



**ST DOMINIC'S
PRIORY COLLEGE**

EDUCATING GIRLS, INSPIRING CONFIDENCE

Remote Learning for St Dom's Girls

2022

LITTLE DOMS - YEAR 6 GUIDE

LIVE DOCUMENT - SUBJECT TO ALTERATION WITHOUT NOTICE
LAST UPDATED: TUESDAY 25 JANUARY 2022

EDUCATING GIRLS IN THE DOMINICAN TRADITION

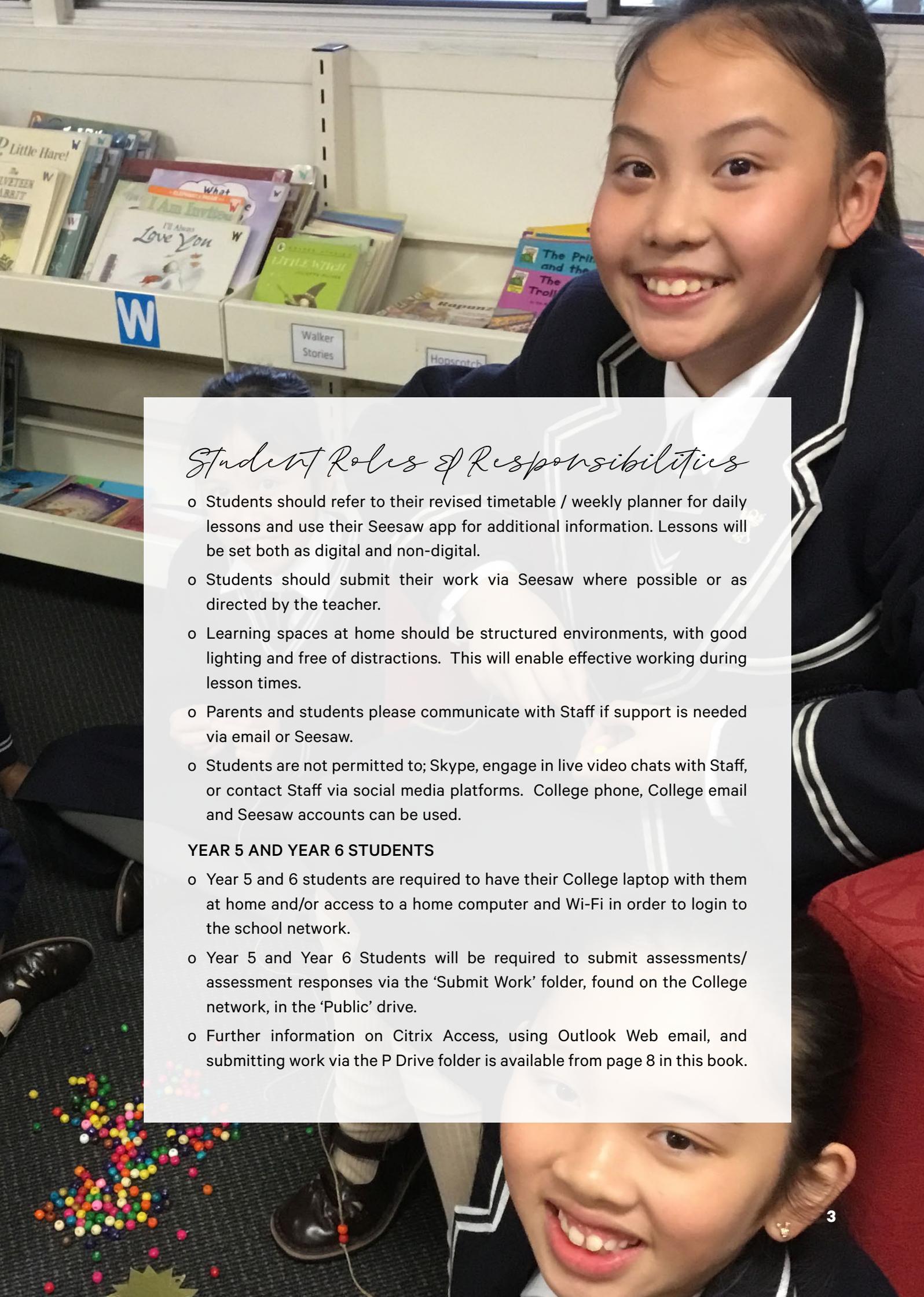


Purpose

In order to stay connected with your teachers and peers, good routines and structures are important to adopt from the very start, at home. During times of uncertainty, routines reassure us that we will be okay and structures help us to navigate change in a methodical way. The purpose of the booklet is to provide a starting point which supports *Remote Learning for St Dom's Girls*.

