



LEARNING FROM HOME HANDBOOK

**Term Two Support
Package for students &
families during the
COVID-19 pandemic**

Keep up to date at

<https://prairiewoo-h.schools.nsw.gov.au/>



CONTENTS PAGE

Contents	Page
A Message from the Principal	3
Advice for Students and Families for Remote Learning	4
Student, Parent & Teacher Expectation Matrix	5
Wellbeing Support	
Dealing with COVID-19	6
Student Wellbeing Referral Form	7
Immediate Live-Chat Web Support for Students	8
Remote Learning Routine – Your Child’s Timetable & Google Classroom Codes	9
Year 7	10
Year 8	11
Year 9	12
Year 10	13
Year 9 & 10 Elective Google Classroom Codes	15
Year 11 & 12	16
Attendance Marking for Students	20
Roll Call	
Each Class Roll Marking	23
Connecting to Learning – “How To Guides”	
Logging onto the Student Portal	25
Accessing the Google Suite for Education	26
Getting Started with Google Classroom	27
Accessing Microsoft 365	32
Video Conferencing - Zoom	33
Communicating With Us	35
Helping Out Parents & Families Any Way We Can	36
Help with Access to Technology	36
Help with Access to Food	36
Help with Free TAFE Courses	38
Information for Families about Various Government Support Services	38
Donate Data Program	39
Help with Domestic & Family Violence During COVID-19	40

A MESSAGE FROM THE PRINCIPAL

A MESSAGE FROM THE PRINCIPAL

Our team are deeply committed to the vital role that education plays in shaping the lives of our young people. We understand that at times, even with events out of our control such as COVID-19, our young people cannot physically attend school. Our staff have prepared remote learning measures to ensure that our students' learning is not compromised by the physical distance between students and the school. I am deeply grateful for advances in digital technology; our hard-working team – including their flexibility and innovation in facilitating this platform – as well as for the families at home who will work with our teachers to support their child's learning. We thank you for this important partnership.

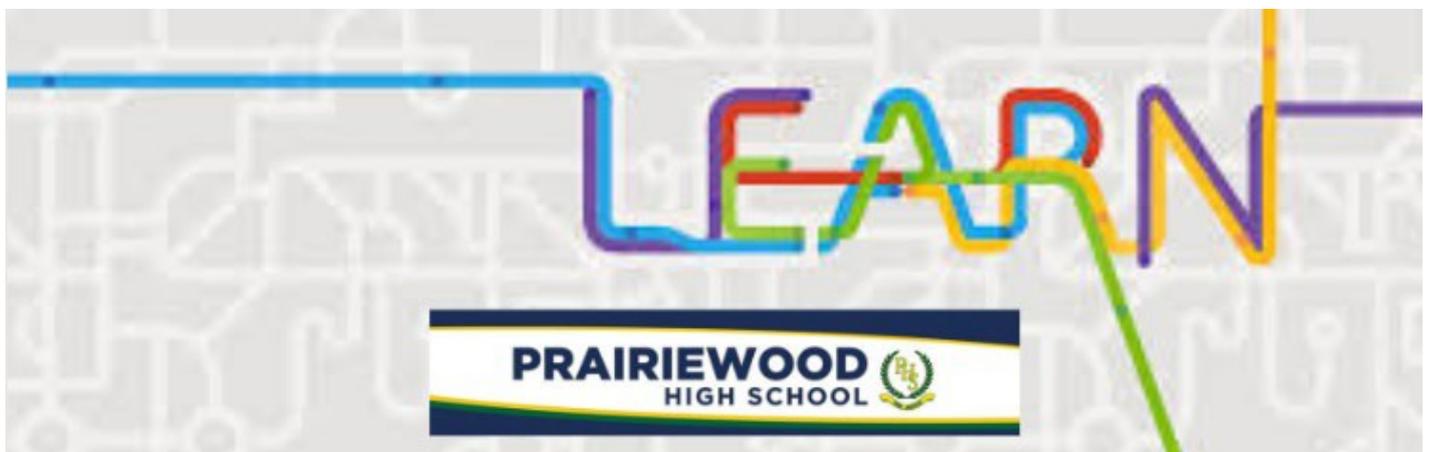
We have created a virtual environment using Google Classrooms to ensure the continuity of students' learning. In each virtual classroom, students will be assigned a range of learning tasks by their teachers to complete while they are away from the physical school; including research, problem-solving, creative and critical thinking activities. In these Google Classrooms, students will also have the ability to engage with their teacher, ask questions, collaborate with their peers, submit work, and also receive feedback from teachers.

We also have a dedicated Student Support Team during this time to ensure student learning and wellbeing are prioritised. The team includes: myself; our Deputy Principals; our Head Teachers Wellbeing, Student Engagement and Learning Support; our School Psychologists; our Community Liaison Officers; our Year Advisors; and our Wellbeing Hub staff. Over the remote learning period, if you or your child needs additional support, please reach out to us.

I encourage you to contact the school via phone or email if you need to and follow our school website for regular communications.

Ms Belinda Giudice

Principal



ADVICE FOR STUDENTS & FAMILIES ON REMOTE LEARNING

WORKSPACE

- Set up an accessible open space for learning, preferably not in the bedroom
- Ensure seating is comfortable & space is well lit
- Screen to align with eye level
- Consider internet strength in the space
- Be respectful of shared spaces. Turn off the TV

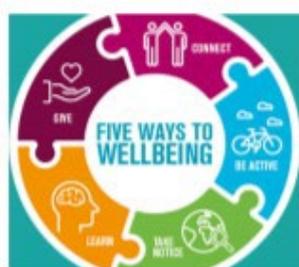


DAY TO DAY ROUTINE

- Wake up with enough time to get ready, have your breakfast before 8.30am and say good morning to your family
- Have your computer charged and log in to your Student Portal and check your emails by 8.40am
- Log in to Google Classroom and complete daily Roll Call check
- Follow your Timetable and work through class activities set on Google Classroom and submit as required

BEHAVIOUR & ETIQUETTE

- **SAFE** - Be in the right place at the right time and report any concerns you have to staff
- **RESPECTFUL** - Interact kindly and calmly online and offline with your peers, teachers and family
- **LEARNER** - Be prepared, be equipped be ready to learn. Actively participate in lessons and remove all distractions, including your mobile phone!



HEALTH & WELLBEING

- Take rest breaks from the screen every hour
- Keep hydrated throughout the day and ensure you eat during recess and lunch breaks
- Get 8-9 hours of sleep every night
- Keep in touch with family and friends
- Get some daily physical activity

SEEKING HELP

- Contact your class teacher via Google Classroom during school hours if you need some extra help about your learning or assessment
- Contact the school via email or phone 9725-5444 if you need a bit of extra wellbeing support or if you are worried about one of your friends



STUDENT, PARENT & STAFF EXPECTATION MATRIX

PARENTS –

- Set clear and positive expectations that learning will continue at home, as at school.
- Encourage students to create a public space for learning outside of their bedroom.
- Ensure that their child follows their [timetable/schedule](#) and [bell times](#), including provision of regular breaks.
- Restrict mobile phone use during school hours in line with the school's [Mobile Phone Policy](#)
- Ensure that their child displays appropriate online behaviours and follows the Department's [Student Use of Digital Devices and Online Services Policy](#) and the school's [Acceptable Use of Technology and BYOD Student Agreement](#).
- Read and be aware of the [legal issues bulletin relating to the misuse of technology in schools](#).
- **Contact the school on 9725-5444, through email prairiewoo-h.school@det.nsw.edu.au, or via Skoolbag App if your child is sick and absent from online learning for the day. In your message you should include your child's full name, their year group and return number. If your child hasn't 'checked in' for Roll Call, please contact the school and attendance records will be adjusted.**
- Contact their child's teachers if they feel their child is experiencing difficulties accessing work, activities or instructions. This can be done via phone or email contact to the school.
- Contact the school for any wellbeing concerns for their child and ask to speak with the Head Teacher Wellbeing, Year Adviser or the school Psychologist.



