

Hunters Hill High School Continuity of Learning Plan

Student & Parent Guide



The school is now implementing our Continuity of Learning Plan and commencing remote learning for all students, both for those at home and those at school. This booklet provides advice for students during this time. Additional resources and up-to-date advice are available from the Department of Education at the following site:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/advice-to-parents-and-carers>


It is important to note that the current remote learning situation is not an extended holiday break. Teachers will continue to provide lesson content, monitor student progress, mark submitted work and provide feedback. Students will be expected to continue with their studies as much as is possible from their home environment.

Students will follow their current fortnightly timetable as available through the Sentral student portal, and we encourage them to get into a routine to access learning materials and communicate with their teachers in their usual timeslots.

The following steps outline the process to access learning remotely:

- Log into Sentral Parent/Student Portal. Go to the Teacher Messages tab.
- Teachers will provide instructions directing students to their digital platform of choice
- Lessons will be available for students as instructed

Here is an example of a Portal instruction to students regarding their learning for the day:



Message From Teacher

BY MS E. PATTEN TO 8ENG1 ON 24TH MARCH, 2020 AT 11:46AM

[Mark as Read](#)
[Delete](#)

Dear Year 8,

Welcome to your online learning experience.

This week you'll be working on your new topic - 'Speculative Fiction'. By next Tuesday you should have completed the first 2 lessons on the slides presentation.

You may work at your own pace. Try to keep up with all the activities but we understand that all of our home lives are different - some people have more access to technology than others, some households are more noisy than others! Just do your best but don't stress if you can't do everything.

Don't move quickly through the slides as your teachers may change the future slides- so only work on what you've been asked to.

Please keep reading your class novel. You should also complete about an hour of reading per week. Your class teacher will post an online version of the class novel for anyone who does not have a hard copy or you may read your own speculative fiction book.

Also, don't forget about your 'Write Now Portfolio'. This will be due in Week 5, Term 2. Your class teacher will give you specific instructions on when and how to submit. We will be sure to dedicate some lessons so that you can work on your Write Now Portfolio.

Be sure to check your portal regularly. Stay safe and happy.

From your teachers. :)



Complete one of these every day as a way to track learning and progress.

DAILY PLANNER for REMOTE LEARNING

The following is a general guide for parents and students to follow when a student is at home working remotely due to extraordinary circumstance, illness or injury.

Creating a learning environment which fosters a growth mindset and high expectations start with simple routines and structures. It is hoped that this schedule will assist our students to self-manage their time while learning remotely.

Timetabled lesson	Subject	Tasks to be completed	Tick when done
1			
2			
Morning Tea – get some fresh air – eat and move			
3			
4			
Lunch Break – eat and move			
5			
Afternoon tea break – eat and move be creative have some time with the family			
For the afternoon and evening schedule homework and study time around family meals and responsibilities			
If necessary contact relevant course teacher with questions via online platform set up by your teacher. (Google Classroom, MSO 365 – Teams, Adobe Connect et.)			

Parents can email concerns and questions to huntershd-h.school@det.nsw.edu.au

Remote learning guidelines for students and parents



Stay connected



Ask questions



.....
If you don't understand something, ask your teacher or classmates online.

Workspace



.....
Work in a quiet area, at a desk or table and try to limit distractions.

Use classroom language



.....
Talking to your teachers and in class is different from how you speak to your friends online. Use proper grammar and avoid excessive emojis.

Focus



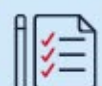
.....
During calls with your teacher, stay focused on the call. Avoid reading chats or looking at other tabs.

Take breaks



.....
Take breaks away from screen. Move around and try not to sit all day.

Your normal routine



.....
Eat breakfast, brush your teeth and get dressed in the morning.



