

15 August 2021

Dear Parents/Carers

Advice to Parents for Learning from Home arrangements during the state wide stay-at-home restrictions

As I am sure you are aware, state wide stay-at-home restrictions came into effect from 5pm Saturday 14 August 2021.

Our school, along with all other NSW schools, will be operating on Level 4 restrictions from Monday 16 August 2021 until at least Sunday 22 August 2021. This means if you are working from home, and your child is able to be educated from home, please keep them at home to minimise movement in the community.

We will be open with minimal supervision to support those students who cannot be educated from home, for example if their parent or carer is an essential worker. Students for whom it is essential to attend will be undertaking online learning and must wear face masks. The canteen will be closed.

All students and families will be supported with learning from home materials and resources. Lesson materials can be accessed via each student's Google Classroom. The Year 7 iPad trial class will continue to access their work through MS Teams.

Monday 16 August 2021 will be a Planning Day for teachers to prepare for formal Learning from Home lessons to commence on **Tuesday 17 August 2021**, which will be "Day 1" in the school timetable. Please refer to the modified Learning from Home Schedule included in this document. Students will be able to access their timetable via the student portal. Students may also wish to check their Google Classrooms on Monday to commence any class work that has already been uploaded.

Year 12 Trial Exams - I will provide specific advice for Year 12 students separately, but please note that with regard to Trial Exams these will be postponed and re-commence on Monday 23 August 2021 as per the originally published Trial HSC Exam timetable.

Should the stay-home restrictions continue after 22 August 2021, then we will cancel all remaining Trial Exams and estimates based on prior assessments will be used.

Please continue to monitor our Facebook page, the school's website and your email for further information regarding arrangements for learning from home. The "Parent Hub" section of the school website has lots of useful resources for students and families.

Resources to help you and your child learn from home can also be found at education.nsw.gov.au/parents-learning-at-home. I also encourage all parents to download the [NSW school updates app](#) onto your phone to receive the latest updates about the operational status of our school.

I want to thank all of our families for your support during this time. If you require hard copies of your child's work, please contact the school office on 02 6674 9777 during office hours (8:00am – 3:15pm) for this to be arranged. Please get in touch with your child's Year Adviser to discuss any additional needs for your child or family to support you to learn from home.

Please follow the restrictions and stay safe.

Yours sincerely



Dan Matthias
Rel. Principal

Admin 2021-1408

Stay COVID safe



Our school is open for those students:

- ☒ **who cannot be educated at home**
- ☒ **whose parents and carers are essential workers.**

There is minimal supervision available on site to support these students.

All other students must stay at home, learning from home, as directed by the NSW Health Public Health Order.

Thank you for supporting our teaching and school community to stop the spread of COVID-19.



Follow health advice and keep your child home if they are unwell.



**For the latest information, visit
education.nsw.gov.au/covid-19**

How can students make the most of Learning from Home?

Students will have been invited directly into their teacher's Google Classroom and provided with the appropriate code/password.

Students are to:

- Organise their physical space at home. Make sure the space for learning is neat and tidy.
- Take the initiative with their learning – it is up to students to make this work as best as possible.
- Complete tasks with integrity and academic honesty. Students are to do their best work.
- Meet timelines, commitments and due dates. Students are to communicate proactively with their teachers if they cannot meet deadlines or require additional support.

How can parents help?

- Set clear and positive expectations that learning will continue at home.
- Please understand that Learning from Home cannot look the same as the regular learning process.
- Ensure that sleep patterns and morning routines are regular and structured.
- Clarify exactly when assessment tasks are due and assist your child/ren with submission. Make changes to your home so that there is a clear and organised space for learning. A space/location for extended learning should be a public/family space, not in a bedroom.
- Parents can contact their child's teacher or Year Adviser via email.

What is the Department of Education doing to assist with Learning from Home?

- The Department of Education's **Learning from Home** website:
<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home>
has many resources. Parents are welcome to access these resources to assist the learning from home. The Department will provide updates on future developments which we will share through email.

What if my child needs to come to school?