STUDENTS –

- Follow their set timetable which can be found on the [school website](#).
- Access their education email and Google Classroom for each of their subjects and participate in learning through Google Classrooms. This includes ensuring all work and assessments tasks are completed, honestly, on time and to the best of their ability.
- Log into their student portal and check their emails before 8.30am then log into Google Classroom for [Attendance \(Roll Call\) check-in](#) starting at 8.40am. If you don't log in between 8.40am and 9am you will be marked absent for the day and this will be recorded. If you don't check in at this time, please call the school and you will be recorded as late.
- Contact their teachers via email or through Google Classroom if they are experiencing difficulties accessing work, activities or instructions. Teachers will respond during lesson time.
- Not use mobile devices during school hours as per the school's Mobile Phone Policy.
- Behave appropriately online and follow the Department's [Student Use of Digital Devices and Online Services Policy](#).
- Contact PHS if there is any Wellbeing concerns about themselves or another student. [Wellbeing referrals](#) will be checked during school hours. Immediate [live-chat web support](#) is also available. Call 000 in an emergency.



TEACHERS –

- Provide lessons via Google Classroom as per the school timetable.
- Facilitate learning during scheduled lessons to encourage outline and structure.
- Respond to student and parent enquiries outside the scheduled lesson time. They will try to reply within 48 hours during the normal school week. Phone calls will be made on 'private'.
- Continue to differentiate lessons and make adjustments to meet the learning needs of students and assign work to specific students in the Google Classroom if needed.
- Continue to offer feedback to students as appropriate and in a timely manner through either Google Classroom or email.
- Expect all students to complete tasks required for ongoing assessment and reporting purposes.
- Check the student absentee sheet emailed to them each day for students who have not presented for online learning and follow up with the student, parent and/or other PHS staff
- Behave appropriately online and follow the Department's [Student Use of Digital Devices and Online Services Policy and the Code of Conduct](#) *Note: Teacher expectations are referenced in this document.*



WELLBEING SUPPORT FOR STUDENTS - DEALING WITH COVID-19

It can feel stressful and overwhelming during an event like the outbreak of the Novel Coronavirus (COVID-19) and we can all be affected differently. You or your children might feel overwhelmed by the information, conversations and the increased levels of stress in your community. It can be hard to know what information to trust especially in a situation where things are changing so quickly. It can be helpful to keep up-to-date but it's also okay to switch off from the 24 hour media cycle if this is getting too much. Following is some advice accumulated from the Australian Psychological Society (APS) and Headspace that may assist you to support your family's mental health as this situation continues to unfold.

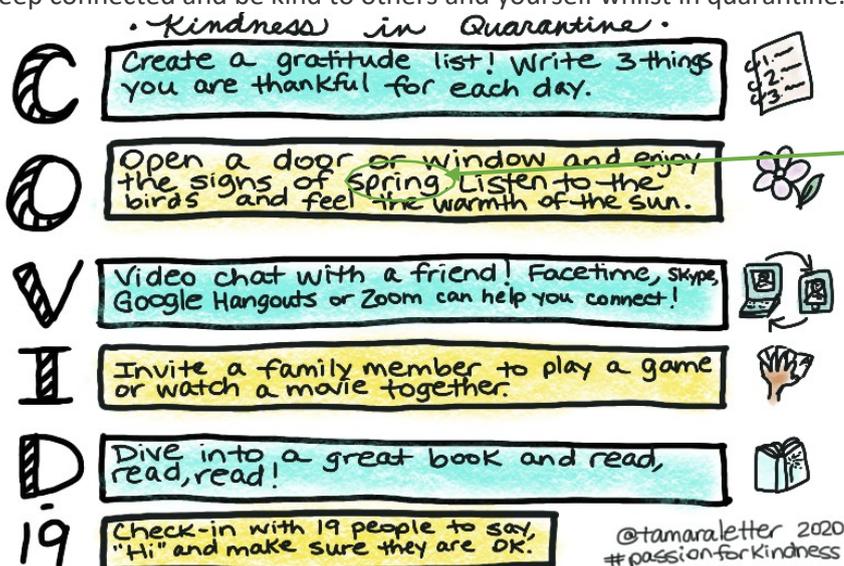
Children will inevitably pick up on the concerns and anxiety of others, whether this be through listening and observing what is happening at home or at school. Providing opportunities to answer their questions in an honest and age-appropriate way can help reduce any anxiety they may be experiencing.

You can do this by:

- speaking to them about coronavirus in a calm manner
- asking them what they already know about the virus so you can clarify any misunderstandings they may have
- letting them know that it is normal to experience some anxiety when new and stressful situations arise
- giving them a sense of control by explaining what they can do to stay safe (eg wash their hands regularly, stay away from people who are coughing or sneezing)
- not overwhelming them with unnecessary information (eg death rates) as this can increase their anxiety
- reassure them that coronavirus is less common and severe in children compared to adults
- allowing regular contact (eg by phone) with people they may worry about, such as grandparents, to reassure them that they are okay.

During the Learn from Home timeframe, year 7 to 10 students will now participate through Google Classroom in a weekly Wellbeing learning block. Our senior students will have access to our Wellbeing Hub staff during recess and lunch times through Wellbeing Google Classroom. We encourage our community to visit the Wellbeing Support page on the school website: <https://prairiewoo-h.schools.nsw.gov.au/covid-19-continuity-of-learning-strategy/wellbeing-support-during-covid-19.html> |

Please remember to keep connected and be kind to others and yourself whilst in quarantine.



Autumn!!

WELLBEING TEAM & SCHOOL COUNSELLOR REFERRAL

Prairiewood High School Wellbeing Referral Form

Name:	
DOB:	
Year:	
Date of Referral:	

On a scale from 1-10 (1 being not at all and 10 being very well), how well do you feel you are coping?

1 2 3 4 5 6 7 8 9 10

Please tick the box(es) that you need support with:

Referrals to the Wellbeing Team and our School Psychologists (Anna Michalopoulos and Youliana Zaya) can be found through the school website and through students' Wellbeing Hub Google Classrooms. Students and families can also contact the school via phone or email to make an appointment. An overview of the referral form is below:

Mental health Please tell us more:	Family issues Please tell us more:
Bullying Please tell us more:	Family issues Please tell us more:
Friendship issues Please tell us more:	Conflict resolution Please tell us more:
Social skills Please tell us more:	Sleep Please tell us more:
Safety concerns Please tell us more:	Case management Please tell us more:
Self-regulation behaviour Please tell us more:	Other Please tell us more:

What would you like to get out of this referral/support?