General Reminders

Remote Learning for St Dom's Girls invites Little Doms to Year 6 students to access their learning through Seesaw and Parent Email. Year 5 and Year 6 students will also be supplemented with links on the College network to 'Public' drive, short video recordings/pre-recorded lessons.

A young girl with dark hair, wearing a dark blue school uniform jacket with white stripes on the sleeves, is smiling warmly at the camera. She is in a library or classroom setting. Behind her are white bookshelves filled with books. Some books are visible, including 'The Little Hare!', 'The Thirteen Rabbits', 'I'll Always Love You', 'The Princess and the Troll', and 'Hopscotch'. A white sign with a blue 'W' is on the shelf. In the foreground, there is a pile of colorful confetti on the floor. The background is slightly blurred, focusing on the girl.

Student Roles & Responsibilities

- o Students should refer to their revised timetable / weekly planner for daily lessons and use their Seesaw app for additional information. Lessons will be set both as digital and non-digital.
- o Students should submit their work via Seesaw where possible or as directed by the teacher.
- o Learning spaces at home should be structured environments, with good lighting and free of distractions. This will enable effective working during lesson times.
- o Parents and students please communicate with Staff if support is needed via email or Seesaw.
- o Students are not permitted to; Skype, engage in live video chats with Staff, or contact Staff via social media platforms. College phone, College email and Seesaw accounts can be used.

YEAR 5 AND YEAR 6 STUDENTS

- o Year 5 and 6 students are required to have their College laptop with them at home and/or access to a home computer and Wi-Fi in order to login to the school network.
- o Year 5 and Year 6 Students will be required to submit assessments/ assessment responses via the 'Submit Work' folder, found on the College network, in the 'Public' drive.
- o Further information on Citrix Access, using Outlook Web email, and submitting work via the P Drive folder is available from page 8 in this book.

Routine is your Friend

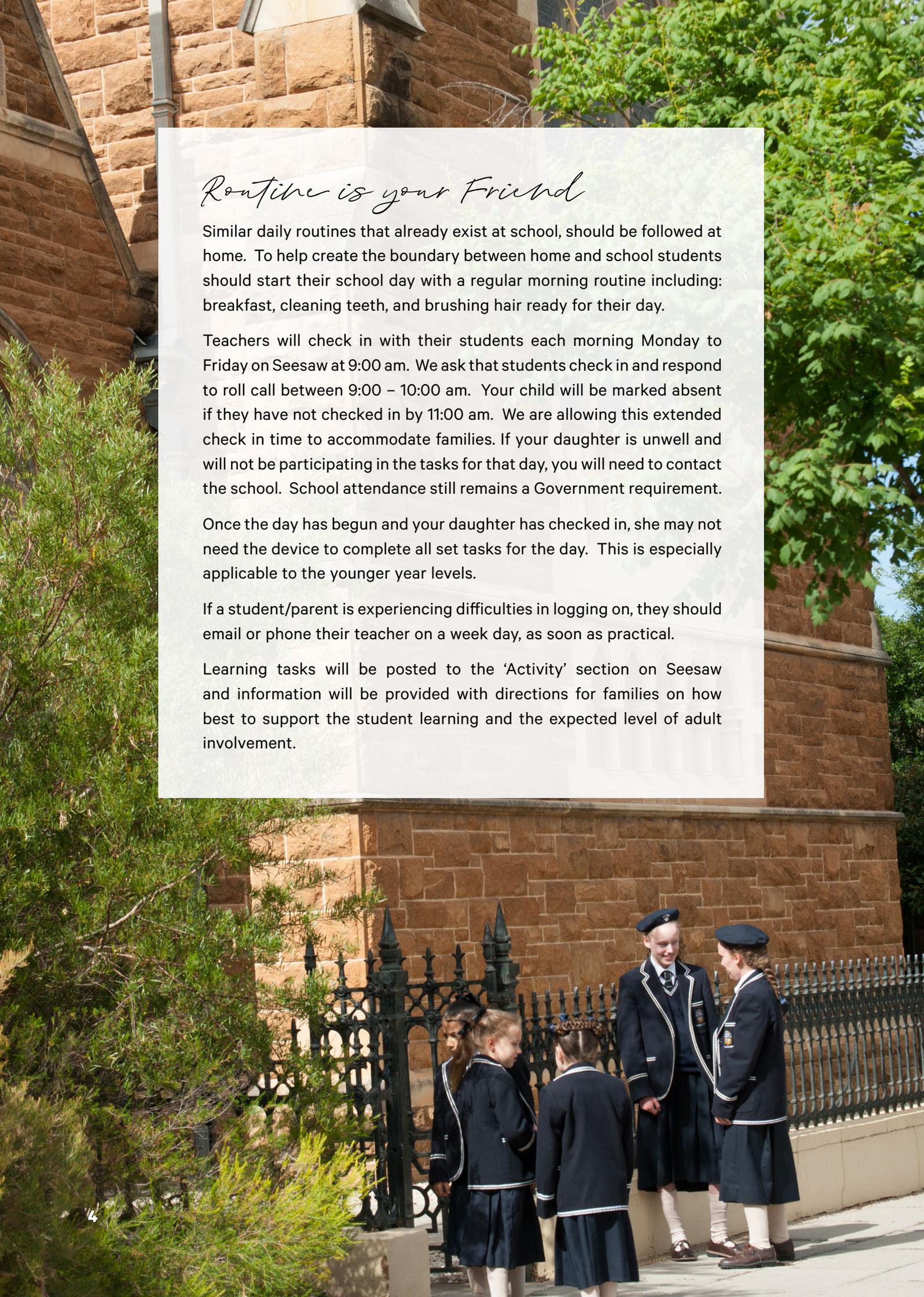
Similar daily routines that already exist at school, should be followed at home. To help create the boundary between home and school students should start their school day with a regular morning routine including: breakfast, cleaning teeth, and brushing hair ready for their day.

