



April 2020

Dear Families,

We are embarking on an unprecedented journey together; we are transitioning our entire school from a hands-on learning community focused on face to face relationships to virtual relationships.

We know there are going to be times when it will be difficult and marked with unexpected hiccups.

We also know it is an incredible opportunity to rally together in the interest of public health, to link arms (virtually) and to show ourselves, our children and the world that our community is bigger and stronger than the walls of Casa Mia.

OUR GOALS FOR CasaMia@home

1. **CONTINUE ACADEMIC GROWTH:** all our children will have the opportunity continue learning and growing while away from the Casa Mia campus
2. **SUPPORT A STRONG FAMILY SYSTEM:** all our families will feel like they have the right level of guidance; enough to keep their children engaged and learning independently but not too much that it feels overwhelming and unmanageable.
3. **SUSTAIN CONNECTION AND WELL-ROUNDED GROWTH:** all our children and their teachers will maintain a strong connection during CasaMia@home and in this way, support continuing social and emotional growth.
4. **FACILITATE COMMUNITY WELL-BEING:** Our hope is that all our children, families and staff will look back on this difficult time and feel like they were part of a supportive and loving community that took care of each other.

Keep well and in touch,

Janet and the Casa Mia staff

Based on the goals of CasaMia@home, this is an example of a well-rounded schedule we are recommending to our families (although we know that it will look very different from home to home).

Sample Daily schedule for the child

WHEN	WHAT	HOW: 5-12year olds	HOW: 3-5-year olds
Before 8.00am	Morning routine (Practical life)	Make bed, eat breakfast, brush teeth, get dressed, put pyjamas away	
8.00 – 8.25	Morning Nature walk (connection time)	Family walk, yoga/calm indoor exercise if it is raining	
8.25 - 11.00	Academic time (core subjects – numeracy and literacy)	Complete individualised Seesaw assignments/packet	
11.00 - 12.00	Creative time (Art/music/drama - culture)	Lego, drawing, crafting, painting, play/listen to music, cooking, baking, gardening	
12.00 – 1.00	Lunch	Help with lunch tasks (setting the table, meal preparation, picking up/washing own dishes, sweeping etc)	
1.00 – 1.30	Chore time See age appropriate chart	See age appropriate Chore chart	Rest time
1.30 – 2.00	Quiet time (read aloud/ independent reading)	Independent reading, puzzles, writing, research (non-screen)	
2.00 – 3.00	Academic time (core areas – numeracy and literacy)	Complete individualised assignments/packet or self-chosen work if finished with assignments Upload to Seesaw	Chore time Practical life See age appropriate chore chart
3.00 – 5.00	Afternoon Fresh Air (PE/ afternoon snack)	Bikes, walk the dog, play outside, board/card games, own choice if it is raining	
5.00- 6.00	Dinner	Help with dinner tasks (setting the table, meal prep, picking up/washing own dishes etc)	
6.00 – 7.30	Free TV time	Age appropriate movie or TV show	
7.30 – 8.00	Bedtime routine (practical life)	Bath/shower, brush teeth, read a bedtime	
8.00	Bedtime	All children	
9.00	Bedtime	All children who follow the daily schedule and don't argue and complain 😊	

We recommend each family work out their schedule and display it on the fridge or easily accessible spot.

In the academic blocks, the staff are expecting this amount of academic work per day, based on age levels:

Class	Approximate amount of Academic work per day
Koomal PreK and K (3- and 4-year old's)	1.5 hours
Koomal Pre-primary	2 hours
Karak 6,7 and 8-year old's	3 hours
Maali 9,10,11-year old's	4-6 hours

Here is a list of the daily assignments broken down by age level:

Koomal Goal – at least 1.5-2 hrs of academic work per day A weekly plan will be sent out by Sunday evening.	3yrs old	4yrs old	5yrs old
Watch Today's Connection Video (-5mins) 5 videos per week posted by 8.30am Lee and James will produce and post a brief video to maintain connection and connectivity	x	x	x
Numeracy Activity – with a response	x	x	x
Literacy activity- with a response	x	x	x
Reading activity	x	x	x
Practice 'handwriting'	x	x	x
Cultural (science, geography, art etc) on Thursdays	x	x	x
Physical Education – Fridays	x	x	x
Technology - Fridays	x	x	x