What is the best way to communicate whilst you are learning offsite/remotely?

Mobile phone:

Email:

Please provide us with your mobile number and/or email address:

Mobile contact number:

Email address:

This referral form will be checked during school hours 9am-3pm. If it is an emergency and you need assistance outside of these hours, please contact emergency services (000) or support services such as the Kids Helpline (1800 55 1800), Lifeline (13 11 14), or the Mental Health Line (1800 011 511).

Be well
stay well
Do well



Immediate Live Chat Support to support students during Remote Learning



STUDENT WELLBEING SUPPORT AT PRAIRIEWOOD HIGH SCHOOL
Need a bit of extra help? Contact a School Counsellor, a Head Teacher Wellbeing, your Year Advisor or staff at the Wellbeing Hub.

REMOTE LEARNING ROUTINE - YOUR CHILD'S TIMETABLE

If students are not at school, it's important to establish a pattern or routine to ensure that students are working in a settled environment for their learning. The following routine, referred to as a 'Remote Timetable' is suggested to allow students flexibility and break times that support learning.

Our Year 11 and 12 students will continue to follow their usual timetable. We have also introduced a dedicated 'Super Study' session for our HSC classes whereby once a fortnight, all students across a variety of classes come together to participate in a 'super session'. This will ensure high quality education provision and greater access to a variety of teaching staff. More information on Super Study Sessions can be found later in this handbook.



The school day times for students in years 7 to 10 will remain the same, however, there will be three learning blocks each day instead of six individual lessons. Recess and lunch breaks will remain the same.

The timetable we will be following is below:

Mon	Tue	Wed	Thu	Fri
LEARNING BLOCK ONE (period 1 & 2) 8.45-10.25am <i>(9:30 – 9:40am Screen time break)</i>				
MORNING BREAK 10.25 -10.55				
LEARNING BLOCK TWO (period 3 & 4) 10.55am -12.35pm <i>(11:40 – 11:50am Screen time break)</i>				
LUNCH BREAK 12.35 – 1.05				
LEARNING BLOCK THREE (period 5 & 6) 1.05-2.45pm <i>(1:50 – 2:00pm Screen time break)</i>				

YEAR 7 TIMETABLE & GOOGLE CLASSROOM CODES

Students have been invited to their virtual learning classes via Google Classroom invitations. Parents and carers have received personalised communication regarding their student's codes. If you would like this information re-issued, please contact the school on 9725-5444 during business hours.

A summary of the generic Year 7 student timetable and Google Classroom codes is below:

Note: We are suggesting there is a 10-20 minute screen break during each Learning Block lesson. This will support the increased time students and staff are spending online at any given time.

7.7 Learning Support zjye6sd **Year 7 EAL/S Support** 7ceopr **Special Ed Opal Class** 7aarzc
Special Ed Sapphire Class wc47diq **Special Ed Ruby Class** wgxylzy **Special Ed Emerald Class** 2d2zhfo
Aboriginal and Torres Strait Islander: Learning Support Group 4j7tnu6

Year 7 Week A Including Google Classroom Codes					
Week A Yr 7	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am	MATHS 7.1-7.2 wspnjt4 7.3-7.8 eg7szg4	ENGLISH 7.1-7.3 hvvzjph 7.4-7.6 mcab6nf 7.7-7.8 i4ivx7m		NUMERACY All: k6zkwba	HEALTH All: w7stw7u
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	ENGLISH 7.1-7.3 hvvzjph 7.4-7.6 mcab6nf 7.7-7.8 i4ivx7m	HEALTH All: w7stw7u	VISUAL ARTS ynzhxik or MUSIC ka7hju7	SCIENCE All: jlsc24e	TAS 7.1,7.3,7.5,7.6,7.8,7.11 7264gtv 7.2,7.4,7.7,7.9,7.10,7.12 tux5ooq
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm	RE-CONNECT & BELONG Self-Select Wellbeing Activity	GEOGRAPHY 7.1-7.2 o5v6dzm 7.3-7.8 raylqkb	WELLBEING All: ntjb4vx	SPORT	VISUAL ARTS ynzhxik or MUSIC ka7hju7

Year 7 Week B Including Google Classroom Codes					
Week B Yr 7	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am	CAREERS All: 4sh2eyc	LITERACY All: h2czzph	SCIENCE All: jlsc24e	ENGLISH 7.1-7.3 hvvzjph 7.4-7.6 mcab6nf 7.7-7.8 i4ivx7m	LITERACY All: h2czzph
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	RE-CONNECT & BELONG Self-Select Wellbeing Activity	SPORT	WELLBEING All: ntjb4vx	TAS 7.1,7.3,7.5,7.6,7.8,7.11 7264gtv 7.2,7.4,7.7,7.9,7.10,7.12 tux5ooq	MATHS 7.1-7.2 wspnjt4 7.3-7.8 eg7szg4
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm	GEOGRAPHY 7.1-7.2 o5v6dzm 7.3-7.8 raylqkb	SCIENCE All: jlsc24e		MATHS 7.1-7.2 wspnjt4 7.3-7.8 eg7szg4	

YEAR 8 TIMETABLE & GOOGLE CLASSROOM CODES

Students have been invited to their virtual learning classes via Google Classroom invitations. Parents and carers have received personalised communication regarding their student's codes. If you would like this information re-issued, please contact the school on 9725-5444 during business hours. A summary of the generic Year 8 student timetable and Google Classroom codes is below:

Note: We are suggesting there is a 10-20 minute screen break during each Learning Block lesson. This will support the increased time students and staff are spending online at any given time.

Year 8 Learning Support 73oqj4e **Year 8 EAL/D Support Group** eucmgif

Aboriginal and Torres Strait Islander: Learning Support Group 4j7tnu6

Year 8 Week A Including Google Classroom Codes					
Week A Yr 8	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am		MATHS 8.1-8.2 ke5wbby 8.3-8.8 qwczewp	TAS 8.1,8.3,8.4,8.9, 8.10,8.12 ww3rzth 8.2,8.5,8.6,8.7,8 .8,8.11 4sbxmlw	WELLBEING All: 4asnky3	HISTORY 8.1-8.3 n7xq5gd 8.4-8.8 gitnsin
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	LANGUAGE 8.1 inkir2k 8.2-8.7 v5u7lnk 8.8 e43bnfz	ENGLISH 8.1-8.3 pce5vu6 8.4-8.6 7ngmsjl 8.7-8.8 24ixr6f	RE-CONNECT & BELONG Self-Select Wellbeing Activity	LITERACY All: rafuuop	SCIENCE All: qanlxdi
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm	SCIENCE All: qanlxdi		HEALTH All: upeguxw		SPORT

Year 8 Week B Including Google Classroom Codes					
Week B Yr 8	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am	ENGLISH 8.1-8.3 pce5vu6 8.4-8.6 7ngmsjl 8.7-8.8 24ixr6f	MATHS 8.1-8.2 ke5wbby 8.3-8.8 qwczewp	ENGLISH 8.1-8.3 pce5vu6 8.4-8.6 7ngmsjl 8.7-8.8 24ixr6f	HEALTH All: upeguxw	CAREERS All: tjg6pxx
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	VISUAL ARTS 8VA4,8VA5,8VA6, 8VA10,8VA11, 8VA12 76h6ndi MUSIC 8M1,8M2,8M5,8 M6 ka7hju7	WELLBEING All: 4asnky3	LANGUAGE 8.1 inkir2k 8.2-8.7 v5u7lnk 8.8 e43bnfz	HISTORY 8.1-8.3 n7xq5gd 8.4-8.8 gitnsin	LITERACY All: rafuuop
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm	SCIENCE All: qanlxdi	TAS 8.1,8.3,8.4,8.9, 8.10,8.12 ww3rzth 8.2,8.5,8.6,8.7,8. 8,8.11 4sbxmlw	VISUAL ARTS All: 76h6ndi or MUSIC All: ka7hju7	SPORT	MATHS 8.1-8.2 ke5wbby 8.3-8.8 qwczewp

YEAR 9 TIMETABLE & GOOGLE CLASSROOM CODES

Students have been invited to their virtual learning classes via Google Classroom invitations. Parents and carers have received personalised communication regarding their student's codes. If you would like this information re-issued, please contact the school on 9725-5444 during business hours.

