

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

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*Proud of our Past.
Educating for the Future*

Lilydale Primary School's *The Lilydale Legend*

*Proud of
our Past
Educating
for the
Future*

Thursday 28th May

Issue 128

Welcome Back Prep to Grade 2 Students

It has been wonderful this week welcoming back the Prep to Grade 2 students. They have done a remarkable job in handling the changes that are in place at the school relating to the drop off and pick up times as well as the timetable reshuffling. I am proud of each and every one of them as they show resilience and enthusiasm about being back to school. The only thing that I have missed is the continued absence of the Grade 3-6 students who start school again on Tuesday 9th June. Myself and all the rest of the staff can't wait. Then we will be all back together as it should be.

Grade 3-6 Drop Off and Pick Up Return to School Survey

<https://www.surveymonkey.com/r/QWN3PTV>

In order to prepare for the Grade 3 to 6 students return to school we need to organise times and places where you can drop off and pick up your child. We are trying to ensure that there is no congregation of parents to ensure there is no spread of infection. You will be allocated a time and gate. We will do our best to meet your preferred time but this will not be possible in all cases as we only have a certain amount of spaces at each location. Please put any comment in the survey that will enable us to provide you with the best time and place.

There has been one change to the Pick-up times in this survey due to our experience of pick up on Tuesday. In your Pick up time slot you will see a very specific time frame, this is due to the fact that we have found parents arrive exactly at 2.50 in the 2.50-3pm time slot this means that if the Grade 3-6 parents arrive at 2.55pm we will have been able to clear the majority of traffic from these areas and therefore we will have more spaces. Please try to arrive exactly at your allocated time and not before so that we can continue to minimise the congestion and disruption for you. Your child will be waiting at the gate ready to meet you.

We will try to make it as smooth as possible but there will always be some complications. Please be patient with us as we deal with this complex organisational problem.

Castella Street Drop Off and Pick Up Care

Please be careful on Castella Street particularly when escorting your child to and from the car to ensure they are not crossing parking spaces to get to school or on the Pick up to get to you. Please drop them and meet them at the kerb. This will ensure all our students remain safe. Also be aware and careful when reversing out on to Castella Street particularly with other cars reversing out at the same time and cars and bikes moving along the road that will be difficult to see due to other parked cars

How long with Pick Up and Drop Times be in place for?

The pick up and drop off times and places, once allocated, will continue until the end of Term unless there is further directive from the Department stating that school times can return to normal.

Return to School Grade 3-6 Parent Information Sessions

There will be four Grade 3-6 Return to School Parent Information Sessions which will occur next week. They will Thursday 4th June at 1.30pm and 6pm and Friday 5th June at 9.30am and 4pm. There will be a booklet to accompany these session. Please try to attend at least one of these sessions so that I can answer any questions or concerns you may have.

Yet another Survey!

In order to prepare for your child's return on Tuesday 9th June I need you to fill in a survey (yes another one but this one only has four questions) stating whether your child will be coming back to school on the 9th June and if not why. This will help us understand your personal circumstances and ensure that we provide your child with the support they need.

The survey can be found at <https://www.surveymonkey.com/r/QFHNN53>

Thanks for your understanding

Andrew



Remote Learning Timetable for Week 8

	Monday		Tuesday		Wednesday		Thursday		Friday	
9.00 - 9.30	Staff Morning Briefing									
9.30 - 10.00	3/4 Literacy 9.30 -10.30		3/4 Literacy 9.30 -10.30		3/4 Literacy 9.30 -10.30		3/4 Literacy 9.30 -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	3/4 Maths 11:30-12:30		3/4 Maths 11:30-12:30		3/4 Maths 11:30-12:30		3/4 Maths 11:30-12:30		3/4 Maths 11:30-12:30	
12.00 - 12.30		5/6 Literacy 12.00 - 1.00		5/6 Literacy 12.00 - 1.00		5/6 Literacy 12.00 - 1.00		5/6 Literacy 12.00 - 1.00		5/6 Literacy 12.00 - 1.00
12.30 - 1.00										
1.00 - 1.30										
1.30 - 2.00	LUNCH		LUNCH		LUNCH		LUNCH		LUNCH	
2.00 - 2.15									Assembly	
2.15 - 2.30	5/6 Numeracy	2.15 - 3.15	5/6 Numeracy	2.15 - 3.15	5/6 Numeracy	2.15 - 3.15	5/6 Numeracy	2.15 - 3.15	2. 00 - 2.30	5/6 Numeracy 2:15 -3:00
2.30 - 3.15										
3.15 - 3.30										
3.45 - 4.45	Leadership Meeting 3.45 - 4.45		Staff Meeting 3.45 - 4.45		3/4 Team Meeting3.45-4.45		Prep-2 Team Meeting	5/6 Team Meeting 3.45-4.45		
							3.45 - 2.45			

This is the Remote Learning timetable for Week 8. 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.

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 kennedy.michele.a@edumail.vic.gov.au and I will be uploading each day. Happy creating everyone! Link to website <https://sites.google.com/education.vic.gov.au/lps-art-gallery/home?authuser=1>

Virtual Assembly

2pm

Friday



Our Fantastic Local Secondary Schools

2021 Year 7 Enrolment

www.lilydaleyarravalleyenrolment.com.au

Visit the website to find out more.



Need more information about our fantastic local secondary schools? During this unique time, the six local secondary schools in the area have come together to ensure you have all the information you need for the 2021 Year 7 enrolment process. Please visit www.lilydaleyarravalleyenrolment.com.au to find out about each school and their Year 7 program.