

# Video Conferencing Protocols

## Check your background

It is important that your background is clutter free and not too distracting to the other people who will see this in your call. Check that what is in your background is appropriate for other people to see during your call.

## Be on time

This should be standard with any meeting, video or otherwise. However, when you're connecting in to a video conference, it's especially important. Set an alarm on your phone if that helps

## Ensure your technology Works Correctly

You don't want to have to delay a meeting with others because your video conferencing system isn't working properly. You can go to <https://www.webex.com/test-meeting.html> to try out a meeting and make sure your microphone, speakers and camera are all working. This will make sure everything runs smoothly during the real thing.

## Wear appropriate clothing

While it might be tempting to work in your favourite pyjamas all day, please ensure that you are wearing professional attire to any video conferences you're attending. Choose something that would be appropriate if the meeting were face-to-face, rather than virtual. For students, this could be the equivalent of what you might wear to school on a free dress day.

## Frame the camera correctly

When you're on video, make sure you frame your camera in a way that feels natural and allows you to look at the camera. Sit at eye level to the lens, and try to position yourself so that it shows midsection up. Placing it too high leaves other participants staring down at you like a bad TV show. Putting a camera too low can lead to unflattering and awkward angles.

## Mute yourself when not speaking

Even though you may not be speaking and think you're being quiet, most microphones can pick up minor background noises, like coughs, sneezes, or typing. These sounds can easily distract other video conferencing participants. On WebEx, it's as simple as a click of a microphone button to mute yourself and then click again to unmute.

## Have the right light

Poor lighting conditions have an enormous effect on the video quality that you send. You'll want to make sure that there is enough light in the room you're in so that your video isn't grainy and unwatchable.

## Look at the camera

A common mistake is looking at the video feed instead of the camera when speaking to a remote participant. While it may seem like the right thing to do, it actually makes it appear as if you're looking off and not paying attention. Looking into the camera lens is the equivalent of looking into the person's eyes, so practice this as you use video conferencing.

## Pay Attention

It is important to show respect to others participating in a video conference call, just as you would show respect to others in a classroom and at school.

## Flexibuzz App

Remember to stay up to date with everything that is happening at our school by downloading the Flexibuzz App and connecting to our school. This is a vital tool in communication between home and school. Download the App today!

## TERM DATES 2020

- **Term 1:** 30th January to 27th March
- **Term 2:** 14th April to 26th June
- **Term 3:** 13th July to 18th September
- **Term 4:** 5th October to 18th December

## Curriculum Days for 2020

- **28<sup>th</sup> and 29<sup>th</sup> January** students start on **Thursday 30<sup>th</sup> January**
- **Friday 6<sup>th</sup> March,**
- **Friday 14<sup>th</sup> August**
- **Monday 2<sup>nd</sup> November**

## Contact Us

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School Number 0876  
Castella St  
Lilydale  
Tel: 97351642  
Email: [lilydale.ps@edumail.vic.gov.au](mailto:lilydale.ps@edumail.vic.gov.au)

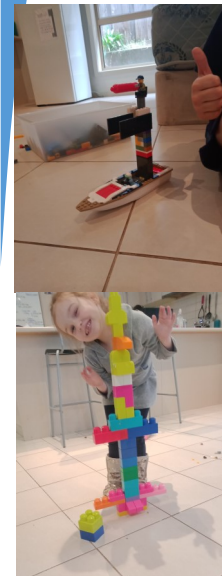
*Proud of our Past.  
Educating for the Future*

# Lilydale Primary School's The Lilydale Legend

*Proud of  
our Past  
Educating  
for the  
Future*

Friday 1st May

Issue 124



## Thanks and Congratulations

Congratulations to everyone for your continued engagement in the online lessons provided by our teachers. We are exceptionally proud of our students and the way they have responded and continued to work hard at their learning. I would like to thank the parents for their continued support and their feedback on how we are going. Please remember to let us know how your child is coping and then we can ensure we are tailoring our work to their individual needs.

## Parent Updates

I have been delighted with the response to the Parent Update Meetings that we are organising as this gives us feedback to ensure that our programs are meeting the



needs of our students. I will continue to offer a weekly update so that you can give me feedback and let me know if you have any concerns .

## Music Lessons go Online

Thanks to Angela for posting three lessons for the Prep, Grade 1/2 and Grade 3-6 students which are available on our website under the tab Remote Learning Videos. These lessons are completely voluntary but may give your child a pleasant distraction. Here is the message from Angela in case you have not received it. Dear Parents,

I have uploaded three different lessons onto YouTube. One for the Preps, one for the 1/2s and one for the grade 3-6s. Please click on the one that is for your child.

I will send you a new link when I upload the next lesson.

