

**From:** [Adrian Johnson](#)  
**Subject:** Update on our response to COVID-19  
**Date:** Monday, 23 March 2020 2:22:32 PM  
**Attachments:** [Online learning advice for students.docx](#)  
**Importance:** High

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Dear Secondary School Students

As I'm sure you appreciate, we are working behind the scenes in an effort to minimise the impact of COVID-19 on your health and schooling. At this time, I wish to outline our plans for the days ahead and offer some reassurances your academic progress will not be jeopardised.

It has been confirmed today, in line with yesterday's rulings from the government, we will be moving to the provision of online (only) learning. Consequently, we are now not expecting you in school after today, until further notice.

While your teachers prepare for this transition, we expect the overwhelming majority of Secondary School students to be at home Tuesday 24 to Thursday 26 March, working on their assignments, or reading their novel for English, or any other work set by their teachers. You should plan to work normal school hours during the day focussing on tasks which are due to your teacher soon (so not working strictly according to your timetable).

The College is contacting families today to make provisions for students who cannot be at home (as their parents are teachers at the College or they are involved in other essential services in the community, such as health care workers). We expect these students to come to school in uniform and work under supervision in 'learning hubs' such as the Library (Years 7, 8 and 9), the Learning Commons in the Morison Centre (Years 10 and 11) and Mackinnon Building (Year 12). The roll will be marked in these locations at 8:35am.

Each department in the Secondary School will be planning their upcoming online lessons from tomorrow. Students must access Seqta first for guidance around their learning programs. There will be some variation between departments due to staff expertise, nature of content and style of learning. We do not think it appropriate for a 'one size fits all' approach here. Your teachers will confirm with you how things will work in their subject area.

**We expect to be operating fully online by Friday 27 March.**

You may be wondering: what full online learning might look like for you? In general terms: we expect to be operating according to your usual timetable with your teacher marking the roll, setting learning intentions and overseeing your work (one way or another). Some staff will connect with you via video link for a short period (you see them, only) or you might view a pre-recorded video which explains the learning for that lesson. You might be asking questions via a forum with your teacher responding to the class so everyone reads the reply. Work will be submitted online for marking. So, for all intents and purposes, we are aiming for a 'normal' school day and you should prepare for engaging in that manner as well. I've even heard of students in other schools dressing in their uniform for the day to maintain all routines!

If you are sick, your parents need to contact [attendance@radford.act.edu.au](mailto:attendance@radford.act.edu.au) as usual.

**Please ensure you take home all materials from your lockers today.** Any food waste and litter needs to be placed in bins and your locker left open.

People here to help:

If you experience connection or IT issues at home, we recommend you contact the Radford IT Helpdesk. The College's publication *Remote Learning Guidelines for Secondary Students* can be found [here](#).

If you experience personal challenges working from home (for whatever reason) please contact your HoY via email, in the first instance, or one of our counsellors. Counselling services will continue to operate on an appointment basis between 8:00am and 4:00pm (via email on [wellbeing@radford.act.edu.au](mailto:wellbeing@radford.act.edu.au), 'phone or Teams). The Wellbeing Team will send a regular Health and Wellbeing communication including videos, information, and self-help guides to managing online learning.

You will also find more detailed information in the attachment.

We look forward to keeping in touch with you, albeit in a different manner, over the coming weeks!

Kind regards

Dr Johnson

**Adrian Johnson**

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