Online learning pilot program guidelines 2025
Community Languages Schools Program

Purpose

The **online learning pilot program** in community languages schools aims to provide students in New South Wales who cannot access face-to-face community languages classes, such as students in regional and remote areas of New South Wales, with an opportunity to participate in learning their background/heritage language.

The online learning guidelines provide clear and consistent standards for delivering online language education in community languages schools. Community languages schools should use the guidelines to develop and deliver high-quality, engaging, and equitable online learning experiences for students across NSW.

Eligibility Criteria

Organisations applying for funding through the pilot program must be eligible for a Per Capita grant in 2025, as outlined in the Program Guidelines. This includes the requirement to operate face to face classes, in addition to the online classes.

Organisations applying for funding in 2025 for online learning must:

- Provide a minimum of two hours of language instruction per week for at least 35 weeks of the year.

- Limit online class time to a maximum of 60 minutes on any one day with the remaining time to be delivered on a different day or delivered asynchronously/offline through tasks, projects, or homework.

- Limit class sizes to:
    - **Primary:** Minimum 4, maximum 10 students.
    - **High school:** Minimum 4, maximum 15 students.

- For the purpose of the grant application, each online class must be entered as one online location.

Curriculum and pedagogy

- Develop and submit a year-long teaching program for each online class, group, or year level. This can be digital copies or links to teaching programs via platforms (e.g., Canvas, Google Classroom).

Technology requirements

- Use secure video conferencing platforms (e.g., Zoom, Google Meet, Microsoft Teams) with proper privacy settings.

- Share class meeting links with Community Languages Schools Program staff for observation.

Cyber safety

- Implement and submit a cyber-safety plan.

Attendance

- Maintain accurate attendance records for each online class throughout the year. Students must attend 70 per cent of classes in Term 1 of the current calendar year to be eligible for the Per Capita grant for that year.

- Only students who reside and attend school in NSW, including home schooled students, are eligible for funding.

- Provide one screenshot for each online location in Term 1.

Additional considerations

Teacher training

- Offer professional development on:
    - Digital tools like Jamboard, Canva, or Padlet.
    - Designing multimodal lessons.
    - Behaviour management in online settings.

- Facilitate mentoring and best practice sharing.

- Education Officers from the Community Languages Schools Program can provide professional learning to equip teachers with the necessary skills and tools to conduct online classes effectively.

Classroom management

- Establish clear online behaviour expectations.

- Encourage students to use a quiet, dedicated learning space.

Resources

- Provide supplementary physical resources, such as textbooks, whiteboards, or craft materials, to complement online activities.

- Contribute to shared repositories of teaching resources, including lesson plans, multimedia materials, and interactive activities.

Parent and community engagement

- Share lesson summaries, term plans, and resources with parents.

- Offer workshops to help parents navigate online platforms and support home language practice.

- Consider family routines when scheduling lessons.

- Encourage participation in lessons or cultural activities where relevant.

Further information

Information sessions about the online learning pilot program will be held in early 2025. Contact Wafa Saboune, Curriculum Project Officer via email at **wafa.saboune@det.nsw.edu.au** or call **(02) 7814 0220** for further details.