A summary of the generic Year 9 student timetable and Google Classroom codes is below:

Note: We are suggesting there is a 10-20 minute screen break during each Learning Block lesson. This will support the increased time students and staff are spending online at any given time.

Year 9 Learning Support rln3imu **Year 9 EAL/D Support** jlua7cd

Aboriginal and Torres Strait Islander: Learning Support Group 4j7tnu6

Year 9 Week A Including Google Classroom Codes					
Week A Yr 9	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am	ENGLISH 9.1-9.2 qvolb2m 9.3-9.4 hj43bze 9.5-9.7 frhlt6o	CAREERS All: uxzzfl3		LITERACY All: jnzj27n	SCIENCE All: ea6iv4r
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	MATHS 9AM.1 imfjc23 9.1-9.3 5rhmm64 9.4-9.5 5n2dhp3 9.6-9.7 dpobem3	RE-CONNECT & BELONG Self-Select Wellbeing Activity	HEALTH All: 2tchwhe	GEOGRAPHY 9.1-9.2 p6mir5c 9.3-9.7 tdsja4z	
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm	SPORT	SCIENCE All: ea6iv4r	ENGLISH 9.1-9.2 qvolb2m 9.3-9.4 hj43bze 9.5-9.7 frhlt6o	WELLBEING hd62r3q	HISTORY 9.1-9.2 4wfwncz 9.3-9.7 to2a5vo

Year 9 Week B Including Google Classroom Codes					
Week B Yr 9	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am		ENGLISH 9.1-9.2 qvolb2m 9.3-9.4 hj43bze 9.5-9.7 frhlt6o	MATHS 9AM.1 imfjc23 9.1-9.3 5rhmm64 9.4-9.5 5n2dhp3 9.6-9.7 dpobem3	LITERACY All: jnzj27n	GEOGRAPHY 9.1-9.2 p6mir5c 9.3-9.7 tdsja4z
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	MATHS 9AM.1 imfjc23 9.1-9.3 5rhmm64 9.4-9.5 5n2dhp3 9.6-9.7 dpobem3	HEALTH 2tchwhe	SPORT	SCIENCE All: ea6iv4r	WELLBEING ALL: hd62r3q
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm		RE-CONNECT & BELONG Self-Select Wellbeing Activity	HISTORY 9.1-9.2 4wfwncz 9.3-9.7 to2a5vo		

YEAR 10 TIMETABLE & GOOGLE CLASSROOM CODES

Students have been invited to their virtual learning classes via Google Classroom invitations. Parents and carers have received personalised communication regarding their student's codes. If you would like this information re-issued, please contact the school on 9725-5444 during business hours.

A summary of the generic Year 10 student timetable and Google Classroom codes is below:

Note: We are suggesting there is a 10-20 minute screen break during each Learning Block lesson. This will support the increased time students and staff are spending online at any given time.

Year 10 EAL/D Support Group dp4a5gy

Learning Support Yr 10 cd5xdjl

Aboriginal and Torres Strait Islander: Learning Support Group 4j7tnu6

Year 10 Week A Including Google Classroom Codes					
Week A Yr 10	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am	LITERACY All: vgi6wpm		GEOGRAPHY 10.1-10.2 37qv5r 10.3-10.8 46kijxe	ENGLISH 10.1-10.2 bobjxu 10.3-10.4 bttccdo3 10.5-10.6 xcuaqw3 10.7-10.8 6cjz23wb	WELLBEING All: 4iot4sl
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	SCIENCE All: 5io7aak	MATHS 10AM1 AccM cye4uwk 10.1,10.1A,10.2, 10.3 imfjc23 10.4,10.5 7xuotbh 10.6,10.7,10.8 lsbg5dp	ENGLISH 10.1-10.2 bobjxu 10.3-10.4 bttccdo3 10.5-10.6 xcuaqw3 10.7-10.8 6cjz23wb	HISTORY 10.1-10.2 7vzendj 10.3-10.8 d5jrjxd	
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm		WELLBEING All: 4iot4sl	SCIENCE All: 5io7aak	RE-CONNECT & BELONG Self-Select Wellbeing Activity	SPORT

Year 10 Week B Including Google Classroom Codes					
Week B Yr 10	Monday	Tuesday	Wednesday	Thursday	Friday
LEARNING BLOCK 1 (p1 & 2) 8.45-10.25am	MATHS 10AM1 AccM cye4uwk 10.1,10.1A,10.2, 10.3 imfjc23 10.4,10.5 7xuotbh 10.6,10.7,10.8 lsbg5dp	WELLBEING All: 4iot4sl	CAREERS All: pkjp5c5	MATHS 10AM1 AccM cye4uwk 10.1,10.1A,10.2, 10.3 imfjc23 10.4,10.5 7xuotbh 10.6,10.7,10.8 lsbg5dp	SCIENCE All: 5io7aak
MORNING BREAK					
LEARNING BLOCK 2 (p3 & 4) 10.55am - 12.35pm	GEOGRAPHY 10.1-10.2 37qv5r 10.3-10.8 46kijxe	LITERACY All: vgi6wpm		HEALTH All: h5byzor	ENGLISH 10.1-10.2 bobixou 10.3-10.4 bttccdo3 10.5-10.6 xcuaqw3 10.7-10.8 6cjz23wb
LUNCH BREAK					
LEARNING BLOCK 3 (p5 & 6) 1.05-2.45pm	HEALTH All: h5byzor	HISTORY 10.1-10.2 7vzendj 10.3-10.8 d5jrjxd	SPORT	RE-CONNECT & BELONG Self-Select Wellbeing Activity	

