



WEE WAA

HIGH SCHOOL

Remote Learning

Family and Student Handbook

Strive for Excellence



TITLE: Remote Learning - Family and Student Handbook

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Rationale

This handbook outlines how we are proceeding as we move to remote delivery of learning for the immediate future. In order to ensure consistency, continuity and compliance the following document has been constructed to provide some guidelines as to the structure of remote learning whilst the students are at home.

Teaching and Learning

Although our students are not physically present at school, they are still expected to maintain a consistent approach to their academic studies via remote learning.

Our staff continue to prepare learning activities for students to access online or digitally to ensure that their educational needs are met whilst they are at home. Hard copy formats can also be provided for students if online facilities can not be accessed regularly or reliably. Please email weewaa-h.school@det.nsw.edu.au or phone the school on (02) 6795 4477 to request hard copies of work for all classes.

It is important that students and families understand that remote learning is a different way to do school, not a holiday.



How to Access Remote Learning

The place for students to go for all the information is Google Classroom and/or Microsoft Teams. It is imperative that students check this daily. All work will be posted in the corresponding Classroom. Each post will indicate what students need to complete for the timetabled period. Students are to continue to complete their work in the relevant subject book or on their laptop, as they would have done in class or as otherwise instructed by the teacher.

Now that Wee Waa High School has moved to remote delivery, please be aware that:

- Wee Waa High School uses ONLY the GSuite and Microsoft 365 for online course delivery: Google Classroom and Microsoft Teams.
- The learning management system (LMS) for both of these platforms is a streamlined delivery of online learning including assignments, collaboration and feedback.
- All students and staff are set up with appropriate Google and Microsoft accounts.
- GSuite and Microsoft 365 does not need the installation of ANY apps, licensing, extra bandwidth or reams of instructions.
- Students can work offline if consistent internet access is an issue.

Here are the instructions for working offline using GSuite and Microsoft 365:

- GSuite and Microsoft 365 for Education comprises tools that work on any device, which allows teachers and students to create, communicate and collaborate.

Teachers and students have access to tools that allow:

- Collaborative word processing, presentation and website creation
- Easy delivery and management of assessment tasks
- Time and task management
- Unlimited online storage

As with any sound teaching practice students will be provided with:

- Clear instructions regarding the learning activity
- Clarity as to when and how students should submit work
- Access to any resource materials via Google Classroom

Communication and Expectations

When it comes to remote learning at Wee Waa High School:

- Communication with teachers will be by Google Classroom and/or Microsoft 365 and/or the school email.
- Any communication with students will be completed by teachers during normal working hours.
- Do not expect immediate responses to emails or Google Classroom and Microsoft 365 messages as teachers are involved in a number of professional obligations throughout the day.
- With respect to marking times - these may increase whilst teachers are transitioning to remote delivery, marking and returning of tasks.

Student Wellbeing

Being confined to home for an extended period of time can cause stress and conflict.

- Talk to your whole family about current social issues to help them understand what is happening at the moment and why, in order to reduce their anxiety.
- Help your children think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation as well, with your support.
- Remind them that isolation will not last forever. It is merely a precaution at the moment.
- Encourage regular exercise for the whole family using any equipment you have at home or accessing any of the apps available for download.
- Encourage your children to keep in touch with family members and friends via telephone, email or social media (where appropriate).

Information for Parents

Here are some guidelines for parents and carers during remote learning:

Provide support for your children by:

- Establishing routines and expectations for learning.
- Defining a space for your child to work in and ensuring that their computer is placed in a shared or visible area of the home for live online lessons.
- Regularly monitoring communications from teachers.
- Beginning and ending each day with a check-in using the sorts of questions parents would normally ask if they had been at school all day (e.g. What did you learn today?).
- Taking an active role in helping your children process their learning.
- Encourage physical activity and/or exercise.
- Supervise your child's online engagement and check in with your child regularly to help them manage stress.
- Monitoring how much time your child is spending online.
- Keeping your children social during isolation, but set rules around their social media interactions.
- Consider using filters to help manage your child's online access.
- Parents and carers should refer to the resources in the Government's eSafety Toolkit and can be accessed at www.esafety.gov.au/toolkit-schools



A Daily Schedule

A daily schedule is important when learning from home for various reasons.

