

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

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

Contact Us

Lilydale Primary School
 School Number 0876
 Castella St
 Lilydale
 Tel: 97351642
 Email: 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 17th April

Issue 122

Welcome Back to Term 2 it has been a challenging time for us all but by working together we have already been able to achieve some great things for our students. The attendance rate at the online classes has been excellent and we are now trying to ensure that every child has the access that they need to ensure they are able to connect with classmates and their teacher. This is not always going to go smoothly and we will need to you to give us regular feedback about what we can improve on to ensure we become a virtual school environment. I will be holding regularly information sessions to try and keep you up to date with what we are trying to achieve and also give you the chance to provide us with feedback. The next Webex parent meeting will be 4pm next Wednesday 22nd April, an invite will be sent out shortly.

Thanks

Thanks to all the parents who have been exceptionally supportive of the staff providing feedback and being available to answering the phone to answer technology questions etc. Thanks also to the staff who have been working exceptionally hard to ensure that the process of creating a virtual school has been achieved so quick and finally thanks to the students who are engaging in their learning and taking responsibility to challenge themselves

Welfare calls

The teachers will be conducting welfare checks with each student once per week and this may be a Webex call or a phone call. We want to ensure our students get through this time and still feel connected and supported. These calls will begin next week.

Technology challenges

There are a variety of technological challenges to be overcome so please ask if you need any support to get your child involved in the learning at school. There are no silly questions so please do not be afraid to reach out to us to help you solve these

Teachers Contacts

As you are aware the teachers are also new to this remote learning and they will endeavour to provide regular feedback on your child's learning. Please feel free to send them an email for advice or support during school hours. Emails will be answered the following day if they are received after school hours. It is important we all support our teachers during this time and also ensure they get a chance to have a break with their family at night.

Devices

Today we will be distributing school devices to the community to ensure every student is able to access their online learning. If your own device breaks or there is an issue please let us know so that we can ensure your child has the technology that they need

Onsite learning

Just a reminder that if your circumstances change and you require your child to attend school you will need to let the school know before Thursday at 3pm for the following week. A decision will then be taken and communicated to you by Friday after school. A proforma will be sent to you soon should you require it

Support

Please remember that we are a school community and if you are struggling or need some support please contact us at school so that we can understand your situation and try to provide you with the support you need. We are all in this together and I am sure that with help we will be able to come through this crisis stronger and more connected as a community

Stay Safe, Stay Well, and Stay In Touch

Andrew



Remote learning Timetable for Week 2

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

This is the Remote Learning timetable for Week 2. 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, Ryan Toni, Joh, Deb, Melissa Emily. Who have been the on-site team this week. We have faced a few challenges together but hopefully we have set things up to be successful

Virtual Lego Club
 Tuesday at 1.30pm
 Get you Lego together
 and come and see
 what we can make

Virtual Assembly
 3pm
 Friday