Karak Goal – at least 3 hours of academic work per day A weekly plan will be sent out by Sunday evening	1 st year	2 nd year	3 rd year
Watch daily connection video 5 videos per week posted by 8.30am Yogini and James will produce and post a brief video to maintain connection and community	x	x	x
Complete daily journal posted on Seesaw	x	x	x
Maths tasks for the day	x	x	x
Reading and comprehension tasks for the day	x	x	x
English studies for the day – grammar, word study	x	x	x
Spelling tasks for the day	x	x	x
Australian studies	x	x	x
Physical education - Fridays	x	x	x
Technology - Fridays	x	x	x

Maali Goal – at least 4-6 hours of academic work per day A weekly plan to be sent out by Sunday night.	1 st year	2 nd year	3 rd year
Watch daily connection on Zoom at 9.00 and 1.00 9.00 Discussion of the four tasks for the day 1.00 Link up	x	x	x
English -spelling, grammar, comprehension, writing	x	x	x
Maths- number, geometry, chance and data, geometry and measurement	x	x	x
Practical life once a week			
Physical Education - Fridays	x	x	x
Technology - Fridays	x	x	x

CasaMia@home relies heavily on the use of technology. We have chosen to use the Seesaw app because it has a track-record of benefiting children and two of our classes/staff had experience using the app.

The app enables our teachers to deliver:

- ✓ specific learning tasks from afar
 - ✓ simultaneously allows adaptation to the children’s individual levels
 - ✓ in a continuous flow
- and
- ✓ to check in with the children daily
 - ✓ to directly support the children
 - ✓ to monitor their progress
 - ✓ and give effective feedback

helping the teachers to focus on the important work of delivering learning programmes efficiently and effectively.

We also believe the use of technology during the ‘academic time’ of the schedule will allow parents and carers to focus more on their children during the other parts of the day such as getting physical activities together; preparing meals together and attending to the chores.

Attendance

The Federal funding provided to Casa Mia towards the education of the compulsory education years – **pre-primary to Yr6** is subject to attendance.

Casa Mia is also provided with funding for **Kindergarten** children which also subject to attendance.

Teachers will be keeping a record of attendance through the tasks the children submit each day via the Seesaw app.

How CasaMia@home works

Each classroom has its own Seesaw account.

Teachers will use email to inform families of the weekly schedule and Seesaw to inform families and students of the daily tasks.

Where possible, the tasks are designed to be completed independently.

Tasks will be assigned in the core academic areas of mathematics and literacy.

There will be other tasks in a variety of additional areas including PE and technology.

When children complete their work, they will be informing the teacher via a photo or voice recording or video as requested.

Check ins:

Each teacher will post a check-in video (Koomal and Karak) ; conference meeting on Zoom (Maali) on each school day.

Tasks will be posted to Seesaw by 8.30am each day.

Teachers will be available to check in via Seesaw or email from 9 – 3 each school day.

Teachers will strive to help each child and family receive the amount of time, interaction and support they need.

Resource packages

Sets of resource packages have been prepared by each class teacher to complement the Seesaw activities.

These packages will be available from Casa Mia Office on the Friday before the start of term.

Parents are requested not to utilise the resources before the teachers give the instructions.

The teachers have carefully planned ten-week programmes which will match the children's needs. In these early and primary years, children need small frequent bites, reflection time and numerous repetitions.

Getting started on Seesaw

During the Induction week, teachers sent out the family and student QR codes with instructions on how to log in. The teachers and children practiced using the apps. in the induction week.

The school community is ready for the commencement of Term 2 on CasaMia@home.

Staying in touch socially

One of the biggest challenges in this period of physical distancing, is the isolation of our naturally social children.

Casa Mia has set up a private Facebook site. On this site, staff post various items ranging from:

- ✓ Challenges for the children to take up and report on
- ✓ Ideas for activities
- ✓ Staff reading stories for the children
- ✓ Gentle reminders
- ✓ Photos of children's activities shared by families – send photographs and descriptions to Kate or Janet admin@casamiamontessori.wa.edu.au or principal@casamiamontessori.wa.edu.au to be posted on the private Facebook site or post to Facebook Janet Laing. (You will have to friend Janet first)

Each class has a Class Liaison person. They are always available to answer questions, touch base with, and keep the social circles going.

If you are unsure of who your class liaison is, please contact Kate on admin@casamiamontessori.wa.edu.au and she will put you in touch.