- As noted above, under Level 4 restrictions our school is only open for those students:
 - Who cannot be educated at home
 - Whose parents and carers are essential workers.
- There is minimal supervision available on site to support these students and staff on site will be present to supervise student's online learning.
- Social distancing guidelines will be strictly applied. This means students attending school will not experience a regular school day.
- **Guidance on Mask Wearing** – while in indoor settings in schools, masks are mandatory for all staff and all students in Years 7-12 (unless the staff member or student has a medical exemption).
- All students must bring
 - Drink bottle
 - Food for both Recess and Lunch as the Canteen will be closed
 - Headphones to use for online learning
 - Bring Your Own Device (BYOD) if you have one.
 - If you do not have your own device one will be supplied for your student to use at school.
- Extra-curricular activities will not take place.
- There will be no zero periods and roll marking will begin for all students at 8:45am. The site will close at 3:15pm every day.

FAQs

1. What will happen to the Higher School Certificate (HSC) this year?

HSC advice for Year 12 students will continue to be based on the latest HSW Health Advice.

[HSC advice \(nsw.gov.au\)](https://www.health.nsw.gov.au/HSW/Pages/COVID-19.aspx).

Year 12 Trial Exams will be postponed and re-commence on Monday 23 August 2021 as per the originally

published Trial HSC Exam timetable. Should the stay-home restrictions continue after 22 August 2021, then we will cancel all remaining Trial Exams and estimates based on prior assessments will be used.

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

If you need to access resources from the school, please either contact the school 02 6674 977 during office hours 8:00am – 3:15pm or via email: kingscliff-h.school@det.nsw.edu.au

We will then organise for the resources ready for you to collect from a table that will be located just outside the Front Office.

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

Please contact the school via the school email kingscliff-h.school@det.nsw.edu.au and state in the subject line the person's name, or role that you wish to contact (for example: Attention: Deputy Principal, Year 7 or Head Teacher-Science)

4. 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.

Please get in touch with your child's Year Adviser to discuss any additional needs for your child or family to support you to learn from home.

Please refer to our website under the Parent Hub/Welfare tab for additional information.

<https://www.kingscliff.nsw.edu.au/parent-hub/welfare/>

5. 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 Teacher will provide advice regarding further support once confirmed.

6. 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.

7. What if I need to speak with a Year Adviser?

Year Advisers are accessible via email.

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

Teacher Librarians can be accessed via email. Please contact the school via the school email kingscliff-h.school@det.nsw.edu.au and state in the subject line the Attention: Teacher Librarian.

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

All Kingscliff High School students will be able to access all of their online learning through Google Classroom and the Year 7 iPad trial class will continue to access their work through MS Teams.

10. Will the canteen be open?

No. The canteen will be closed in line with current restrictions.

11. Will school bus services continue to operate?

At present, the bus services will operate as normal and masks must be worn whilst on public transport.

12. What about extra-curricular activities?

All extra-curricular activities have been cancelled until further notice.

13. What about work placements / work experience?

These will be postponed during the current stay-at-home restrictions.

14. Does my child need to wear a mask at school?

In line with the Level 4 restrictions at schools - while in indoor settings in schools, masks are mandatory for all staff and all students in Years 7-12 (unless the staff member or student has a medical exemption).

Working from Home – information for students

1. Get set up

- Allocate a dedicated space in your home to work, with a desk and chair
- Make sure you have everything you need (eg textbooks, workbooks, calculator etc)
- If you have internet access, review your current accessories – extension cords, mouse, headphones etc – make sure you have everything you need
- Be aware of the online learning platforms being provided by your teachers
- Be safe and secure - Consider how you can ensure your study from home environment is safe.