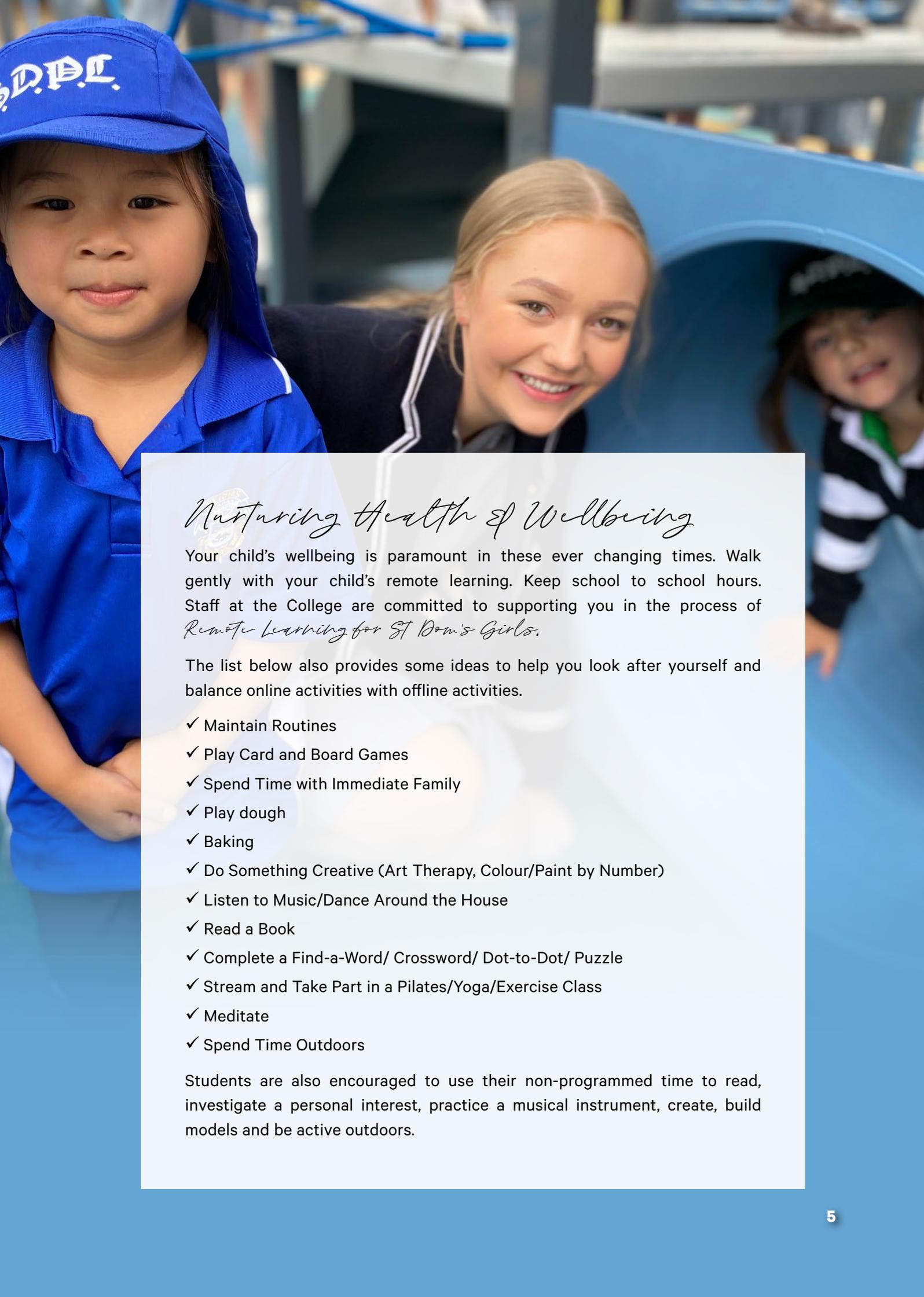
Teachers will check in with their students each morning Monday to Friday on Seesaw at 9:00 am. We ask that students check in and respond to roll call between 9:00 – 10:00 am. Your child will be marked absent if they have not checked in by 11:00 am. We are allowing this extended check in time to accommodate families. If your daughter is unwell and will not be participating in the tasks for that day, you will need to contact the school. School attendance still remains a Government requirement.