YEAR 9 & 10 ELECTIVE GOOGLE CLASSROOM CODES

Stage 5 Codes for Year 9 and 10		
Class ID	Subject	Google Classroom Code
ST5AG.3A	Agriculture	fnppj5o
ST5ASTRO.3A	Astronomy & Space Science	msyzgde
ST5CS.4A	Child Studies	rpvbje4
ST5CO.3A, ST5CO.3D, ST5CO.4B, ST5CO.4C	Commerce	na6agm6
ST5DTEC.4A	Design & Tech Multimedia	d5yy55f
ST5EXT.3B, T5EXT.4A	Extension English	xf5ryap
ST5FTEC.3B, ST5FTEC.4A	Food Technology	hbnolqh
ST5HM.4A	Histories Mysteries	shyaogc
ST5HOSV.4A	Hospitality - VET	lzipnfl
ST5IST.3A	Info & Software Tech	klmpsw
ST5IST.4B	Info & Software Tech	klmpsw
ST5ITE.3A, ST5ITE.3C, ST5ITE.4B	IT - Engineering	4xqtis3
ST5ITTIMBER.3B, ST5ITTIMBER.4A	IT - Timber	4pvvxto
ST5JP.4A	Japanese	u52sfvy
ST5MUA.3A	Music A	yjffmu
ST5MUB.4A	Music B	mrx5rr7
ST5PHIL.3A	Philosophy	m763sfd
ST5PDM.3B, ST5PDM.4A,	Photographic Digital Media	5gbnqcs
ST5PAS.3B, ST5PAS.3C, ST5PAS.4A, ST5PAS.4D	Physical Activity and Sport Studies	msngznl
ST5VA.3B, ST5VA.4A	Visual Arts	vuyqgiu
ST5VD.3A	Visual Design	3jb5yw2

YEAR 11 & 12 TIMETABLE & GOOGLE CLASSROOM CODES

Senior students will continue to follow their original timetables and the usual bell times:

MONDAY - FRIDAY				
WARNING BELL	8:30	COLLECT ROLL BEFORE 8.25 am		MINS
ROLL CALL	8:35	--	8:45	15
PD 1	8:45	--	9:35	50
PD 2	9:35	--	10:25	50
RECESS	10:25	--	10:55	30
PD 3	10:55	--	11:45	50
PD 4	11:45	--	12:35	50
LUNCH	12:35	--	1:05	30
PD 5	1:05	--	1:55	50
PD 6	1:55	--	2:45	50



Students have been invited via email to Google Classrooms across their subjects. The Google Classroom codes include:

Careers

YEAR 11 COURSE	CODE	YEAR 12 COURSE	CODE
Careers	ecycrdu	Careers	s4tgjfh

Learning Support

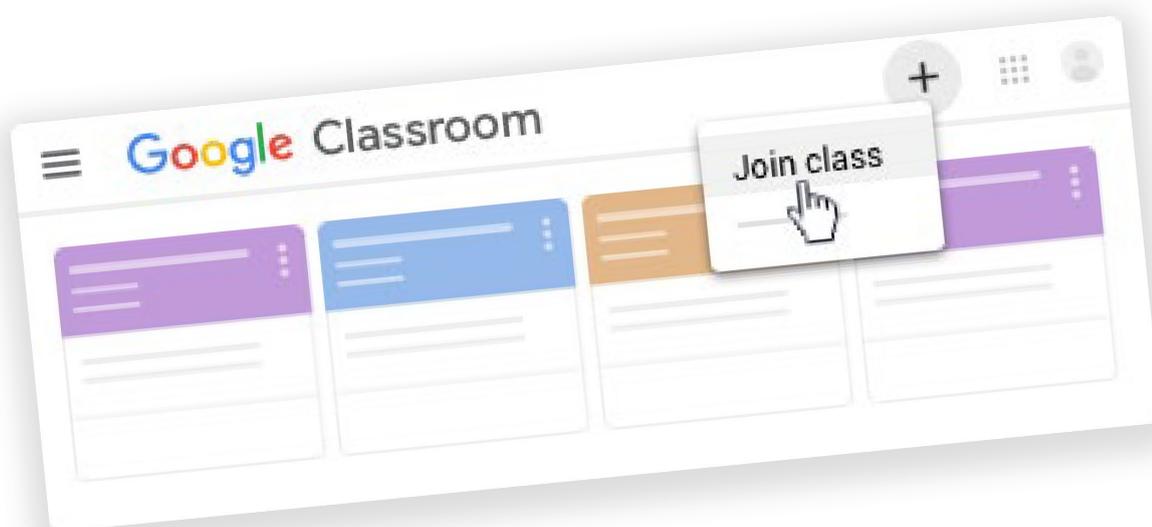
YEAR 11 COURSE	CODE	YEAR 12 COURSE	CODE
Learning Support	7tazzhm	Learning Support	5tsgbh3
Aboriginal and Torres Strait Islander: Learning Support group	4j7tnu6	Aboriginal and Torres Strait Islander: Learning Support group	4j7tnu6

CAPA/LOTE courses

YEAR 11 COURSE	CODE	YEAR 12 COURSE	CODE
Visual Arts	iht326b	Visual Arts	22xigwm
Photography	pxol6kd	Music	pig27ne
Music 1	eiiie32	Italian	ioph5zy
Japanese	jyla2gv		
Italian	r2h7csb		

English courses

YEAR 11 COURSE	CODE	YEAR 12 COURSE	CODE
English Advanced 1	3yvwvec	English Advanced A	iwzyh37
English Advanced 2	hboyi2q	English Advanced B	c4h3zdq
English Advanced 3	nbvreeh	English Advanced C	b23oklr
English Advanced Combined	5epmzkq	English Advanced Common	uws4lj7
English Standard Combined	f2b2gf3	English Standard A	yljls6q
English Studies	rz4lllr	English Standard B	ficwqkp
English EALD	rofohep	English Standard C	cqrrdmu
English Extension	h3ddry3	English Standard D	e7wc6us
EALD Support	qrvwzr3	English Standard E	55qrabu
		English Studies	w443kwm
		English Extension 1	n5m3kv5
		English Extension 2	h2s4jxg
		English EALD	c4ocmrl



HSIE courses

COURSE	YEAR 11	CODE	YEAR 12	CODE
Ancient History	Cohort	ktmlkel	Cohort	ht6her6
Business Studies	Cohort	k3or374	Cohort	nge5raz
Economics	Cohort	ypophaf	Cohort	g4yfgej
Geography	Cohort	nnffq5u	Cohort	e745pcu
History Extension			Cohort	c5cqn65
Legal Studies	Cohort	fn77u57	Cohort	7qwuvbj
Modern History	Cohort	ampnslk	Cohort	7c4lj3m
Retail Services	Cohort	gmd6yfh		
Society & Culture	Cohort	n6lhwc	Cohort	az67xtf
Work Studies	Cohort	jq4ntlh	Cohort	jq4ntlh

Mathematics courses

COURSE	YEAR 11	CODE	COURSE	YEAR 12	CODE
Mathematics ACC	10 MA1	cye4uwk	Mathematics	12MA3A	u7vbfhj
Mathematics Adv	11MA6A	56zxtkz	Mathematics	12MA3B	a5cgreh
Mathematics 11 ACC	11AM6A	kbiu4xt	Mathematics	12MA3C	whnsrqu
Mathematics Adv	11MA6B	dwvg5jf	Mathematics	12MA3D	k67xslb
Mathematics Adv	11MA6C	atucuez	Mathematics Standard 1	12MAS1 3A	bwonqtt
Mathematics Std 1	11MAS16A	ds5ida5	Mathematics Standard 1	12MAS1 3B	bwonqtt
Mathematics Std 1	11MAS16B	v2zsox	Mathematics Standard 2	12MAS2 3A	trvarct
Mathematics Std 2	11MAS26A	cznecau	Mathematics Standard 2	12MAS2 3B	opy55fk
Mathematics Std 2	11MAS26B	cznecau	Mathematics Ext 1	12MXT17A	u7vbfhj
Mathematics Ext. 1	11MXT17A	w5btt2c	Mathematics Ext 1	12MXT17B	a5cgreh
Mathematics Ext.1	11MXT17B	q2pg4vb	Mathematics Ext 2	12MXT2	eijnvxfm