CasaMia@home FAQs

Is my child expected to wear school uniform?

No, the children are not expected to wear the school uniform during this time. However, attire and working space needs to be appropriate. The normal expectations and standards of the Code of Conduct and school behaviour expectations still apply.

Wearing the uniform shirt during the 'academic session' may help the children to get into the mode.

What if my child is sick?

Participation of funded and kindergarten children will be recorded each day. If your child is sick, notify the teacher via email that your child will not be participating in lessons that day.

Will my child still complete regular assessments?

Although this would occur very rarely, if the children are required to complete assessments online, parents are requested to allow their children to complete these assessments independently and without prompting.

How do I view my child's learning programme?

A weekly outline will be sent out on Sundays via email.

A daily outline will be posted on Seesaw.

How does my child use Seesaw and Zoom?

All families engaged with Casa Mia during the induction week on Seesaw.

The Maali children all engaged with Zoom during the induction week.

What if I have poor internet connection?

Your home internet connection cannot be improved by Casa Mia, but a few actions that may help are:

- Improve your bandwidth by reducing the usage of other services during 'academic time' (i.e. Netflix, Spotify, YouTube, TikTok etc)
- Contact your internet provider to increase your plan speed
- Turn off video during video call (Zoom) and use audio only.

How do I seek help?

Parents can contact teachers via email. Students can contact their teacher via Seesaw.

lee@casamiamontessori.wa.edu.au

yogini@casamiamontessori.wa.edu.au

clare@casamiamontessori.wa.edu.au

james@casamiamontessori.wa.edu.au

Koomal Student Agreement

Be sure to check in with Lee or James on Seesaw each day by commencing with the daily message and posting a response.

Lee will be available via email - lee@casamiamontessori.wa.edu.au and on Seesaw between 9 – 3 Monday to Thursday.

James will be available on Fridays via email – james@casamiamontessori.wa.edu.au and on Seesaw between 9-3 on Fridays.

Lee will provide feedback via Seesaw.

Please only upload what has been requested in the format requested.

School rights and responsibilities still apply whilst you are working from home – remember to use courteous and polite language. Please do not enter chat rooms or share school activities and resources on social media.

When you are participating in a video call, you need to address appropriately (no pyjamas) and in a suitable working space (not your bedroom)

We highly recommend you wear your school shirt when you are working on school tasks.

Unless you are sick, you are expected to complete and upload the required tasks for the day.

Karak and Maali Student Agreement

Be sure to check in with Yogini, Clare or James each morning and check the days tasks.

Your teachers will be available on Seesaw and via email 9-3 each school day.

Yogini – yogini@casamiamontessori.wa.edu.au

Clare – clare@casamiamontessori.wa.edu.au

James – james@casamiamontessori.wa.edu.au on Fridays

Clare or James are available online for 2 hours each day (9-10 and 1-2) for Maali.

Only upload what your teacher has requested and, in the format requested. Make sure, if it is a picture, it is clear so your teacher can mark it.

School rights and responsibilities still apply whilst you are working from home – remember to use kind, courteous and polite language and only use Seesaw and Zoom for schoolwork.

If you are preparing for a video call, you need to be addressed appropriately (no pyjamas) and in a suitable working space (not your bedroom). We highly recommend you wear your school shirt at these times.

Parents may assist and support you with your work, but it is important that you attempt your work independently so that your teacher can provide you with valuable feedback.

Unless you are sick, you are expected to complete and upload the required tasks for each day.

Off-site Technology Expectations

<p>Be kind and considerate</p> <ul style="list-style-type: none"> • In 'live chats', mute your microphone when other people are talking • In 'live chats' turn your camera off if you don't need to be seen by your teacher • Turn off notifications and set your iPad to Do not disturb during learning time • Use your headphones when listening to videos • Use polite and courteous digital language • Ask you family for permission before recording, taking photographs or participating in a 'live chat'. 	<p>Be Safe</p> <ul style="list-style-type: none"> • Any images, videos or work created or shared by the school may only be used for schoolwork. It may not be posted on social media (Facebook, Instagram etc) • Respect the privacy of others – request permission to film, record or join live meetings telling others in the 'room' that you are recording. • Only correspond with people with whom you should be speaking to during learning. • Only access work your teacher or parent accesses. • If something inappropriate appears turn off your screen and tell an adult • Inform a parent or teacher if something makes you feel uncomfortable • Never give out personal details of yourself or your family and teachers • Take regular breaks away from the screen – see your family's schedule • Be aware that all 'chats or videos' are seen by your teacher or principal
<p>Use technology for learning not play</p> <ul style="list-style-type: none"> • During learning time only use Seesaw and Zoom • Use the apps as direct by your teacher • Be prepared to share your work with your class • Only upload clear photos and videos of your work. Make sure they don't have other things in the background such as an address • Only post work to Seesaw that your teacher has asked for • Set your iPad to 'Do not disturb' during learning time 	<p>Appropriate Care for Technology</p> <ul style="list-style-type: none"> • Be gentle with your device and headphones • Ensure your iPad is charged each evening so you can learn without interruptions • Don't eat or drink near your iPad or device