Once the day has begun and your daughter has checked in, she may not need the device to complete all set tasks for the day. This is especially applicable to the younger year levels.

If a student/parent is experiencing difficulties in logging on, they should email or phone their teacher on a week day, as soon as practical.

Learning tasks will be posted to the 'Activity' section on Seesaw and information will be provided with directions for families on how best to support the student learning and the expected level of adult involvement.





Nurturing Health & Wellbeing

Your child's wellbeing is paramount in these ever changing times. Walk gently with your child's remote learning. Keep school to school hours. Staff at the College are committed to supporting you in the process of *Remote Learning for St Dom's Girls.*

The list below also provides some ideas to help you look after yourself and balance online activities with offline activities.

- ✓ Maintain Routines
- ✓ Play Card and Board Games
- ✓ Spend Time with Immediate Family
- ✓ Play dough
- ✓ Baking
- ✓ Do Something Creative (Art Therapy, Colour/Paint by Number)
- ✓ Listen to Music/Dance Around the House
- ✓ Read a Book
- ✓ Complete a Find-a-Word/ Crossword/ Dot-to-Dot/ Puzzle
- ✓ Stream and Take Part in a Pilates/Yoga/Exercise Class
- ✓ Meditate
- ✓ Spend Time Outdoors

Students are also encouraged to use their non-programmed time to read, investigate a personal interest, practice a musical instrument, create, build models and be active outdoors.

Keeping Connected

We are all in this together. We will work together as one. Realistically there will be many issues, some known, some not.

It is still our priority to maintain our connections and relationships, because that is at the core of who we are at St Dominic's Priory College. Use email, Seesaw Messaging, and phone calls to maintain our links. Talk to us, let us help you. Teachers will always respond during school working hours.

Another tool to keep us connected is our College Newsletter and the College Facebook page. From time to time, teachers will select students' work to share with the College community, via these publications.

MENTAL HEALTH SERVICES

Beyond Blue

📞 1300 224 636

🌐 beyondblue.org.au

Lifeline Australia

📞 13 11 14

🌐 lifeline.org.au

Regional Access Program (country areas)

📞 1300 032 186

🌐 saregionalaccess.org.au

Lived Experience Telephone Support Service (LETSS) 5pm – 11:30pm daily (a peer mental health support line)

📞 1800 013 755

🌐 letss.org.au

Kids Helpline

(for people between 5-25 years of age)

📞 1800 551 800

headspace

(for people between 12-25 years of age)

📞 1800 650 890

Mental Health Triage Service (24/7)

For assistance with a mental health crisis or urgent mental health concern call **13 14 65**

⚠️ **Is it an emergency?**

If you or someone you know is at immediate risk of harm, call **triple zero (000)**

