile for the lesson on your class page. This will take you to the program. In the “Blog” at the top of the page, your teacher will provide instructions for the lesson.</li> <li>• Follow the instructions. If you need your teacher to help you, type in the daily blog.</li> </ul>
3.30pm	Be Active and Creative <ul style="list-style-type: none"> <li>• Exercise, play music, draw, paint, bake, have fun!</li> </ul>
6.00pm	Dinner – Enjoy time with your family

	Monday	Tuesday	Wednesday	Thursday	Friday
Rotation 1	Yr 4 - Chinese Yr 5 - Science Yr 6 - PE	Yr 4 - Chinese Yr 5 - Technologies Yr 6 - Music	Yr 4 - Art Yr 5 - Music Yr 6 - Religion	Yr 4 - SEAD Yr 5 - PE Yr 6 - Science	Health
Rotation 2	Yr 4 - PE Yr 5 - Chinese Yr 6 - Science	Yr 4 - Music Yr 5 - Chinese Yr 6 - Technologies	Yr 4 - Music Yr 5 - Art Yr 6 - Art	Yr 4 - PE Yr 5 - Science Yr 6 - SEAD	Inquiry
Rotation 3	Yr 4 - Science Yr 5 - PE Yr 6 - Language	Yr 4 - Technologies Yr 5 - Music Yr 6 - Language	Yr 4 - Religion Yr 5 - Religion Yr 6 - Music	Inquiry	Yr 4 - Science Yr 5 - SEAD Yr 6 - PE

\*5B and 5G will be combined; 6B and 6G will be combined

For questions about...	Contact
A subject, assignment or resource	The relevant teacher via email or your class blog
A technology related problem or issue	Email: <a href="mailto:helpdesk@loreto.sa.edu.au">helpdesk@loreto.sa.edu.au</a>
A personal or social-emotional concern	Your class teacher or the Head of Junior School and ELC, Ms Snell





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## Junior School Reception to Year 3

Reception to Year 3 teachers will use their class page on Loreto Connect to provide daily updates to parents. They will provide a variety of learning activities and be available for questions and support. If Reception to Year 3 teachers require their students to submit any learning activities this will occur via email.

At the start of each day, Reception to Year 3 teachers will add a new 'Blog' to the top of their Loreto Connect class page. Parents can also post questions on the 'Blog' each day or contact the teacher directly via email. Support through webinars and live streaming will also be available.

### Student Expectations Reception to Year 3

You are expected to:

- Attempt all work set for you
- Remove any distractions that might stop you from focussing on and completing your work
- Ensure there is a healthy balance between screen time and other activities; during your break times avoid using your device or technology



## Remote Learning - Daily Plan

### Reception to Year 3

Time	Activity
8.00am	Prepare for the day <ul style="list-style-type: none"> <li>• Get dressed</li> <li>• Eat breakfast</li> <li>• Have paper/exercise books available on your desk</li> <li>• Have pens and other stationery available on your desk</li> <li>• Fill your water bottle</li> </ul>
8.30am	Parents to login to Loreto Connect and access the class page Your daughter's teacher will have left a message for you outlining what the learning program for the day will look like. If possible, please let the teacher know you are present by adding your child's name to the daily blog.
8.40am	<b>English</b> <ul style="list-style-type: none"> <li>• Select the "English" tile on your class page. This will take you to your English program. In the "Blog" at the top of the page, your teacher will provide instructions for the lesson.</li> <li>• Follow the instructions. If you need your teacher to help you, type in the daily blog.</li> </ul>
10.20am	Recess – go outside for some fresh air (avoid using your screen)
10.40am	<b>Mathematics</b> <ul style="list-style-type: none"> <li>• Select the "Mathematics" tile on your class page. This will take you to your Mathematics program. In the "Blog" at the top of the page, your teacher will provide instructions for the lesson.</li> <li>• Follow the instructions. If you need your teacher to help you, type in the daily blog.</li> </ul>
1.10pm	Lunch – go outside for some fresh air, relax, unwind, talk to a friend on the phone
1.50pm	<b>Inquiry/Exploration/Play</b> <ul style="list-style-type: none"> <li>• At the start of the day, the teacher will have outlined what your child will do during this time each day. They will also have a tile on the class page for this session and you will be able to access all required materials there.</li> <li>• Classroom teachers will work collaboratively with specialist teachers (PE, Chinese, Music and Religion) to create this learning program for each day.</li> </ul>
3.30pm	Be Active and Creative <ul style="list-style-type: none"> <li>• Exercise, play music, draw, paint, bake, have fun!</li> </ul>
6.00pm	Dinner – Enjoy time with your family

For questions about...	Contact
A subject, assignment or resource	The relevant teacher via email or your class blog
A technology related problem or issue	Email: <a href="mailto:helpdesk@loreto.sa.edu.au">helpdesk@loreto.sa.edu.au</a>
A personal or social-emotional concern	Your class teacher or the Head of Junior School and ELC, Ms Snell



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## Early Learning Centre: Banksia and Preschool

Early Learning Centre teachers will share learning programs with parents for Banksia and Preschool children via email.

At the start of each day, teachers will email parents suggested inquiry and play-based learning opportunities that could occur at home.

Teachers will be available to answer questions throughout the day. Support will also be available for parents through pre-recorded video webinars and live streaming.



## Maintaining Family Engagement: Gumnut and Wattle

Gumnut and Wattle Team Leaders will maintain daily contact with their families through email and recorded webinars for parents.

They will provide suggestions for at home play-based learning activities and will be available to answer parent questions throughout the day.





# LORETO COLLEGE

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**A Catholic day and boarding  
school for girls from Early  
Learning to Year 12**

**Established 1905**

CRICOS No. 00629G

WE WELCOME EXPRESSIONS  
OF GRATITUDE:

[gratitude@loreto.sa.edu.au](mailto:gratitude@loreto.sa.edu.au)