Developing a Growth Mindset!

<ul style="list-style-type: none"> ✓ Wake up with enough time to get dressed and eat breakfast before you need to check in with your teacher on Seesaw/Zoom ✓ Pack your snack box for the day and fill your water bottle ✓ At 8.30am log into Seesaw and watch your teacher's video. 	
<p>Your Learning Space</p> <ul style="list-style-type: none"> • Make a set place in your house to complete your schoolwork • Make sure there is a clock in your workspace • If you are using a shared space, make sure it quiet, use your headphones and there is an appropriate background when you are recording videos or attending a video chat class 	<p>Your presentation</p> <ul style="list-style-type: none"> • Get dressed in clothes each morning signalling to your brain it is time to learn. Wearing your school shirt will help. • If you are in a video chat or preparing a video, ensure you are wearing appropriate clothes.
<p>Your resources</p> <ul style="list-style-type: none"> • Have your learning pack ready • Ensure your device/iPad is fully charged and logged into your school apps • Use headphones if possible • Only use school apps during schoolwork time – Seesaw and Zoom • Disable notifications from Facebook and Instagram 	<p>Your Time</p> <ul style="list-style-type: none"> • Use your time wisely – complete the work for each day • Remember to submit work on time so that your teacher can provide feedback • Check Seesaw before asking a question – the solution to your problem may have already been posted.
<p style="text-align: center;">Your Well Being</p> <ul style="list-style-type: none"> • Take regular breaks from your learning – check your family schedule • Remember the 20/20/20 rule – every 20 mins. Look at something 20ms away for 20 secs. • Drink lots of water • Help prepare the meals • Remember to move! Get lots of physical exercise and go outside and play! • Prepare your water bottle and snack box in the morning as if you are going to school. 	<p style="text-align: center;">Your Manners</p> <ul style="list-style-type: none"> • Only use polite, kind and helpful language when talking to others online. If you wouldn't say it in person at school don't write it online! • Mute your microphone in Zoom unless you are been spoken to. • Submit work that is neat and legible. Your teacher needs to be able to read it! • Mathematics work must be laid out neatly, in the hierarchy columns and show all steps you have taken to do the work. • Crop photographs before submitting them

Casa Mia Montessori – age appropriate chores

Under 5

Put dirty clothes directly into laundry
Help sort dirty clothes into darks, colours and white piles
Put salt and pepper on table
Help dust
Help feed the pet
Pick up toys
Make bed, remember it can be perfectly imperfect
Tidy bedroom
Tidy toys
Get the mail
Help wash the car
Help fold tea towels

Age 5-7

All above, plus:
Put dirty clothes into correct laundry sorting basket
Unpack dishwasher
Feed the pet
Help put away groceries
Help fold washing
Dusting
Set the table
Water plants
Clean inside of car
Sweep outside path and driveway
Answer the telephone
Pack the day's snacks into a container

Age 8 -10

All above, plus:
Peg washing on the line
Take washing offline
Fold washing
Put away their own washing
Put rubbish in the outside bin
Put out the bin on collection day
Sweep patio
Wipe bathroom sink
Help with cooking dinner
Use a handheld stick vac to clean small floor areas
Pull weeds from garden
Run own shower or bath

Age 10 and beyond

Load and turn on washing machine
Change sheets on bed
Clean toilet
Clean bathroom
Clean mirrors
Vacuum
Cook simple meals
Clean car
Clean the fridge
Clean and declutter kitchen bench
Wash the dishes
Make lunches
Clean pool
Pick up pet business in backyard
Take pet for a walk
Baking for snacks and lunch
Ironing