- ① Locate your mouse within easy reach and do not grip it too hard. Ensure you take your hand off mouse when not in use
- ② Top of screen roughly at eye height. Screen about arms length away when you are seated correctly under desk
- ③ Forearms just above and horizontal to desk
- ④ Feet must be comfortably 'grounded' on floor. Use a footrest if needed
- ⑤ Hips either level or slightly higher than your knees.
- ⑥ Adjust the lumbar support to fit comfortably into your lower back
- ⑦ Ensure your arms are relaxed and by your side (drop your shoulders and elbows)

2. Daily routine

- Get dressed respectfully so you feel ready for a normal school day
- Set goals for the day and stick to them. You might like to ask for help from your parents or an older family member.
- Share these goals with a friend to help you stick to them.
- Exercise – get outside if you are not required to self-isolate and go for a walk or jog, take regular stretch breaks, find a workout/yoga class on YouTube
- Drink lots of water and stand up regularly
- Sit at a desk or table - put your monitor at eye level by putting it on a box or book – do not work slumped on the couch
- If you can, stay in touch with your teachers through online learning platforms

3. Support

- Working remotely for an extended period of time can be isolating and lonely – make sure you check in with your classmates regularly
- We have provided resources and supports for families during the Learning from Home period:
<https://www.kingscliff.nsw.edu.au/parent-hub/resources-and-supports-for-families-during-remote-learning/>

Google Classroom and student email are available through the NSW Department of Education student portal at:

<http://portal.det.nsw.edu.au>

Sign in with your student account

Student email is the second menu item, student emails are always a students username@education.nsw.gov.au

NSW Department of Education

Student Portal

Home

Email

Oliver Library

Help

Notifications

Change password

Secret Questions

Change Colours

Sign Out

Feedback

Search

Google

Enter your search words here...

Search

Calendar

We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below.

Authorise

Games

Puzzlemaker

Counselling and Support

Resources to help you right now.

My bookmarks

List name

Name your custom bookmarks list here...

Create new list

Learning

eSafety Kids

Microsoft Office 365

LinkedIn Learning

Show more

Search Sites

My School Library (Oliver)

Wikipedia

Google

Other Sites

G Suite (that includes **Google Classroom**) is in the learning section dropdown

Learning

eSafety Kids

Microsoft Office 365

LinkedIn Learning

Digital Citizenship

Adobe DoE software download

ABC Learn Online

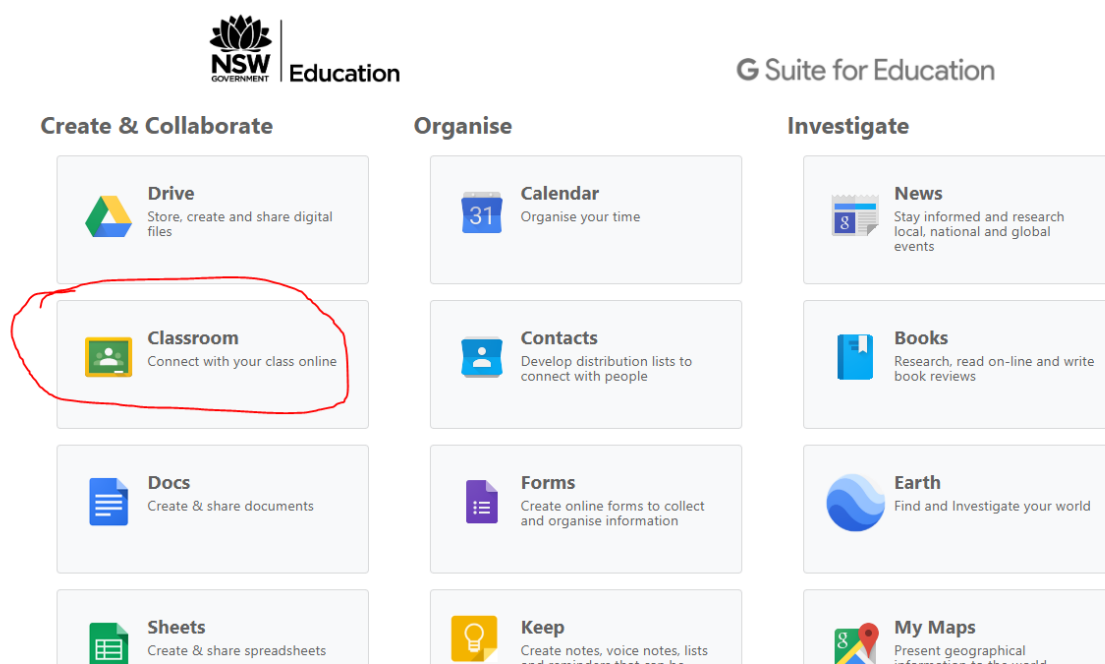
G Suite (Google Apps for Education)