Following the school timetable establishes a natural rhythm and routine, that both the students and teachers are already accustomed to. Students can easily adapt and understand what specific subject they should be learning about, at a particular time. This also ensures that the teacher is prepared and available to engage in teaching and learning when required.



1

Timetable

Follow the correct timetable.



2

Roll call

Each morning in Google Classroom with Year Advisor.



3

Login during the first 10 minutes of your lessons

Touchbase with your Teacher via Google Classroom or Microsoft Teams to find out what you need to do that lesson.



4

Paper based work

Follow the directions of how much work your Teacher expects.



5

Interact as needed

Respond to discussion and questions as posted by Teachers. Be ready to join discussions.



6

Keep in contact

Keep in regular contact with your friends and classmates by connecting with them during class or by other means.

Frequently Asked Questions by Parents and Students

When should I do school work?

Try to keep to a routine and complete school work between **9:00am and 3:05pm** each day. There is an expectation that you are online or using the hard copies of course work at some time during these hours.

It is recognised that these arrangements are flexible and that you should take appropriate breaks during this time. It is also recognised that you may have to share access to computers and Internet at home and you may want to complete some work outside of these hours.

However, your teachers will limit their interactions with students and parents to our core operational hours. Students and staff will be isolated during this time and it is important that we maintain a sense of normal routine and operation when working from home. It is important that all students have adequate breaks and don't "overwork", which can be easier to do when working offsite and online.

What should I be doing each day?

- Get up and get dressed.
- Have breakfast, brush your teeth and wash your hands.
- **Log into your Student Portal, Google and Microsoft Teams Classrooms before 9:00am.**
- Your Year Adviser will conduct roll call each morning.
- Check messages in the portal and in your online classrooms.
- Check in with your teachers in classes or by completing and turning in work through Google Classroom or Microsoft Teams (you can take photos of work on your phone to upload aswell). If you are working on hard copies, you will need to bring or post your completed work back to school. Teachers will be monitoring to see if students are completing work over a period of time.
- **Information on changes to the assessment schedules will be provided early in Term 2.**
- Contribute to class discussions and participate in class meetings organised by your teacher.
- Teachers will be handing out merits for student participation in online / flexible learning. If you need help with work, you should contact your teacher.

How can I keep in contact with my teachers?

Teachers will contact students by student email, Google Classroom, Microsoft Teams or by phone call during core operational hours. Teachers will use the student home phone listed on our computer systems. They would not normally ring you directly, unless by special arrangement with your parent/carer. If you are having issues with your account login then please email your Year Advisor, they can reset it for you. Note that this ONLY applies to username and password issues. We are not in a position to solve WiFi or other connectivity problems.

How do I work online?

- By now, your parents/careers have all been contacted about ways we can help you with online learning. We have provided a number of laptops to students on loan to assist. Please ring the school if you need assistance.
- Wee Waa High School will be delivering online learning using Google Classroom or Microsoft Teams. These can be accessed through your Student Portal. You will connect to the Portal using your school email user.name@education.nsw.edu.au
- Once you connect to the Portal you will need to enrol in the Google Classroom or Microsoft Teams Classroom for each of your school academic subjects.
- Your Year Advisor will set up a Google Classroom for each Year Group, run by the Year Adviser.

How do I work safety and respectfully online?

- Find a suitable common space in your house to work outside of your bedroom.
- Only connect with your own login details and never share these details with others.
- Be a respectful online learner at all times. That is, you must not behave in a manner that is offensive, threatening, abusive, defamatory or would otherwise be considered bullying.
- Treat your teachers and fellow students with respect and should allow for and respect the views of others during class discussions and messaging.
- When participating in online learning you are participating in activities related to the school and so have to abide by normal school rules. Students breaching these rules will be dealt with using the schools normal discipline policies and procedures.
- Any student found behaving in an inappropriate manner online will have their access to our school online learning suspended until the matter is resolved and the student can demonstrate that they can behave appropriately.
- Do not use your computer to hack or bypass any secure school or Department of Education systems or websites.
- Do not use your computer to access or share any content which would be considered inappropriate such as discriminatory, violent or pornographic content.