sahealth.sa.gov.au/COVID2019



Government of South Australia
SA Health

Useful Apps

Calm



Headspace



Journey



Recolour

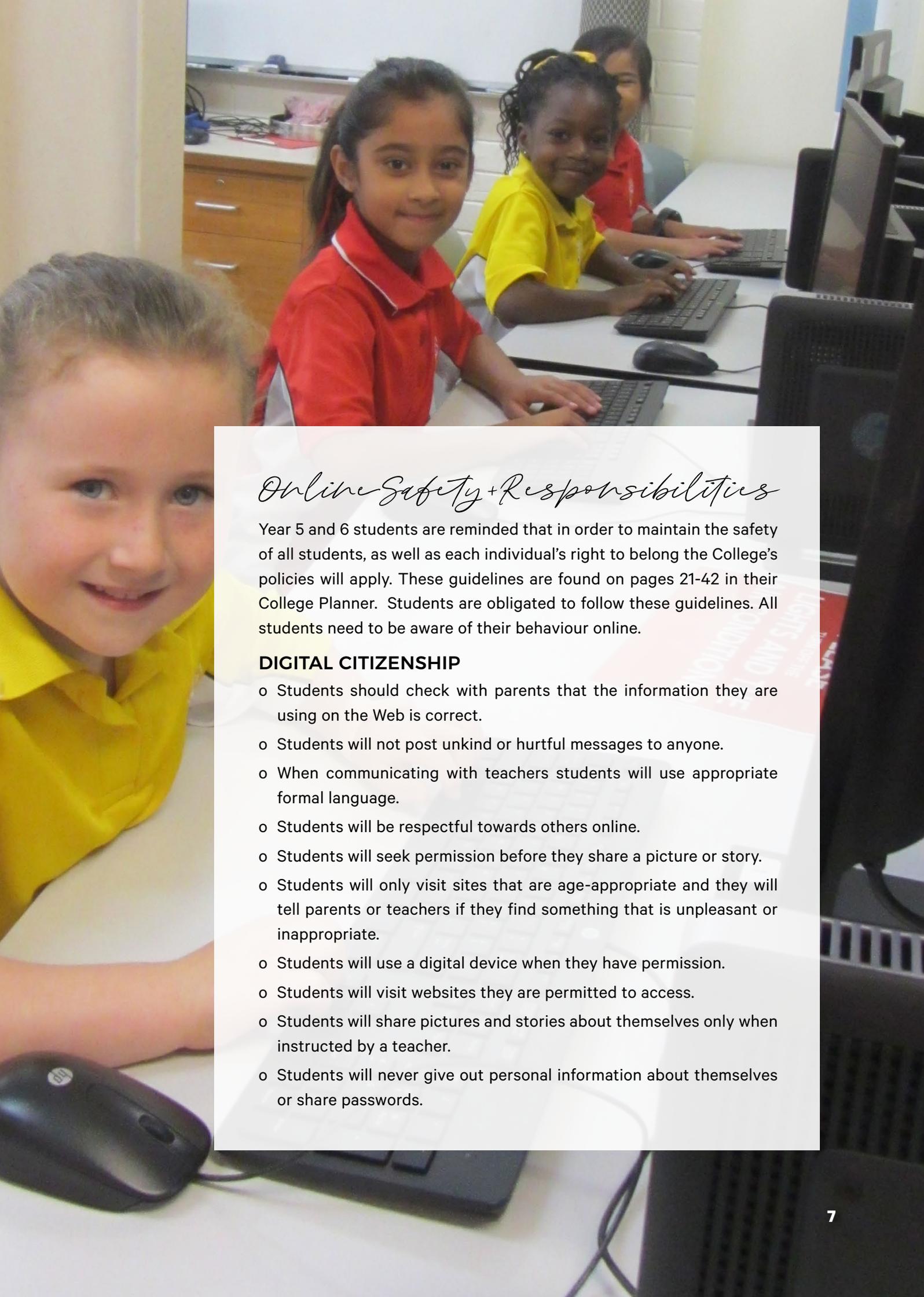


Daily Yoga



Waking Up





Online Safety + Responsibilities

Year 5 and 6 students are reminded that in order to maintain the safety of all students, as well as each individual's right to belong the College's policies will apply. These guidelines are found on pages 21-42 in their College Planner. Students are obligated to follow these guidelines. All students need to be aware of their behaviour online.