PDHPE courses

YEAR 11 COURSE	CODE	YEAR 12 COURSE	CODE
PDHPE (All)	5ss6jsf	Cohort	j4tvdts
11SLR (All)	pdcwy5d	12PDHPE1C	qk6iv6n
		12PDHPE2B	4gqzmfed
		12PDHPE4A	k6mm4zn
		12SLR (All)	pdcwy5d

Science courses

COURSE	YEAR 11	CODE	COURSE	YEAR 12	CODE
Biology	11BI2C	22ye2ii	Biology	12Bio2E	gsqjoe4
Biology	11Bio4A	5ogcnza	Biology	12Bio2A	kdkk13p
Biology	11Bio5c	6ko2vbd	Biology	12BI5C	pk66oow
Chemistry	11CH2A	ccekk6n	Biology	12BI4B	fji6s6r
Chemistry	11CH5D	feakw4k	Chemistry	12CH2B	4zcyghi
Chemistry	11CH4B	cq3tleb	Chemistry	12CH4A	kgc7p45
Physics	11PH4A	fipy3nu	Chemistry	12CH5D	ee253n5
Physics	11PH5B	j4ptxxc	Physics	12PH5B	siqvsog
			Physics	12PH4A	gjcwyfy



TAS courses

COURSE	YEAR 11	CODE	YEAR 12	CODE
Community & Family Studies (CAFS)	11CFS	v44m2sv	12CAFS 1A	arsyuyj
Construction (VET)	11CON	ybcq2px		
Design & Technology	11DT.2A	zmqoobs		
Engineering Studies	11ENGS.1A	xcadwhv		
Exploring Early Childhood			12EXC 5A	gor5tlc
Food Technology			12FT	ixshsdx
Industrial Technology (Timber)			12ITT	fu7jh47
Hospitality	11HOS2A	rylwafv	12HOSP4A	q32rydf
IPT			12IPT.2A	t5csbnh
SDD	11SDD	x5tkxrd		
VET Portal		gmd6yfh		gmd6yfh

ROLL CALL & CLASS BY CLASS MARKING ON GOOGLE CLASSROOM

Please follow the instructions below to access relevant learning materials and platforms to support student learning.

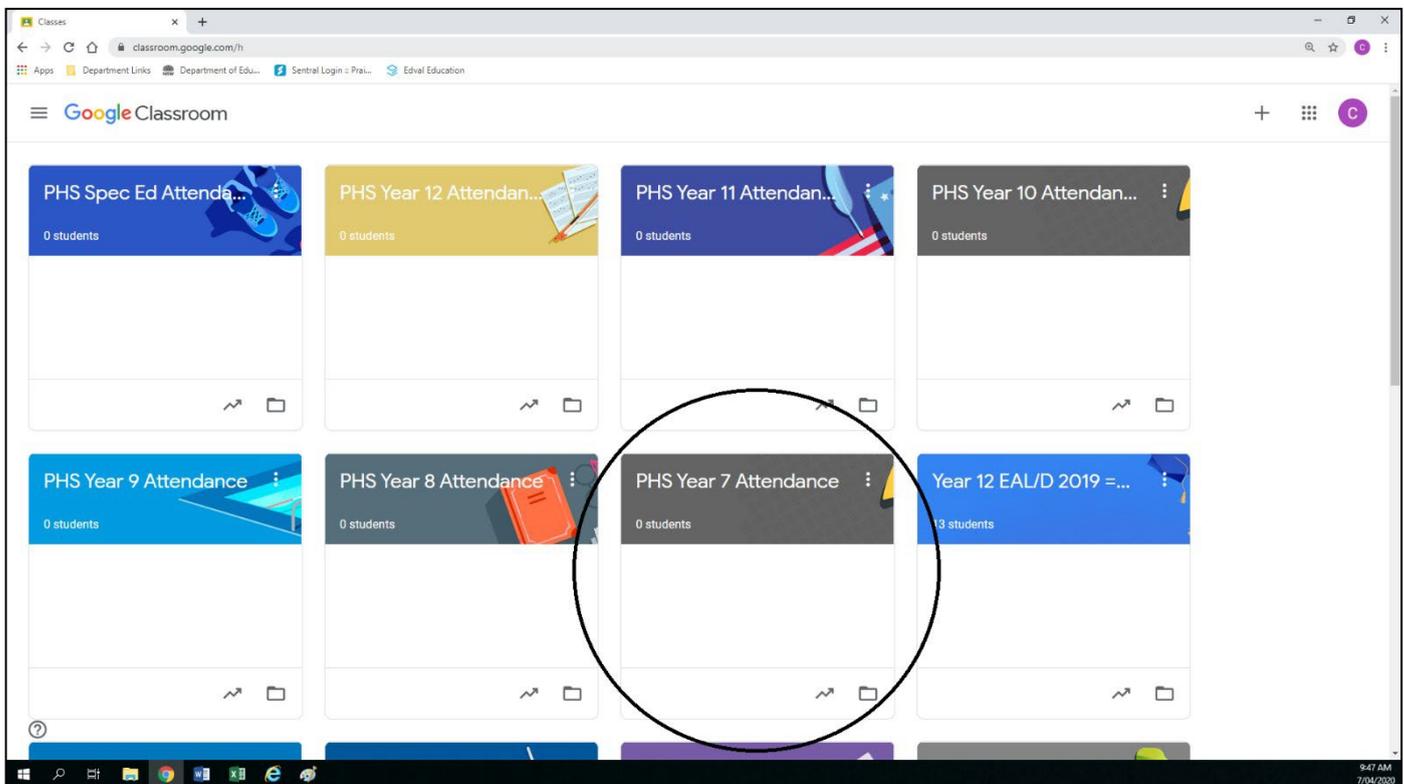
Attendance Google Classroom Codes for all students

Year 7	vnorojw	Year 10	4uor5jf	Special Education	qmxccchy
Year 8	xxj6dfc	Year 11	5zismkt		
Year 9	45gtm6z	Year 12	snzh756		

