

# KHHS Remote Teaching and Learning: Students

Term 2, 2020

## School Structure

Staff and students follow their usual timetable and much as possible. This includes breaks where students are encouraged to move and get fresh air between lessons.

Teachers will be available to students at during normal timetabled lesson.

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	8.50 – 9.55	8.50 – 9.55	8.50 – 9.55	8.50 – 9.55	8.50 – 9.55
Break	9.55 – 10.00	9.55 – 10.00	9.55 – 10.00	9.55 – 10.00	9.55 – 10.00
2	10.00 – 11.00	10.00 – 10.50	10.00 – 11.00	10.00 – 11.00	10.00 – 11.00
Recess	11.00 – 11.20	10.50 – 11.10	11.00 – 11.20	11.00 – 11.20	11.00 – 11.20
3	11.20 – 12.20	11.10 – 12.00	11.20 – 12.20	11.20 – 12.20	11.20 – 12.20
Break	12.20 – 12.25	12.00 – 12.05	Lunch	12.20 – 12.25	12.20 – 12.25
4	12.25 – 1.25	12.05 – 12.55	12.20 – 1.00	12.25 – 1.25	12.25 – 1.25
Lunch	1.25 – 2.10	12.55 – 1.35	Sport	1.25 – 2.10	1.25 – 2.10
5	2.10 – 3.10	1.35 – 2.30	1.00 – 2.30	2.10 – 3.10	2.10 – 3.10

## Sick / Leave Communication for the day

If you are not well and unable to complete school work for the day please ask a parent to email: [killarney-h.school@det.nsw.edu.au](mailto:killarney-h.school@det.nsw.edu.au)

## Daily Routine

### Morning: before school

Check Student Portal email for instructions from teachers.

Note what equipment you will need for the day and have it ready before you start your lessons for the day.

### Breaks:

Take time to get up and move for a few minutes between each lesson.

Eat healthy snacks and meals, try not to eat too much between lessons.

### Afternoon: after school

Check that your work for the day has been completed and submitted if the teacher has requested this.

Check if you have homework or assessment tasks coming up that you may need to spend some time on.

## Expectations of students:

### Being ready for online learning

- Have timetable visible to prepare for the day.
- Clear the working space and be free from distraction
- Have books, pens and any other equipment for the day near the working space
- Check computer headphones and microphone are working
- Check school email regularly
- Open the online platforms required for the day

### Online classroom protocols

- Wear appropriate clothing
- Turn camera off or use screen background where possible
- Have meals and toilet breaks before or after timetabled classes
- Close all apps and webpages not required for the current class

## Attendance

A roll will be marked by your teacher every lesson. It is important that you attend every lesson on time and remain for the lesson. Your teacher will instruct you how the class will meet e.g. through Google Classroom, Zoom, Microsoft Teams, etc.

## Completion of work

Teachers keep a record of what work is completed. This is done through observing class discussions, checking submitted work and other means e.g. Exit Ticket.

It is important that students make a genuine attempt in all lessons and submit work each time it is requested, even if it is not finished. If students have trouble, they can ask the teacher through the class forum or email.

If work is not completed, the teacher may contact parents.

## Assessment

Many assessment tasks have been amended to suit the new learning environment. It is still important that students make a genuine attempt at all assessments and submit them on time.

If completing the task has been impacted by illness, or some other incident; students may complete the [Illness/Misadventure form](#) and email it to their teacher no later than the due date. If students are having trouble with the task, it is advised that they contact the teacher earlier than the due date.

## Unacceptable behaviour

It is important that students participate positively in all lessons and do not impact the learning of others.

## Student wellbeing

**Year Advisers** have created Google Classrooms for their year groups and this platform will be used in various ways including; providing guidance and support for students to aid in monitoring and supporting student wellbeing.