The @rtroom

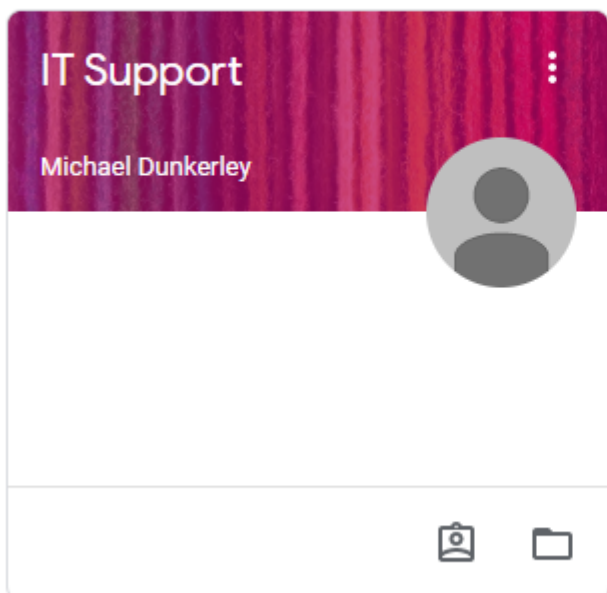
stem.T4L Learning Library

Show less

Google Classroom is the second link down



Classes will appear in the list if you have been invited. If any are missing check your emails for a class code that can be entered by pressing the plus icon, and copy and paste this code in.





How **students** can access **Google Classroom** in NSW Public Schools

Sign into Google Classroom with a desktop browser



1. Use a **modern browser** in Windows, MacOS or Linux
2. Browse to your DoE Portal at:
<https://portal.det.nsw.edu.au>
3. Sign in with your **department credentials** **B**
4. Select **Google G Suite** from the **Learning** box at the right
5. Choose **Classroom** from the list of apps



Need help using Google Classroom?
- Ask your teacher!

A

Google

Sign in

Use your Google Account. You'll also sign in to Google services in your apps & Safari.

[Forgot email?](#)

[Create account](#) [Next](#)

B

Login with your DoE account

User ID

Example: jane.citizen1

Password

[Log in](#)

[Forgot your password?](#)

Accessing Google Classroom using mobile Apps

1. Multiple **G Suite** apps are needed:



- Google **Drive**
- Google **Docs**
- Google **Slides**
- Google **Classroom**

[LINK](#)
[LINK](#)
[LINK](#)
[LINK](#)

[LINK](#)
[LINK](#)
[LINK](#)
[LINK](#)

2. Install the **four** correct apps to your device
3. Open **Google Drive** and sign in with your **DoE GOOGLE account** and choose **Next** **A**
4. The **DoE log on screen** **B** will appear. Sign in with your normal department credentials
5. Once signed in **all four Google G Suite apps** will be ready for use!

NSW Department of Education

Time expectation for families

Early stage 1

Total hours per day:

2.5 hours per day

plus other activities.

Key focus areas – core teaching:

- **45-60 minutes** of English activities
- **30-45 minutes** of mathematics activities
- **30-60 minutes** of activities across other KLAs (creative arts, HSIE, PDHPE and science/technology).

Additional learning:

- Other activities such as wellbeing, sport and physical activities, where social distancing allows.

Stage 1

Total hours per day:

2.5 hours per day

plus other activities.

Key focus areas – core teaching:

- **45-60 minutes** of English activities.
- **30-45 minutes** of Mathematics activities.
- **30-60 minutes** of activities across other KLAs (creative arts, HSIE, PDHPE and science/technology).

Additional learning:

- Other activities such as wellbeing, sport and physical activities, where social distancing allows.

Stage 2

Total hours per day:

3 hours per day

plus other activities.

Key focus areas – core teaching:

- **45-60 minutes** of English activities.
- **30-45 minutes** of mathematics activities.
- **1-1.5 hours** of activities across other KLAs (creative arts, HSIE, PDHPE and science/technology).

Additional learning:

- Other activities such as wellbeing, sport and physical activities, where social distancing allows.