Afternoon Activities

Seniors:

During study periods and allocated afternoon activities, use this time to undertake one or more of the following:

- Check emails/class announcements
- Track your learning to make sure you are up to date
- Finish class activities
- Any homework tasks
- Additional contact with teachers
- Self-directed study - make study notes, summaries, revision of lessons/videos
- Check in with Year Advisor
- Practice exam papers
- Exercise/mindfulness

Juniors:

During allocated afternoon activities, use this time to undertake one or more of the following:

- Check emails/class announcements
- Read a novel
- Assignment work
- Catch up on homework
- Extension activities
- Exercise/wellbeing activities
- Send questions to teachers
- Track your learning to make sure that you are up to date



Timetables

Years 7 and 8:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call
9:15am	Art	PH/H/PE	Science	LOTE	Science
9:55am	Break				
10:15am	Maths	English	Art	Science	Technology
10:55am	Break				
11:15am	Music	Technology	Technology	English	HSIE
11:55am	Break				
12:15pm	LOTE	Maths	LOTE	Music	Maths
12:55pm	Break				
1:15pm	English	HSIE	Afternoon Activities	PD/H/PE	Afternoon Activities
1:55pm	Afternoon Activities				

Years 9 and 10:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call
9:15am	Science	Agriculture	Child Studies	Science	Maths
		Timber	Commerce		
		Music	Food Tech		
		Art	Metals		
9.55am	Break				
10:15am	Child Studies	Science	Science	English	HSIE
	Commerce				
	Food Tech				
	Metals				
10:55am	Break				
11:15am	HSIE	English	English	PD/H/PE	Child Studies
					Commerce
					Food Tech
					Metals
11:55am	Break				
12:15pm	English	HSIE	Maths	Maths	Agriculture
					Timber
					Music
					Art
12.55pm	Break				
1:15pm	PD/H/PE	Maths	Afternoon Activities	Agriculture	Afternoon Activities
				Timber	
				Music	
				Art	
1:55pm	Afternoon Activities				

Year 11:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call
9:15am	Maths	Maths	Maths	Maths	Agriculture
					Hospitality
					Mod History
					PD/H/PE
10:05am	Break				
10:15am	Chemistry	Agriculture	English	Business	Business
	Legal Studies	Hospitality		Timber	Timber
	Music	Mod History		Pri Industries	Pri Industries
	SLR	PD/H/PE		Visual Arts	Visual Arts
11:05am	Break				
11:15am	Biology	Biology	Business	Biology	Chemistry
	Metal	Metal	Timber	Metal	Legal Studies
	Photography	Photography	Pri Industries	Photography	Music
	Retail	Retail	Visual Arts	Retail	SLR
12:05pm	Break				
1:15pm	Business	Chemistry	Agriculture	English	English
	Timber	Legal Studies	Hospitality		
	Pri Industries	Music	Mod History		
	Visual Arts	SLR	PD/H/PE		
2:05pm	Break				
2:15pm	Agriculture	English	Biology	Chemistry	Afternoon Activities
	Hospitality		Metal	Legal Studies	
	Mod History		Photography	Music	
	PD/H/PE		Retail	SLR	
3:05pm	End of Day				

Year 12:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00am	Roll Call	Roll Call	Roll Call	Roll Call	Roll Call
9:15am	English	English	English	English	Agriculture
					Hospitality
					Mod History
					PD/H/PE
10:05am	Break				
10:15am	Music	Agriculture	Maths	Business	Business
	SLR	Hospitality		Timber	Timber
		Mod History		Pri Industries	Pri Industries
		PD/H/PE		Visual Arts	Visual Arts
11:05am	Break				
11:15am	Biology	Biology	Business	Biology	Music
	Metal	Metal	Timber	Metal	
	Photography	Photography	Pri Industries	Photography	SLR
	Retail	Retail	Visual Arts	Retail	
	Physics	Physics		Physics	
12:05pm	Break				
1:15pm	Business	Music	Agriculture	Maths	Maths
	Timber		Hospitality		
	Pri Industries	SLR	Mod History		
	Visual Arts		PD/H/PE		
2:05pm	Break				
2:15pm	Agriculture	Maths	Biology	Music	Afternoon Activities
	Hospitality		Metal		
	Mod History		Photography	SLR	
	PD/H/PE		Retail		
			Physics		
3:05pm	End of Day				



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