**Counsellors:** Our school counsellors are ready to respond via phone to provide support. If a student or parent wishes to contact the School Counsellor during this period, it can be done in one of the following ways:

- Email [killarney-h.school@det.nsw.edu.au](mailto:killarney-h.school@det.nsw.edu.au) (subject line "Counsellor Support") and include contact details and times during the school day that you are available.
- Alternatively, students can contact their Year Adviser on Google classroom and request the counsellors support

### *Resources to support young people*

- **Headspace** – this resource is about dealing with the stress but not explicitly linked to Covid 19  
<https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>
- **Eheadspace** - Provides free online and telephone support and counselling to young people 12-25 and their families and friends.  
<https://headspace.org.au/eheadspace/>
- **Reachout** - resource to deal with "bad world news". This support is not specifically about COVID-19, but talks about ways to cope with bad world news in general.  
<https://au.reachout.com/articles/dealing-with-bad-world-news>  
<https://au.reachout.com/articles/10-tips-for-coping-with-the-hard-stuff>

## HSC students

We are waiting to hear from NESA regarding HSC content, assessment, examination and major works. The instructions at the moment are to continue working from home, students who have major works, may come to school for access to the necessary materials for these courses. [The most recent advice is:](#)

<https://educationstandards.nsw.edu.au/wps/portal/nesa/about/news/novel-coronavirus>

## International Students

DE International have advised that International Students can stay at home if their parents (not guardians) write a letter (signed) stating that they wish them to stay at home due to the corona virus and that they commit to staying in the house. Attendance (or lack thereof) will not affect visa conditions.

The email should be sent to the school [killarney-h.school@det.nsw.edu.au](mailto:killarney-h.school@det.nsw.edu.au), attention Tracy Lenehan.

## Planning your week

Managing meetings and activities each hour can be tricky. Students may find it helpful to keep a copy of this schedule as a working document for each week. They can copy their lesson instructions or meeting links from teachers into each period.

Period	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	8.50 – 9.55	8.50 – 9.55	8.50 – 9.55	8.50 – 9.55	8.50 – 9.55
<b>Break</b>	9.55 – 10.00	9.55 – 10.00	9.55 – 10.00	9.55 – 10.00	9.55 – 10.00
<b>2</b>	10.00 – 11.00	10.00 – 10.50	10.00 – 11.00	10.00 – 11.00	10.00 – 11.00
<b>Recess</b>	11.00 – 11.20	10.50 – 11.10	11.00 – 11.20	11.00 – 11.20	11.00 – 11.20
<b>3</b>	11.20 – 12.20	11.10 – 12.00	11.20 – 12.20	11.20 – 12.20	11.20 – 12.20
<b>Break</b>	12.20 – 12.25	12.00 – 12.05	Lunch	12.20 – 12.25	12.20 – 12.25
<b>4</b>	12.25 – 1.25	12.05 - 12.55	12.20 – 1.00	12.25 – 1.25	12.25 – 1.25
<b>Lunch</b>	1.25 – 2.10	12.55 – 1.35	Sport 1.00 – 2.30	1.25 – 2.10	1.25 – 2.10
<b>5</b>	2.10 – 3.10	1.35 – 2.30		2.10 – 3.10	2.10 – 3.10

# KHHS Remote Teaching and Learning: Parents

We encourage you to **start and finish each day** with a simple check-in. These check-ins need to be a regular part of each day and start straight away. Not all students thrive in a remote learning environment; some struggle with too much independence or lack of structure and the check-ins help keep them on track. In the morning, ask:

- what are you learning today?
- what are your learning targets or goals?
- how will you be spending your time?
- what resources do you require?
- what support do you need?

In the afternoon, ask:

- what did you learn today?
- acknowledge one thing that was difficult. Either let it go or come up with a strategy to deal with the same problem if it comes up again
- consider three things that went well today. Why were they good?
- are you ok? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?

These specific questions matter because they allow your child to process the instructions they have received from their teachers and help them organise themselves and set priorities. Older students may not want to have these check-ins with parents (this is normal!), but they should anyway.