Learning environment checklist

In setting up this space the following should be considered:

- ☐ Is the area free of distraction?
- ☐ Is there excessive noise in the area?
- ☐ Are there trip hazards in the area?
- ☐ Is the area exposed to direct glare or reflections?
- ☐ Does the area have sufficient power points available?
- ☐ Is equipment (extension cords etc.) in good, safe, working condition?
- ☐ Is there a proper desk and chair and other necessary equipment (light, stationery and devices)?
- ☐ Is the chair adjusted correctly?
 - Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
 - The chair backrest should support the lower back and allow your child to sit upright.
 - The chair should move freely and not be restricted by hazards such as mats and power cords.
 - Chair arm rests should be removed or lowered when typing.
- ☐ Is the computer adjusted correctly?
 - The screen should be positioned directly in front of your child.
 - The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
 - The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed.
 - The mouse should be placed directly next to the keyboard.
- ☐ Are their most frequently used items within easy reach from a seated position?

Student Expectations

In a learning from home scenario, students will be responsible for:

1. engaging productively in the curriculum, showing the same diligence and commitment to their studies as they would show at school.
2. monitoring school communication channels (i.e. email, Sentral portal) daily.
3. knowing the preferred learning platform (e.g. Google Classroom, Canvas, MS Teams etc.) for each subject, and knowing how to access and use these platforms to receive and submit work.
4. accessing, completing and submitting allocated class work accordingly
5. ensuring their academic honesty and integrity, especially in assessment tasks. Plagiarism, whether from online sources or from peers, prevents students from developing their own deep understanding. Confirmed cases of plagiarism and other forms of malpractice will result in a score of zero in assessment tasks.
6. requesting and accessing support from well-being, learning support and counselling staff as needed.
7. showing respect to all staff and peers in all online communications, including email, private messaging, social media and video conferencing.
8. respecting the boundaries of staff by only expecting them to be contactable during school hours.
9. communicating regularly with their peers and teachers in both formal and informal contexts, in order to maintain and build social and academic connections.
10. managing their screen time. The school anticipates that in a learning from home scenario much of the work allocated will require students to work on their devices. Where students are requested to complete work with pen and paper, they are expected to do so for their own benefit.
11. managing their physical activity. The school will provide suggested activities and routines for students to do alone at home. It is the student's responsibility to engage in these activities.
12. being committed to their own growth and development, and seeking out learning opportunities in their areas of interest beyond those provided by their teachers, such as enrolling in an online course, maintaining a wide reading journal or undertaking other special projects.

How to Communicate with the School

School - Parents & Students

Whole-school related operational matters will be communicated to the entire school community using our usual communication channels - such as Sentral, school website, email, and social media.

Student - Teacher:

This is already happening.

Students should continue to post questions within their digital platforms such as Google Classroom.

Please remember to follow the established protocols regarding communication online.

Parents please respect that our digital classrooms are a space for teachers and students to interact as they would at school. We request that parents should not post on any classroom feed within either platform:

Google Classroom or OneNote.

Parent - Teacher

Parents will be asked to email their questions directly to the classroom teacher via the school email address. Please put Att: teacher name in the subject line.

huntershd-h.school@det.nsw.edu.au





CONTINUITY OF LEARNING - LEARNING AND SUPPORT

To accommodate the learning of students with additional needs during this complex time the Learning and Support Teachers have created targeted Google Classrooms.

The aim of these additional digital spaces is to provide the direct support students may have been receiving at Beyond the Bell, Eat Your Words, Senior Study Group, Numeracy Centre or any other further assistance from Ms Austin, Ms De Santis or Ms Dickinson.

Students are encouraged to use these Learning and Support online Classrooms as a place to "put up their hand" for **further** help.

The Learning and Support Teachers and/or SLSOs can assist by:

- Clarifying class teacher instructions
- Providing prompts and scaffolds to keep students on track with writing
- Providing feedback for extended tasks
- Collaborating in "real time" with students on Google Docs

Learning and Support Teachers will be regularly consulting with class teachers in relation to differentiation and learning adjustments.

Please email the school if you have any concerns - BUT please encourage your child to communicate with their class teachers and Learning and Support Teachers directly through these Google Classrooms.