If you would like to send me a video, photo or re-

sponse to the lesson, please email me on:

[white.angela.k@edumail.vic.gov.au](mailto:white.angela.k@edumail.vic.gov.au)

Here are the links:

Prep: <https://youtu.be/floBjlgwYow>

1/2s: <https://youtu.be/L2IagNsC5QM>

3-6s: <https://youtu.be/dKltdyGYtaE>

I hope you enjoy them Angela Mayall (Music Teacher)

## Art Website

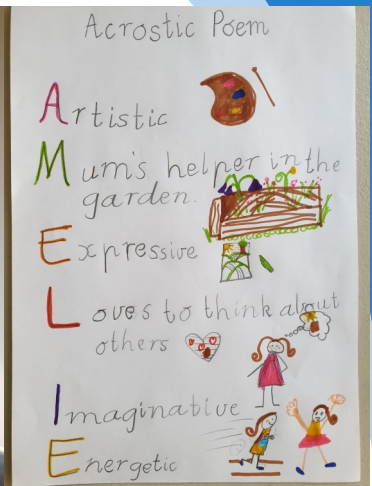
In the box to the right you will see a message from Mrs Kennedy who is compiling some of the great artwork that the students are creating at home and compiling it onto a website. Thanks to Michele for organising this and ensuring our students still have the opportunity to enjoy and then share their art. There are some paintings by the teachers so please check them out and let us know what you think

## Photos

Thanks to all the parents who have been sending in some pictures of their children and their work during this strange time. Please continue to send them in so that we can share them with the rest of the community.

Stay Safe, Stay Well, and Stay In Touch

Andrew



Dear Parents,  
I have created a website where you will be able to view artwork submitted by the students (and maybe the teachers) over our time of remote learning. Completed artwork lessons can be emailed to me at [kenedy.michele.a@edumail.vic.gov.au](mailto:kenedy.michele.a@edumail.vic.gov.au) and I will be uploading each day. Once you access the site you will see there are options for each class in the top right corner under the home button, with a drop down menu for each level. Enjoy looking at what our students have created.

(Grade 5 and 6 students can upload their work to google classroom and I will access from there.)

Happy creating everyone!



Link to website

<https://sites.google.com/education.vic.gov.au/lps-art-gallery/home?authuser=1>





# Remote learning Timetable for Week 4

	Monday			Tuesday			Wednesday			Thursday			Friday		
9.00 - 9.30	Staff Morning Briefing			Staff Morning Briefing			Staff Morning Briefing			Staff Morning Briefing			Staff Morning Briefing		
9.30 - 10.00	1/2 Literacy 9.30 - 10.00 (building up to 10.30)	Prep Literacy 9.40am - 10.30	3/4 literacy 9.30 -10.30	1/2 Literacy 9.30 - 10.00 (building up to 10.30)	Prep Literacy 9.40am - 10.30	3/4 literacy 9.30 -10.30	1/2 Literacy 9.30 - 10.00 (building up to 10.30)	Prep Literacy 9.40am - 10.30	3/4 literacy 9.30 -10.30	1/2 Literacy 9.30 - 10.00 (building up to 10.30)	Prep Literacy 9.40am - 10.30	3/4 literacy 9.30 -10.30	1/2 Literacy 9.30 - 10.00 (building up to 10.30)	Prep Literacy 9.40am - 10.30	3/4 literacy 9.30 -10.30
10.00 - 10.30															
10.30 - 11.00															
11.00 - 11.30	RECESS			RECESS			RECESS			RECESS			RECESS		
11.30 - 12.00	1/2 Maths 11.30 - 12.00 (building up to 12.30)	3/4 Maths 11:30-12:30	56 Literacy 12.00 - 1.00	1/2 Maths 11.30 - 12.00 (building up to 12.30)	3/4 Maths 11:30-12:30	56 Literacy 12.00 - 1.00	1/2 Maths 11.30 - 12.00 (building up to 12.30)	3/4 Maths 11:30-12:30	56 Literacy 12.00 - 1.00	1/2 Maths 11.30 - 12.00 (building up to 12.30)	3/4 Maths 11:30-12:30	56 Literacy 12.00 - 1.00	1/2 Maths 11.30 - 12.00 (building up to 12.30)	3/4 Maths 11:30-12:30	56 Literacy 12.00 - 1.00
12.00 - 12.30		12.30 - 1.15 Prep Maths			12.30 - 1.15 Prep Maths			12.30 - 1.15 Prep Maths			12.30 - 1.15 Prep Maths			12.30 - 1.15 Prep Maths	
12.30 - 1.00															
1.00 - 1.30															
1.30 - 2.15	LUNCH			LUNCH– Lego Club			LUNCH			LUNCH			LUNCH		
2.15 - 2.45															
2.45 - 3.15	56 Numeracy 2:15-3:15			56 Numeracy 2:15-3:15			56 Numeracy 2:15-3:15			56 Numeracy 2:15-3:15			56 Numeracy 2:15 -3:00		
3.15 - 3.30													Assembly 3pm3pm		
3.45 - 4.15	Leadership Meeting 3.45 - 4.45			Staff Meeting 3.45 - 4.45			3/4 team meet- ing 3.45 - 4.45			P-2 Team Meeting  3.45 - 4.45			56 Team Meet- ing		
4.15 - 4.45															

This is the Remote Learning timetable for Week 4. The teachers have tried to ensure that there is some spreading out of times to cater for your home internet and supervision issues. This timetable will continue to evolve over the weeks as we try to ensure that this is working as efficiently as possible. Thanks to the staff for organising this

Thanks to Grant, Toni, Deb, Cath, Tony, Ryan, Melissa, Jeanette, Steff, Di and Tania who have been the onsite team this week.

