

CHA portal timetable example

Overview	Calendar	Referrals	Term 2 2020	St Pius X Primary School	Filter	Print	Save
Mondays	Tuesdays	Wednesdays	Thursdays	Fridays			
<p>VIRTUAL ENGLISH CLASS 10:30am - 11:00am</p> <p>Every week</p>	<p>COLLATING RESOURCE AND FOOD FOR DELIVERY 9:00am - 10:30am</p> <p>Weeks: 1</p>	<p>RECORDING STORY TIME SESSION FOR FACEBOOK 11:30am - 1:00pm</p> <p>Every week</p>	<p>VIRTUAL SONG AND DANCE - PLAYGROUP 9:30am - 10:00am</p> <p>Weeks: 1</p>	<p>ONLINE - Reviewing Hub Central Content 9:00am - 10:30am</p> <p>Weeks: 1</p>			
<p>Phone meeting - Volunteer coordination 1:00pm - 2:00pm</p> <p>Weeks: 1</p>	<p>RESOURCE PACK DISTRIBUTION - food and activity packs 1:00pm - 1:00pm</p>		<p>WHATSAPP GENERAL CHECK IN'S 11:00am - 1:00pm</p> <p>Every week</p>	<p>VIRTUAL YOGA VIA ZOOM FOR FAMILIES 3:30pm - 4:00pm</p> <p>Every week</p>			

Guidance to assist in recording programs and activities whilst working remotely

The screenshot shows the Community Hubs Australia portal interface. The main navigation includes Home, Timetable, Reports, Manage, and Help. The user is logged in as Hiranthi Perera. The current view is the 'Timetable' for 'Term 2 2020' at 'St Plus X Primary School'. The calendar shows the following activities:

Day	Date	Activity Name	Time	Category	Volunteers
Monday	Apr 13	VIRTUAL ENGLISH CLASS	10:30am - 11:00am	English Classes & Conversation Programs	2 ext, 0 hub, 0 sch
Tuesday	Apr 14	RESOURCE PACK DISTRIBUTION - food and activity packs	11:30am - 1:30pm	Parent engagement	12 adults, 24 children
Wednesday	Apr 15	RECORDING STORY TIME SESSION FOR FACEBOOK	11:30am - 1:00pm	Playgroups and Early Years	0 ext, 0 hub, 0 sch
Thursday	Apr 16	WHATSAPP GENERAL CHECK IN'S	11:00am - 1:00pm	Parent engagement	0 ext, 0 hub, 0 sch
Friday	Apr 17	VIRTUAL YOGA VIA ZOOM FOR FAMILIES	3:30pm - 4:00pm	Healthy Lifestyle programs	0 ext, 0 hub, 0 sch

- State in the activity name how you are connecting – face to face or virtually .
- Record the program category. Where things don't fall under a current option available, parent engagement is the best option.
- Include descriptions. This will assist to provide clarity to the activity name.
- Record services you are partnering with.
- Be honest and fair about the time spent on activities – preparing packs, distributing resources or creating videos take time!
- Record the number of attendees or people you connect with.
- Record the number of volunteers who might be assisting you during this time to distribute packs or facilitate English.
- Record referrals to other services.
- Record the number of meetings or school-based activities you are supporting during this time.