Learning and Support Teachers
Jess Austin (Years 10, 11 and 12)
Jessica De Santis (Years 7, 8 and 9)
Suzanne Dickinson
School Learning and Support Officers
Dusanka Matic, Zach Scesny & Fiona Schnitzler

Monitoring Student Wellbeing

Classroom teachers will have regular contact with their students through the remote learning platform. Students of concern (who regularly miss class check-ins and the submission of work) will be, in the first instance, contacted by their classroom teacher. Following this contact, and if necessary, the student will be referred to the Welfare team through our existing Sentral referral process. Year Advisers will also be conducting regular cohort check-ins via their digital platforms and assist students manage their new learning environment.

Students can also self-refer to the school psychologists if they have concerns about themselves or a peer. Our school Psychologists will serve as liaison for communication with students/families in crisis. They will proactively engage with students and parents as identified through Sentral and the Self-referral system. To self-refer, students are encouraged to send an email to the school via huntershd-h.school@det.nsw.edu.au and attention it to: Hunters Hill High School Psychologist. For all offsite students, this email will be checked intermittently during normal school hours and only during school terms.

For all critical emergencies, students should contact 000.

For other immediate concerns, students are advised to speak to their parents or contact external services such as:

- Mental health Line – 1800 011 511
- Kids Helpline - 1800 55 1800 - kidshelpline.com.au
- Headspace - 1800 650 890 - eheadspace.org.au
- Parent Helpline - 1300 1300 52
- Beyond Blue - 1300 22 4636
- Lifeline - 13 11 14

Support for staff and students during the COVID-19 pandemic

With everything that is going on right now it is completely normal to feel a different range of emotions. You may feel anxious, scared, and/or overwhelmed during this time. These are all normal reactions that we experience when something scary and unpredictable happens. Below are some tips on how to respond effectively to the Corona Crisis.

Dr Russ Harris developed the acronym '**FACE COVID**'. This acronym is a set of practical steps for responding effectively to the Corona crisis. Here's a quick summary of the key steps:

F: focus on what is in your control

It's all too easy to get lost in worrying and ruminating about all sorts of things that are out of your control: what might happen in the future; how the virus might affect you or your loved ones or your community or your country or the world – and what will happen then - and so on. And while it's completely natural for us to get lost in such worries, it's not useful or helpful. Indeed the more we focus on what's not in our control, the more hopeless or anxious we're likely to feel. So the single most useful thing anyone can do in any type of crisis – Corona-related or otherwise - is to: focus on what's in your control.

We have no control over: the Corona virus, the Government response, who gets sick, or even the way that we feel (and feeling anxious or scared right now is **normal**).

We have control over: the way that we act and the things that we do. The action we take now can have a huge impact on our families, our community and ourselves. For us to make the best choices, we need to ground ourselves using the following steps:

ACE.

A: acknowledge your thoughts and feelings

Silently acknowledge what's happening in your inner world – what thoughts and feelings are coming up for you?

While you are thinking about that.....

C: come back into your body

In your own way, connect with your physical body. If you are unsure or do not have your own method, you could try some or all of the following:

- Slowly pressing your fingertips together
- Stretch
- Push your feet into the ground
- Practice controlled breathing

Note: you are trying to gain control of your physical actions – focus on what's in your control.

E: engage in what you're doing

Check back in with the world around you and refocus on what you are doing. You can do this by looking for two things that you can touch, hear, taste, see or smell.

If you wish, to help you get the hang of this, you can download some free audio recordings varying from 1 minute to 11 minutes in length. You can listen to these and use them as a guide to help you develop this skill. You can download or stream them from the left hand box on this webpage: <https://www.actmindfully.com.au/free-stuff/free-audio/>

You can run through A.C.E as many times as you need to feel grounded.

C: committed action

Committed action is action you take because it is truly important to you. It is guided by your values. Now that you are grounded you have more control and space to make a committed action plan.