1) Go to Roll Call

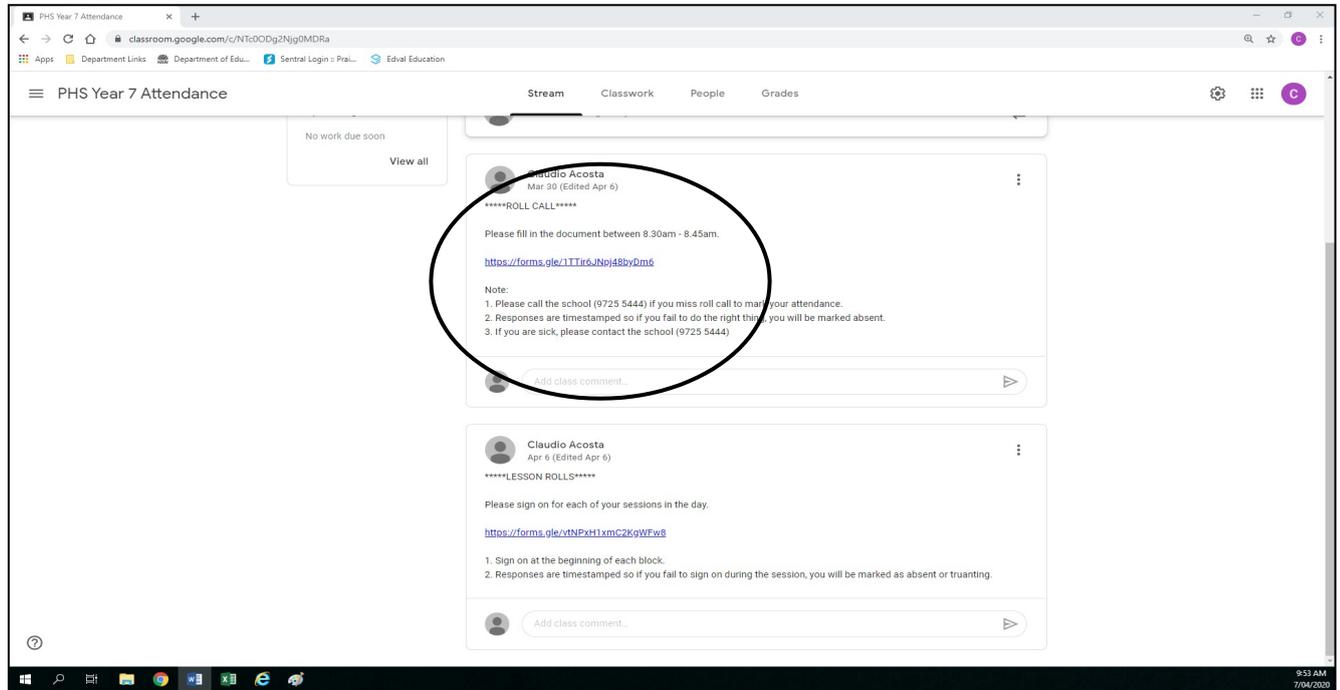
Student “How to” Guide to Daily Online Roll Call

- a. Log onto Google Classroom using Department of Education student email account (.....@education.nsw.gov.au)
- b. Select PHS Year Attendance (This will vary depending on the student’s year group)



- c. Scroll down to see two posts.

- d. Post one will be **Roll Call**. The hyperlink is roll call. This form will need to be filled in between 8.30am - 9am every day (Roll Call time)
- Please call the school (9725 5444) if you miss roll call to mark your attendance.
 - Responses are timestamped so if you fail to do the right thing, you will be marked absent.
 - If you are sick, please contact the school via phone (9725 5444), email (prairiewood.school@det.nsw.edu.au) or reply to parent SMS message when this is sent.



- e. Press the Hyperlink under Roll Call and this form will open.

- f. Please fill in the form with your details.

PHS Year 7 Attendance

PHS Student Attendance

docs.google.com/forms/d/e/1FAIpQLScjFhqiZTh-NJPABYx7gTW5gaUO22oloM5AOSW1sGP1aUc_g/viewform

VOC

SIOEM

JIOAOP

JIORU

JIOSA

Attendance *

Present

Absent (sick)

Absent (leave)

How are you feeling today?

1 2 3 4 5

Very Unhappy/Uneasy ○ ○ ○ ○ ○ Perfectly Fine

Would you like a teacher to check in with you today?

Yes

No

Submit

Never submit passwords through Google Forms.

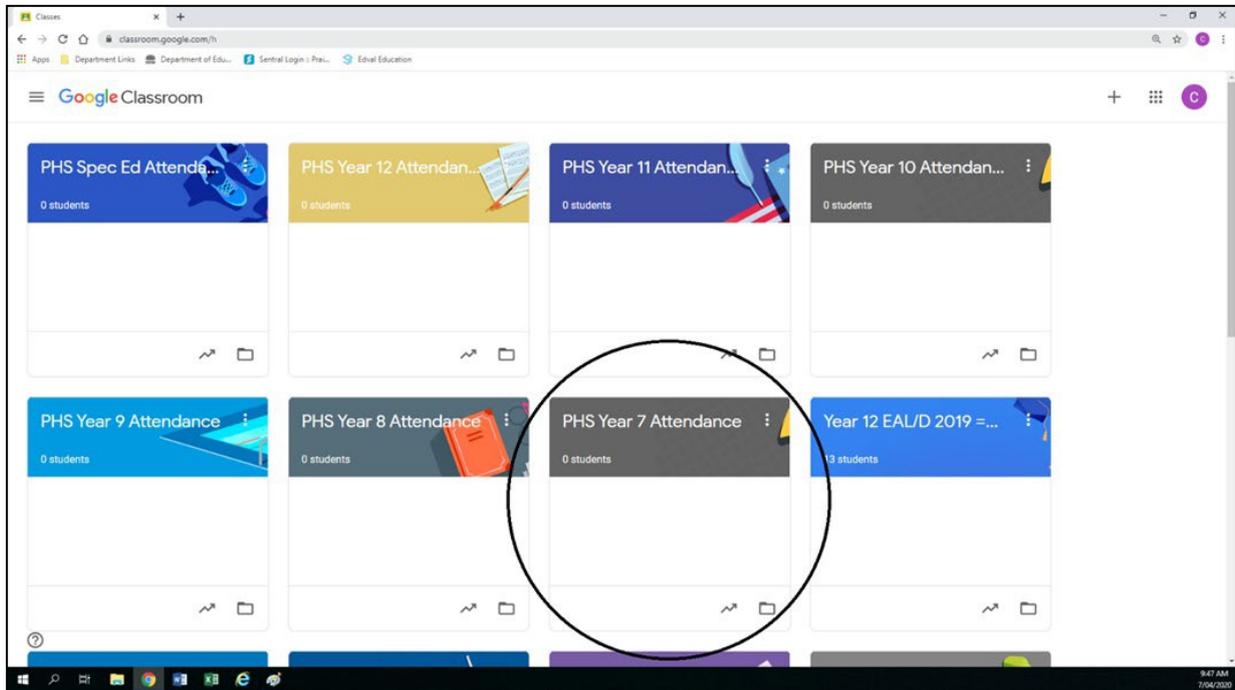
9:56 AM
7/04/2020

g. Once you have completed the form, please press submit.