If your child **has not received materials from teacher** by the end of the week, please email [killarney-h.school@det.nsw.edu.au](mailto:killarney-h.school@det.nsw.edu.au) with the following:

**Student name:**

**Course:**

**Last date that work was received:**

Department of Education updates can be found at: <https://education.nsw.gov.au/news>

Additional resources to support parents: <https://education.nsw.gov.au/parents-and-carers/parent-and-carers-toolkit>

## Online Responsibilities

Responsibility of Student	Responsibility of Parent/Guardian	Responsibility of Teacher
<p><b>Expected to:</b></p> <ul style="list-style-type: none"> <li>• Follow timetable</li> <li>• Set up an online learning space</li> <li>• Ensure laptop and headphones are in working order</li> <li>• Access work online</li> <li>• Check in to class AND submit all tasks and participate in all activities set by teacher</li> <li>• Contact teacher <b>during school hours</b> about any concerns with the work</li> <li>• Follow assessment policy and procedure including misadventure requirements</li> <li>• Maintain a safe online environment by being respectful online</li> <li>• Monitor school email to keep up to date with school expectation</li> <li>• Ensure all work is their own</li> <li>• Tell parents if they have issues with technology</li> </ul>	<p><b>Expected to:</b></p> <ul style="list-style-type: none"> <li>• Familiarise yourself with the students timetable and support them to follow it including breaks</li> <li>• Provide student with online learning space and resources to meet learning outcomes</li> <li>• Communicate via email to school <b>during school hours</b> if no work provided for a particular lesson. Include details of class and date</li> <li>• Recognise the school is adapting to a changed teaching and learning environment and be patient as the school works to resolve any issues that arise</li> <li>• Support student in adapting to the changed learning environment</li> <li>• Maintain laptop and headphone in working order</li> <li>• Contact the school <b>during school hours</b> about any concerns with access to technology</li> <li>• Support student in maintaining a safe online environment by insisting on respectful communication</li> <li>• Check students monitor school email to keep up to date with school expectation</li> </ul>	<p><b>Expected to:</b></p> <ul style="list-style-type: none"> <li>• Be in timetabled classroom unless granted special leave to work for home</li> <li>• Mark roll on Sentral of students who have checked in</li> <li>• Ask students to sit a desk between each</li> <li>• Upload quality learning material that challenges students to be completed during the allocated class time</li> <li>• Be available for students to ask questions on line e.g. email / Google docs / video conference / Google classroom</li> <li>• Make sure technology works as needed and log any issues on Issue Tracker so they can be resolved</li> <li>• Collect some evidence of student learning. google docs, video conference questions answered, student work samples, Google Forms: Exit Ticket, Video of performance, Photo of creation</li> <li>• Provide some feedback on student work Eg verbal or written whole class feedback. Annotations on a few students work samples that are public</li> <li>• Provide individual written feedback at the same rate as you usually would</li> <li>• Follow up with students who are working during the allocated class time</li> <li>• Modify assessments to be suitable for remote learning and online submission</li> <li>• Use systems to reduce opportunity for plagiarism. Eg drafts or an online system</li> <li>• Follow the N warning process</li> <li>• Notify Year Advisor of any student wellbeing concerns</li> <li>• Follow NESA and school assessment procedures</li> <li>• Contact parents about any concerns with student learning</li> <li>• Maintain a safe online environment by moderating content</li> </ul>
<p><b>Not expected to:</b></p> <ul style="list-style-type: none"> <li>• <b>Attend school</b></li> </ul>	<p><b>Not expected to:</b></p> <ul style="list-style-type: none"> <li>• <b>Send students to school</b></li> <li>• Perform role of teacher</li> <li>• Have knowledge of subject</li> </ul>	<p><b>Not expected to:</b></p> <ul style="list-style-type: none"> <li>• Provide services of a private tutor</li> <li>• Individual video conferences</li> <li>• Reply to students or parents outside of school hours</li> <li>• Deliver face to face lessons to students</li> </ul>