Think about what you can do during this crisis to look after yourself, those you live with and the community. Can you....

- Share some kind thoughts?
- Give someone comfort and support while they are sick?
- If you're in isolation, can you do something meaningful for you? Something that you have always wanted to do?
- Can you make sure to exercise, eat right and be mindful of your health?

O: open up

During a crisis, emotions like fear, anxiety, anger, sadness, confusion, guilt, loneliness are all normal. Opening up means making space for these difficult feelings and being kind to yourself! Remember you need to put your own oxygen mask on first before you can help others.

Think: if your best friend was feeling this way, how would I treat them? Then try and show yourself that same compassion.

For more on self-kindness, also known as self-compassion, read this eBook:

https://drive.google.com/file/d/1__Q3UcT9Q8VuSbiRm7x7-xjaxy5xkrba/view?usp=sharing

V: values

Committed action plan is guided by our values. The things that are important to us. These might be love, kindness, humour, respect, honesty.....

Think:

- What sort of person do I want to be in the face of this crisis?

- How can I support myself and others?
- What are kind, caring ways I can treat myself during this crisis?

I: identify resources

While being kind to ourselves may mean reducing our consumption of information about COVID-19, it is important to know where to access help, support and advice. This may be professionals, helplines, friends or family.

Make sure the information you have is reliable and trustworthy from people like the World Health Organisation (WHO), the Australian Health Protection Principal Committee (AHPCC), Doctors, or other qualified health professionals.

RESOURCES FOR YOUNG PEOPLE:

- Headspace - dealing with stress but not necessarily talking about the virus
<https://headspace.org.au/young-people/how-to-cope-with-stress-related-to-covid-19/>
- Reachout - resource to deal with "bad world news". 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>
- Reachout – resource on strategies to cope with adversity in general
<https://au.reachout.com/articles/10-tips-for-coping-with-the-hard-stuff>
- Corona virus social story - https://660919d3-b85b-43c3-a3ad-3de6a9d37099.usrfiles.com/ugd/64c685_319c5acf38d34604b537ac9fae37fc80.pdf

RESOURCE FOR STAFF

- UNICEF – information on COVID-19 and ways to talk to children about it (suitable for children)
<https://www.unicef.org.au/blog/news-and-insights/march-2020/how-to-talk-to-your-children-about-coronavirus>
- The Conversation - network of not-for-profit media outlets that publish news stories written by academics and researchers. This article provide some scripting for parents (suitable for children)
<https://theconversation.com/how-to-talk-to-your-kids-about-covid-19-133576>
- Kidshealth – US non-profit paediatric health system website (suitable for children and young people)
<https://kidshealth.org/en/parents/coronavirus-how-talk-child.html?view=ptr&WT.ac=p-ptr>
- The World Health Organisation is the leading source of information - Health Organisation website is the leading source of such information:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

- Department of Education NSW - Advice to parents and carers on remote learning from home (suitable for children and young people)
<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/advice-to-parents-and-carers>

SUPPORT SERVICES AVAILABLE:

- The school counselling service team
- Mental health Line – 1800 011 511
- Kids Helpline - 1800 55 1800 - kidshelpline.com.au
- Headspace - 1800 650 890 - eheadspace.org.au
- Parent Helpline - 1300 1300 52
- Beyond Blue - 1300 22 4636
- Lifeline - 13 11 14

D: disinfect and distance

We all know that the advice right now is to follow **social distancing** rules. Make sure we are washing our hands and not touching our face. And remember, we're talking about physical distancing – not cutting off emotionally. If you aren't quite sure about what this means, read this: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Reduce your risk of coronavirus infection:



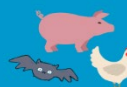
Clean hands with soap and water
or alcohol-based hand rub

Cover nose and mouth when coughing and
sneezing with tissue or flexed elbow



Avoid close contact with anyone with
cold or flu-like symptoms

Thoroughly cook meat and eggs



Avoid unprotected contact with live
wild or farm animals



World Health
Organization

Careers Information

Information and support will continue regarding career opportunities and transitions from school for both Year 12 students planning for 2021, and younger students looking at alternate opportunities in the workforce. There are some common questions that people have:

What if I need to contact the Careers Advisor?