DIGITAL CITIZENSHIP

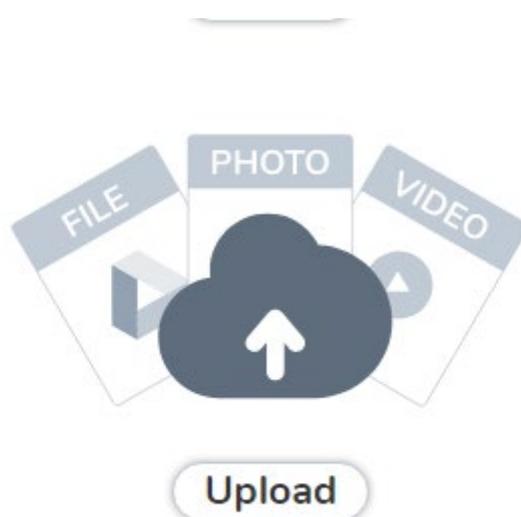
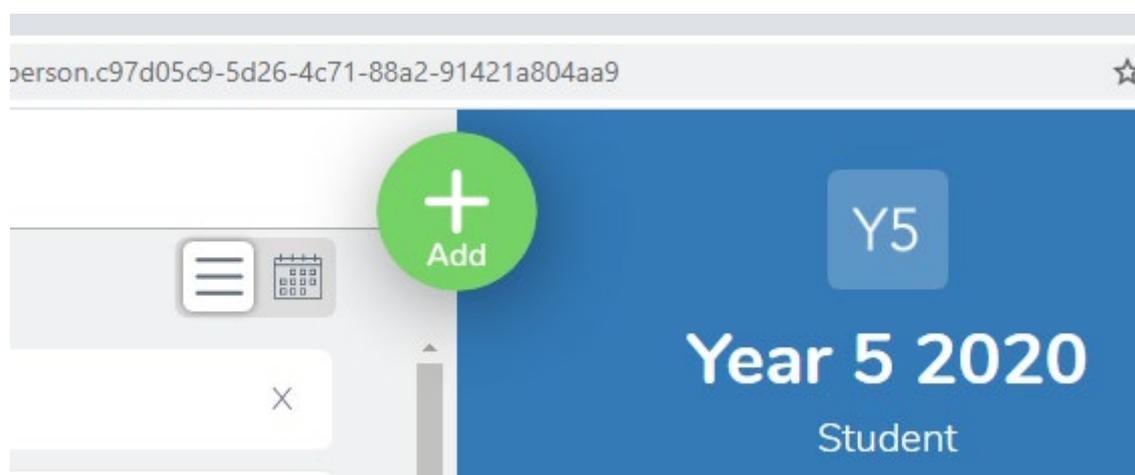
- o Students should check with parents that the information they are using on the Web is correct.
- o Students will not post unkind or hurtful messages to anyone.
- o When communicating with teachers students will use appropriate formal language.
- o Students will be respectful towards others online.
- o Students will seek permission before they share a picture or story.
- o Students will only visit sites that are age-appropriate and they will tell parents or teachers if they find something that is unpleasant or inappropriate.
- o Students will use a digital device when they have permission.
- o Students will visit websites they are permitted to access.
- o Students will share pictures and stories about themselves only when instructed by a teacher.
- o Students will never give out personal information about themselves or share passwords.

UPLOADING A PHOTO TO SEESAW

When your daughter is uploading a photo to Seesaw, please use the following steps.

Note, if your daughter is using the Seesaw website instead of the Seesaw App they will need to save the photo to your computer before they can upload it. Simply connect your phone or tablet to the computer and save the photo file to your computer.

1. Log in to Seesaw.
2. Select the large green circular ADD+ icon in the middle of the screen as shown below in Figure 1.
3. The next screen will give you 6 options. Please select UPLOAD which is in the bottom left of the screen. The icon for this is shown below in Figure 2.
4. This will allow you to select the picture you want and upload it to Seesaw.



CITRIX REMOTE ACCESS

This guide has step by step instructions on how you can use your personal computer or laptop to access Citrix for school.

1. This guide will help you access Citrix in case your College laptop is not available or not working. First thing to do is go to our school website: <https://www.stdominics.sa.edu.au>.

2. Once you are in the website please click the  link at the top. On the next window please click “Citrix Workspace app”. This will let you download the latest Citrix Workspace app from Citrix. (Note: Citrix will work without the Workspace app but performance will be lower and webcams and microphones will not work).

Step 2 only needed to be completed once, if you have already done this, you can skip to Step 4.

If you have any problems connecting to Citrix on your personal device, please install the latest [Citrix Workspace app](#).

3. After you open the link please click the link on the image below on the left. After that click on the link to download Citrix Workspace app for Windows. Once downloading is done run the installation and follow the instructions.

^ Workspace app for Windows

^ Workspace app for Windows Current Release

[Citrix Workspace app 2112.1 for Windows](#)
Dec 17, 2021

[Download Citrix Workspace app for Windows](#)

(211 MB -.exe)

Version: 21.12.1.4030 (2112.1)

Note: If you are going to use an iMac or Mac laptop then you have to download the Workspace app for Mac.

^ Workspace app for Mac

[Citrix Workspace app 2201 for Mac](#)
Jan 13, 2022 | NEW

4. When installation is done you can now go back to our school website and click on “Citrix Remote Access” button. You can also check the “Citrix Student Tutorial” for additional info.

[CITRIX REMOTE ACCESS](#)

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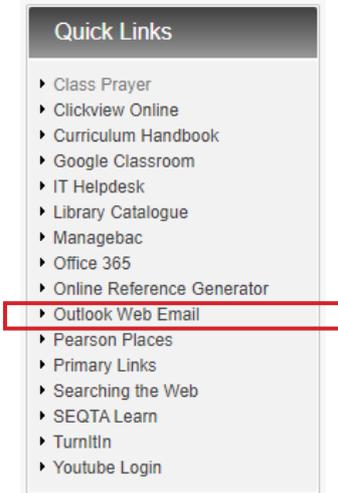
Staff and students (Year 6 and above) can use their own devices from home to login in to Citrix. Please see the tutorials below for further information.

