

Partnership in Student Learning: **Parents**

28 September 2017

Open Access College aims for students to be successful learners through partnership with parents/caregivers that supports learning for each student.

Both the College and parents/caregivers have responsibilities, outlined below, to help ensure the partnership is positive for all involved and especially for student learning.

Open Access College

Open Access College provides each student with dedicated teachers and learning programs appropriate to their circumstances and needs. Learning with Open Access College involves:

- a variety of learning modes
- synchronous lesson time that is interactive and learner-centered
- intentional content for students to explore on their own
- individual, small group and class feedback in real time
- on-going formative assessment to inform future learning

Open Access College provides each parent/caregiver with a Student Wellbeing Leader (Counsellor) as key contact and support person.

At the start of the school year OAC will:

- Send confirmation of enrolment via email to the parent/caregiver.
- Provide a laptop for full-time college based students.
- Provide information about how to login to Daymap (see student helpsheet on [OAC Helpdesk page](#)) and the [student absence process](#).

At the start of the school year teachers will:

- Contact students within one week of enrolment to confirm lesson times, technology requirements and resources.
- Support students and parent/caregivers in accessing learning platforms.

Throughout the year OAC teachers will

- Conduct synchronous lessons at set times each week.
- Provide learning materials, tasks and support via a LMS (usually Moodle).
- Provide out of lesson support through face-to-face contact, email and telephone.
- Contact the parent/caregiver immediately when there are concerns about student learning. This will be followed up by the Student Wellbeing Leader as appropriate.
- Inform parents in advance via the OAC website and Facebook page of any OAC closure days.
- Inform the parent/caregiver of organised workshops and forums to support learning.
- Provide on-going information about student progress in Daymap. Make all attendance, required work/assignments and marked work with feedback available to OAC students and parents/caregivers in Daymap.
- Regularly report on student progress.

Parent/Caregiver

The Parent/Caregiver is responsible for fully supervising and supporting their child/student. The name and contact details provided on the enrolment form will be made available to OAC staff via Daymap.

Upon enrolment parent/caregiver will:

- Access the OAC website for course, enrolment and general information.
- Check the confirmation email and alert Client Services of any errors.
- Ensure the student has a dedicated spot in the home for OAC synchronous lessons and study.
- Ensure the student has access to an internet service and can access the email account provided on the enrolment form.
- Assist the student to log-in to OAC's e-learning platforms (Daymap, WebEx, Moodle, Google Classroom, Library) and troubleshoot minor technical problems. Refer to our **Learning Technology Help Desk** (OAC teachers and Learning Technology staff will guide students/supervisors in connecting to and using the online technologies).
- Support the student to understand and comply with the OAC assessment and **attendance policy**.
- Assist the student to organise a weekly study and lesson timetable (your child's teacher/counsellor can assist you with this).
- Assist the student to manage course/subject digital files and calendars.

Throughout the year parent/caregiver will:

- Actively supervise and support students to attend lessons and engage in learning, including face-to-face learning opportunities.
- Inform **student.absence@openaccess.edu.au**, when a student is absent from school for any reason. (Any unexplained absence will result in an sms or email being sent to the parent/caregiver).
- Encourage the student to maintain regular contact with their teachers.
- Monitor the student's progress using **Daymap Connect**.
- Organise student visits to OAC where appropriate.
- Advise OAC **client.services@openaccess.edu.au** of all changes to student contact details – address, phone, email.
- Return laptop, all library resources and unused learning materials to OAC.

If you have concerns about your child's learning, contact the teacher. For concerns about wellbeing, follow up with your child's Student Wellbeing Leader. For other concerns, refer to the Parent Concern and Complaints Policy on the OAC website.

This document can be downloaded with active links on the PARENTS page of the OAC website:

www.openaccess.edu.au/parents