

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!

Important TERM 2 DATES 2020

- 25th May Curriculum Day
- 26th May Prep to Grade 2 students resume face to face learning
- 9th June Grade 3to 6 Resume Face to Face Learning

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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Educating for the Future*

Lilydale Primary School's The Lilydale Legend

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Friday 15th May

Issue 126

Return to School Dates announced

As you are probably aware the Premier has announced return to school dates for our students. The Prep to Grade Two students will be returning on Tuesday 26th May and the Grade 3 to 6 students will be returning on Tuesday 9th June. There are a range of organisational elements that we need to cover and organise in the next few days so that we can give you a concise understanding as to what school will look like when we return. There is no doubt that School will look very different from what we are used to and we will be making every effort to ensure the welfare of each and every student is catered for. We will be working with you to ensure that every element of the return to school has been communicated with you and that you received the best understanding of what this means for you and your family. Please keep checking your emails and ensure that you attend at least one of the Parent Update Meetings that will be organised next week. We will be attempting to provide you with a booklet of instructions and arrangements. Please talk to your child and stress that school will look rather different than normal and that these changes will be in place for at least the rest of the Term. I am sure that if we continue to work together and provide each other with feedback we will be able to ensure a smooth restart.

Parent Survey

We are continuing to look at ways to improve our remote learning and we have a survey that we would like you to complete so that we can continue to provide our students with the best possible remote learning experience. You can access the survey at <https://www.surveymonkey.com/r/R9TVKLR> Comments on how we are going will help us to ensure that you and your family are properly supported during this difficult time. This is particularly the case with the Grade 3-6 students who will be continuing with remote learning until at least the 9th June.

Curriculum Day 25th May

Just a reminder that there will also be a Curriculum Day for teacher planning on Monday 25th May. There will be no remote learning lessons on this day.

Feedback

In order to prepare for this return to school I continue to need your help. There will be an amazing amount of questions that are now circulating around as to how social distancing will look, what does it mean a staggered school day etc etc etc. In order to prepare for this please continue to provide me with any questions that you may have specific to your own child and their return to school. This will ensure that we can provide you with clear answers so that we can make sure the transition back to school will be as smooth as possible and we then all concentrate on the teaching and learning of our students. If you can't make any of these meetings please send me the questions you would like answering by return email.

Prep to Grade 2 Pick Up and Drop Off Survey

If you have not completed the Prep to Grade 2 Pick Up and Drop off Survey this needs to be completed today or you may be allocated a Drop off and Pick Up time that does not fit with your family requirements. If you have Grade 3- 6 students who are attending onsite already and this is too continue you will also need to complete this survey. The survey can be found at <https://www.surveymonkey.com/r/NDNPW8G>

Thank you to all the families that have already replied
Stay Safe, Stay Well, and Stay In Touch

Andrew

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 kenny.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>