[Citrix Student Tutorial](#)

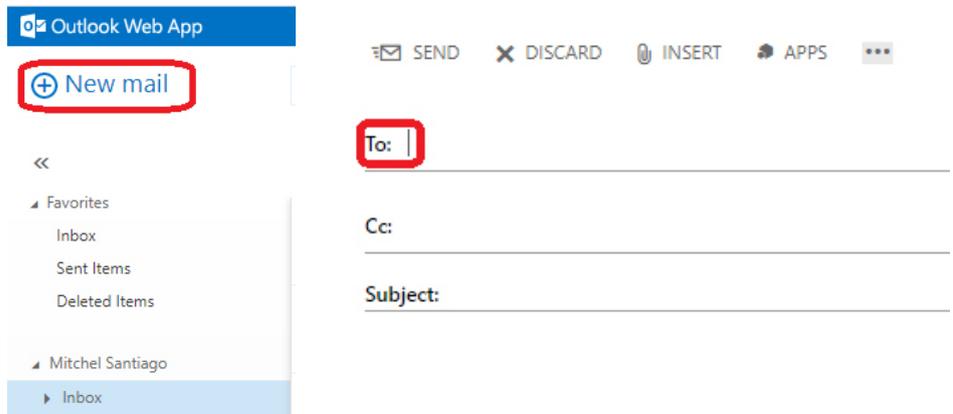
SEND AN EMAIL USING OUTLOOK WEB EMAIL

This guide has step by step instructions on how to search for a teacher in the address book if you will be sending an email.

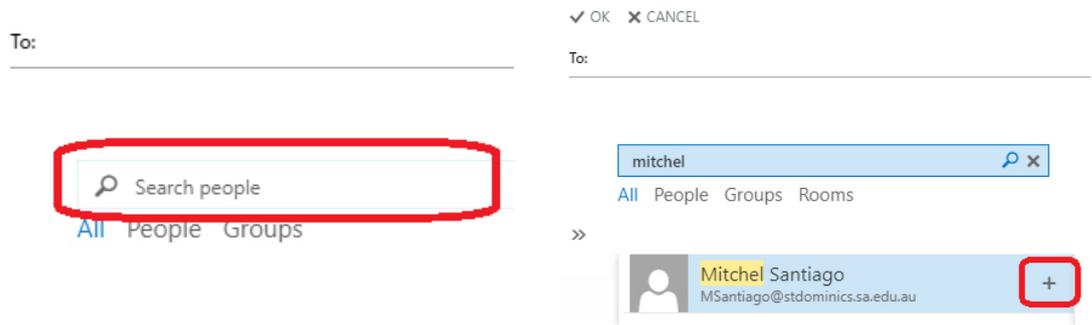
1. On our Domnet page click on “Outlook Web Email” on our Quick Links.



2. Once Outlook Web Email is opened please click “New Email”. On the compose email window click on the “To” field to open up the “Search Contacts and Directory” option.



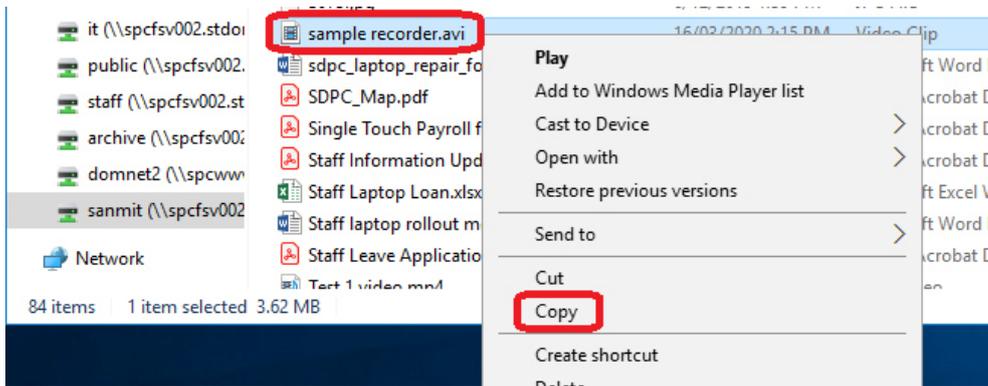
3. Type in the name of your teacher and press enter or this icon  and it will show you the available name from the address book. Click the “+” sign to add the name to the “To:” field in your email. Put in the subject and message for your email and then click “Send”.