The Careers Advisor can be contacted via the school email or a voicemail message can be left at the school.

Are early entry university offers still available for Year 12 students?

At the moment early entry programs are continuing as usual. It is likely these processes won't change as they are currently all online so the current environment may not impact this significantly. Ongoing updates and communication and information will be provided to parents and students as necessary.

How can we learn about changes to university entry as the year progresses?

Information will be constantly updated for parents and students via Sentral, the school Facebook page and the Year 12 Google Classroom page run by Mr McAlpine.

I'm unsure what I want to do when I leave school. How can I find out some ideas of what is available?

Mr Bastian is running Year 12 meetings to assist in planning their post-school options. These will be continuing via Zoom, Skype or phone. You can book one of these on the Year 12 Facebook page.

Are other post-school options available such as apprenticeships or traineeships?

Currently, there are still some apprenticeships and traineeships available. Mr Bastian will be posting these availabilities on Sentral, the school Facebook page and the Year 12 Google Classroom page.

I have found an option to transition to a career option or TAFE course and need to look at signing out of the school. How should I proceed with this?

Email the school email address and address it to the Careers Advisor or your relevant Deputy Principal.

Is Year 10 Work Experience still going ahead?

At the moment work experience is paused until we resume normal schooling. Even then, it has been a difficult time for businesses and the opportunities for work experience may be more limited than usual. Once school resumes, we will provide opportunities for work experience but we may need to be flexible with these arrangements.

Are TVET courses still running?

At the moment TAFE's have ceased their face to face course in the same way as school has. They are working on offering an online learning program. Hopefully this will be up and running soon.

FAQs

What will happen to the HSC this year?

At a meeting on the 24 March 2020, the NSW Educational and Standards Authority (NESA) Board confirmed that the HSC will be proceeding in 2020 and that clear and regular advice would be provided as the year progresses.

What if my child needs a textbook or other hard-copy resource?

The school site remains open. If you need to access resources from the school, please email your request to the relevant Head Teacher via the school email so we can have the correct resources ready for you to collect from Reception in A Block.

What if I need to contact a Deputy Principal or Head Teacher?

Please contact the school via the school email and state in the subject line the person's name, or role that you wish to contact (eg, ATTN: Deputy Principal Year 7).

What if my child finds the work too difficult?

The online platform is the "classroom" - students are encouraged to ask questions and ask for assistance through this platform.

What if my child needs additional support / modifications to access learning?

Classroom teachers will build-in adjustments as per usual practice. The Learning and Support team have set-up a classroom for all learning and support students so that additional assistance is provided.

What if my child needs extension work?

The online platform is the "classroom" - students are encouraged to write questions and ask for assistance through this platform.

What if I need to speak with a Year Adviser?

Year Advisers are accessible via the school email.

How can I access the Teacher Librarians for support with research?

Teacher Librarians can be accessed via the school email.

What if there is "group work" in the subject my child studies?

Teachers will determine the nature of this task and alternatives may be considered. Students should communicate with classroom teachers through their online learning platform.

What if my child does a subject with practical work?

Teachers are investigating all options in regard to practical work. We understand that there will changes and adjustments as we navigate Learning from Home and teachers will provide more advice about practical work as it becomes available.

Will every subject/teacher be using the same online platform?

While Google Classroom is the most popular platform, some classes operate within other platforms. Your child has received information from their teachers about the platform being used and how to access it.

Will the canteen be open?

No. The canteen will be closed in line with Department of Education advice to create social distancing.

Will school bus services continue to operate?

At present, the bus services will operate as normal.

What about extra-curricular activities?

All extra-curricular activities have been cancelled until further notice. There are no exceptions to this.