Stage 3

Total hours per day:

3 hours per day

plus other activities.

Key focus areas – core teaching:

- **45-60 minutes** of English activities.
- **30-45 minutes** of mathematics activities.
- **1-1.5 hours** of activities across other KLAs (creative arts, HSIE, PDHPE and science/technology).

Additional learning:

- Other activities such as wellbeing, sport and physical activities, where social distancing allows.

Stage 4

Total hours per day:

3.5 hours per day

Key focus areas – core teaching:

- **30-45 minutes** of English activities.
- **30-45 minutes** of mathematics activities.
- **90-120 minutes** of activities from creative arts, HSIE, languages, PDHPE, science and technology and applied sciences.

Additional learning:

- Other activities such as wellbeing, sport and physical activities, where social distancing allows.

Stage 5

Total hours per day:

3.5 hours per day

Key focus areas – core teaching:

- **30-45 minutes** of English activities.
- **30-45 minutes** of mathematics activities.
- **90-120 minutes** of activities from HSIE, PDHPE, science and electives.

Additional learning:

- Other activities such as wellbeing, sport and physical activities, where social distancing allows.

Stage 6

Total hours per day:

Students in Year 11 and 12 will follow their usual pattern of study

Major project requirements:

- Changes have been made to the requirements for major projects in some practical subjects.
- NESA will continue to provide updates around changes to major projects and/or assessments for specific subjects.

LEARNING FROM HOME SCHEDULE

We have taken advice from students, parents and staff during our previous remote learning experience which indicated that following our regular timetable online can be unmanageable and places unnecessary stress on families. So, the timetable will be simplified during learning from home requirements. Each day students will have two much longer “classes”. For instance, on Day 2, students will have Line 2 in the morning session and Line 5 in the midday session. This doesn’t mean students will only work on classes in their timetabled periods, it just means that at that time the teacher for that lesson will be directly available to help. This may also be a time when teachers schedule a Zoom lesson for their class to engage with. The expectation is that students complete course work set for each of their classes every cycle of the timetable.

- The afternoon session is very much for self-directed learning. Students could be catching up on unfinished work, completing assessment tasks, making summary notes or studying. They might also use this time to manage their personal wellbeing by maybe taking a walk, engaging with friends online, learning to play the guitar, doing a mindfulness exercise, cooking dinner for the family or even cleaning up their room! This is something we hope parents/carers will discuss and negotiate with their children. During the afternoon session staff will spend time catching up on questions and support of students in their classes as well as participating in Professional Learning to support their delivery of online education. Please note staff will prioritise responding to Year 11 and 12 students during this time.
- Year 11 and 12 students should be allocating the same time to classwork throughout the day as per their usual pattern of study.
- Students will access their work through their Google Classrooms, and it should have an indication of when that work is to be completed. Advice on how to access Google Classroom can be found on our website under the “Parent Hub” tab.

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Morning Session	9:00-11:00 Line 1	9:00-11:00 Line 2	9:00-11:00 Line 3	9:00-11:00 Line 4	9:00-11:00 Line 5	9:00-11:00 Line 6	9:00-11:00 Line 7
Break	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00
Midday Session	12:00 – 1:45 Line 4	12:00 – 1:45 Line 5	12:00 – 1:45 Line 6	12:00 – 1:45 Line 7	12:00 – 1:45 Line 1	12:00 – 1:45 Line 2	12:00 – 1:45 Line 3
Break	1:45 -2:15	1:45 -2:15	1:45 -2:15	1:45 -2:15	1:45 -2:15	1:45 -2:15	1:45 -2:15
Afternoon Session	2:15 – 3:15 Year 7-12 self-directed learning Staff responding to student questions	2:15 – 3:15 Year 7-12 self-directed learning Staff responding to student questions	2:15 – 3:15 Year 7-12 self-directed learning Staff responding to student questions	2:15 – 3:15 Year 7-12 self-directed learning Staff responding to student questions	2:15 – 3:15 Year 7-12 self-directed learning Staff responding to student questions	2:15 – 3:15 Year 7-12 self-directed learning Staff responding to student questions	2:15 – 3:15 Year 7-12 self-directed learning Staff responding to student questions