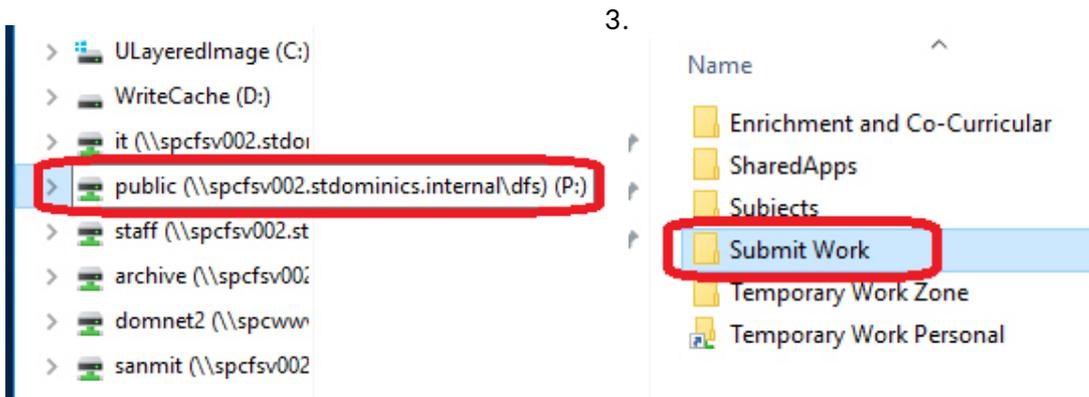
SUBMIT WORK VIA SUBMIT WORK FOLDER

This guide has step by step instructions on how to submit your work in our Submit Work Folder.

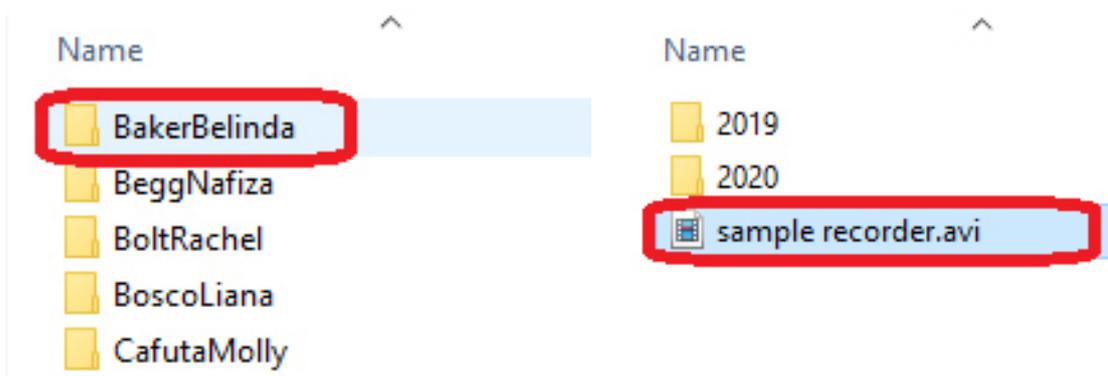
1. Once you are done saving your work file in your personal drive you can copy the file. Right on the file and then click on “Copy”.



2. After that you can open the “Public” drive and inside that drive look for “Submit Work”.



Inside “Submit Work” folder you can look for your teacher’s name and then paste the file inside the specified folder that your teacher has given you.



Useful Contacts

FOR HELP..	CONTACT VIA EMAIL
IT Support	helpdesk@stdominics.sa.edu.au
Social / Emotional / Wellbeing Concern	Class Teacher Year Level Coordinator Director of the Junior School
Subject Related Matter	Subject Teacher

Little Doms - Year 6 Staff Directory

Staff may be reached between 8:30am - 3:30pm Monday to Friday

Mrs Belinda BAKER	bbaker@stdominics.sa.edu.au
Mrs Lisa BAUMBER	lbaumber@stdominics.sa.edu.au
Mrs Rachel BOLT	rbolt@stdominics.sa.edu.au
Ms Jane DELLOSO	jdelloso@stdominics.sa.edu.au
Ms Celina DO	cdo@stdominics.sa.edu.au
Ms Renee EDWARDS	redwards@stdominics.sa.edu.au
Mrs Georgina FENTON	gfenton@stdominics.sa.edu.au
Mr Tim GRANT	tgrant@stdominics.sa.edu.au
Mrs Dolores HEGGS	dheggs@stdominics.sa.edu.au
Ms Annelise JOHNSON	ajohnson@stdominics.sa.edu.au
Ms Melissa LEHMANN	mlehmann@stdominics.sa.edu.au
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Mrs Michelle RICHTER	mrichter@stdominics.sa.edu.au
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Sr Hieu TRAN	htran@stdominics.sa.edu.au
Ms Claire WARD	cward@stdominics.sa.edu.au
Ms Inge WISHART	iwishart@stdominics.sa.edu.au