

Partnership in Student Learning: **Schools**

28 September 2017

Open Access College aims for students to be successful learners through a partnership with the school that supports the learning for each student. OAC and the school both have responsibilities, outlined below, that will help to 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

At the start of the school year OAC will

- Send confirmation of enrolment email to the school OAC coordinator.
- Teachers will contact school coordinators and students within one week of the enrolment to confirm lesson times, technology requirements and resources.
- Teachers will support students and supervisors accessing the learning platforms.
- Provide information about how to login to Daymap (see student helpsheet on **OAC Helpdesk page**) and the **student absence process**.

Throughout the year OAC teachers will

- Conduct synchronous lessons at set times each week.
- Provide learning materials, tasks and support via a LMS.
- Provide out of lesson support through face-to-face contact, email and telephone.
- Consult and collaborate with the school OAC coordinator as appropriate.
- Contact the school OAC coordinator and parents immediately when there are any concerns re student learning. This will be followed up by the OAC Senior Leader as appropriate.
- Inform the school of any OAC closure days in advance.
- Inform the OAC coordinator of organised workshops and forums to support learning.
- Provide on-going information about student progress in Daymap. All attendance, required work/assignments and marked work with feedback is made available to OAC coordinators, students and parents in Daymap.
- Regularly report on student progress.

Partner School

The partner school is responsible for having a person assigned with sufficient time to fully support students.

The name and contact details of the school based OAC coordinator must be provided on the enrolment form at the time of enrolment.

Prior to and at the start of the year the OAC school coordinator will:

- Access the OAC website for course, enrolment and general information.
- Complete the online **enrolment form**.
- Check confirmation email and alert of any required changes.
- Ensure students have a dedicated spot in the school for OAC synchronous lessons and study.
- Ensure students have access to a dedicated laptop, headset and connection to the internet and that they can access the email account provided on the enrolment form.
- Assist students log-in to OACs 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. However, technical support is the responsibility of the partner school).
- Ensure students have the required items and resources eg Graphics calculator, specialist software.
- Support students to understand and comply with OACs assessment and **attendance policy**.
- Assist students to organise a timetable that includes lesson time and dedicated study time for OAC subjects.
- Assist students to manage their course/subject digital files and calendars.

Throughout the year school coordinators will:

- Actively supervise and support students to attend lessons and effectively utilise on-line classrooms and resources.
- Inform **student.absence@openaccess.edu.au**, when a student is absent from school for any reason. (Any unexplained absence will result in an email being sent to the supervisor).
- Collaborate and consult with OAC teachers where appropriate.
- Foster independent learning skills. Encourage students to make contact with their OAC teachers as appropriate.
- Monitor student progress using **Daymap Connect**.
- Organise student visits to OAC where appropriate.
- Advise OAC **client.services@openaccess.edu.au** of all changes to student subject/course and home contact details.
- Implement appropriate processes when deadlines are not met by students.
- Contact a member of Executive Leadership to discuss any issues or concerns you have that are impacting on student learning.
- Provide exam supervision as negotiated.
- Return all library resources and unused learning materials to OAC.

This document can be downloaded with active links on the SCHOOLS page of the OAC website:
www.openaccess.edu.au/schools