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Macquarie Grammar School Limited
ACN 141 160 483
CRICOS Provider Code 03330B

Dear Parents, Guardians, Homestay Hosts and Students,

Re: Studying Online

Tuesday 20th July to Friday 30th July 2020, 8:00am or 9:00am - 3:00pm or 4:00pm

The New South Wales Government and the Department of Health have made an announcement that schools must transition to online learning until Friday 30th July. The teachers and students are familiar with online learning from last year and it worked quite well thanks to the co-operation of all parties. Microsoft Teams is the programme the school uses and it work effectively for students to connect from home. There maybe some initial teething problems in restarting the process, but I ask for everyone's patience and understanding when using this portal, when all the students and staff are online. Some operating issues may arise. Such as:

1. Insufficient bandwidth and speed when using the internet from home.
2. The computer processor may not be powerful enough to run the programme, especially if the student doesn't have a recent computer model.
3. The student may not have the appropriate ancillary equipment to run the programme, Microsoft Teams.
4. At home there may not be enough download data, under the current internet plan.

Microsoft Teams enables teachers to deliver lessons online and for students to see and hear their teacher when the lesson is being delivered, and for the teacher to hear the feedback from the students. It is an interactive programme and the teachers can upload diagrams and video. Edmodo will continue to be used to complement Microsoft Teams and to complete the online lesson delivery. Teachers will upload to Edmodo; teaching materials, share content, assignments, homework tasks, videos, etc for students to access and communicate with their teacher. To access the content they must have a computer with:

1. a webcam (camera)
2. speakers for sound
3. and a microphone.

Students are ***required to wear their school uniform every day*** when accessing their online lessons, follow the normal school timetable and ***are not*** to record lessons without the express permission of the teacher. Lessons will commence either at 8:00am (early lessons for Year 11) or at 9:00am and students must be ready and logged in to Microsoft Teams with their webcam and microphone turned on, to confirm their attendance and readiness to commence learning. Students will be monitored by their class teacher each lesson for attendance and engagement through the portal. The Student Services Officers and the Directors of Welfare and Operations, and Curriculum and Compliance will be contacting students if they have not connected to their online lesson. If the student cannot be contacted s/he will be recorded as being absent and it will affect their compliance hours in completing their courses, especially for the Preliminary and Higher School Certificate, and may affect international students in meeting their visa requirements.

Students who have not downloaded Microsoft Teams need to follow the process outlined on the attached pages and set up Microsoft Teams on their home computer. If a student is having difficulty logging in or setting up Microsoft Teams on their computer they may contact by email the Student Services Officers, Miss Jeon or Miss Bui on sso@mgs.edu.au or office@mgs.edu.au.

Yours sincerely,

Mr J. Rekouniotis
PEO/Headmaster
14th July, 2021