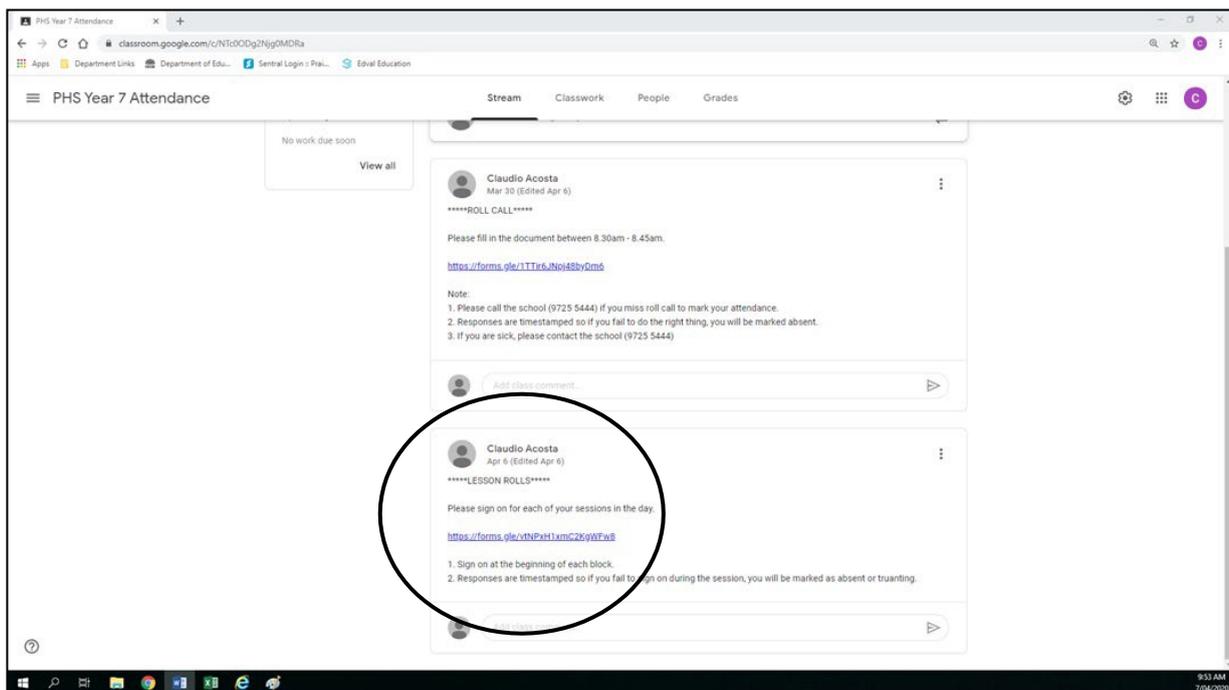
h. You will need to do this daily prior to your first lesson.

2) Mark Your Name as Attending EACH Class Online Student “How to” Guide to Daily Online Lesson Roll

- a. Log onto Google Classroom using student email account
- b. Select PHS Year Attendance (This will vary depending on the student’s year group – this is the same classroom that you do Roll Call in)



- c. Scroll down to see two posts.
- d. Post two will be Lesson Rolls. The hyperlink is Lesson Roll. This form will need to be filled in during each session of the day.
 - i. Sign on at the beginning of each lesson block.
 - ii. Responses are timestamped so if you fail to sign on during the session, you will be marked as absent or truanting.



e. Press the Hyperlink under Lesson Rolls and this form will open.

The screenshot shows a Google Form titled "Class Attendance" in a web browser. The form includes a header with the title and a note: "Your email address (claudio.acosta2@education.nsw.gov.au) will be recorded when you submit this form. Not you? [Switch account](#)". Below this is a red asterisk and the word "Required". The form has four main sections: "Name" with a text input field labeled "Your answer"; "Surname" with a text input field labeled "Your answer"; "Week" with two radio button options: "Week A" and "Week B"; and "Block" with three radio button options: "Block 1", "Block 2", and "Block 3". The browser's address bar shows the form's URL, and the taskbar at the bottom indicates the time is 10:00 AM on 7/04/2020.

f. Please fill in the form with your details.

This screenshot shows the same "Class Attendance" form, but with the "Subject" dropdown menu open. The menu lists various subjects with radio button options: English, Geography, Health, Literacy, Maths, Music, Numeracy, PDHPE, Science, Sport, STEM, TAS, Visual Arts, Wellbeing, and Special Education. The "Special Education" option is circled in black. Below the dropdown is a purple "Submit" button, which is also circled in black. The footer of the form contains the text: "Never submit passwords through Google Forms. This form was created inside of NSW Dept of Education. [Report Abuse](#)". The browser's address bar and the taskbar at the bottom are also visible, showing the time as 10:01 AM on 7/04/2020.

g. Once you have completed the form, please press submit.

h. You will need to do this for each lesson you attend. We suggest you doing this prior to logging onto your Google Classroom lesson.

CONNECTING TO LEARNING - THE 'HOW TO' GUIDE

1) Student login

- a. Student login – When accessing any of the websites listed in this guide, students should always use their school email address.
- b. Your school email is: *user.name @education.nsw.gov.au*
Example: jessica.munro5@education.nsw.gov.au

2) Logging onto the Student Portal

- a. Access the Student Portal by clicking [here](#)
- b. Enter your **User ID** and **password** in the fields provided

Login with your DoE account

User ID

Example: jane.citizen1

Password

Enter your password

Log in

- c. The portal page looks like the image below:

- i. Access or send an email (1)
- ii. Expand the **Learning** component (2) by 'Show more' (3)
- iii. Access both *Microsoft Office 365* and *G Suite* (Google Apps for Education)

The screenshot shows the Student Portal interface. On the left, a navigation menu includes Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, and Change Colours. An orange arrow labeled (1) points to the Email icon. The main content area features a Google search bar, a calendar, a Google authentication prompt, and a Games section with a Puzzlemaker link. On the right, there are sections for School Bookmarks, Learning, eSafety Kids, Digital Citizenship, and Search Sites. An orange arrow labeled (2) points to the Learning section, and another orange arrow labeled (3) points to the 'Show more' link below it. A blue callout box labeled 'Office 365' points to the 'Microsoft Office 365' link, and another blue callout box labeled 'Find G Suite by clicking on 'Show more'' points to the 'Show more' link.

3) G-Suite for Education

- a. Access G Suite (See point 4)ciii above).
- b. Students have access to Docs, Sheets, Slides etc. and are able to store their work in Google Drive.
- c. Students can easily collaborate and share G Suite items.
- d. G Suite apps can be put on a mobile device.

G Suite for Education

Create & Collaborate



Drive
Store, create and share digital files



Classroom
Connect with your class online



Docs
Create & share documents



Sheets
Create & share spreadsheets

Organise



Calendar
Organise your time



Contacts
Develop distribution lists to connect with people



Forms
Create online forms to collect and organise information



Keep
Create notes, voice notes, lists and reminders that can be shared.

Investigate



News
Stay informed and research local, national and global events



Books
Research, read on-line and write book reviews



Earth
Find and Investigate your world



My Maps
Present geographical information to the world

4) Google Classroom

- a. The following is a quick student guide to Google Classroom – click [here](#):
- b. Students can access Google Classroom using x box and PlayStation if they have a keyboard. This is particularly useful for those without a laptop device, for those sharing devices or for those who require a bigger screen (i.e. TV). Students will need to download the Google Classroom App through the [App Store](#) or [Google Play](#).



Access Google Classroom with your phone, your Xbox or your PlayStation!



Now that many of our students have converted to distance learning, you might be wondering how you or your students can access Google Classroom; especially in a one computer household or for students without devices. Well, accessing Classroom is easier than you think!

The easiest way to access Google Classroom without a computer is by using the Classroom App on a phone or a tablet. Once the app has been downloaded to a phone or tablet, students login with their school accounts and will find an interface that feels very similar to the one they find at school.

Classroom can be opened on Xbox and PlayStation. There isn't an app that the students can add to their consoles. Instead, they are going to have to use the built-in browsers that come on the two devices. On Xbox, it is Microsoft Edge. On PlayStation, it is the "www" browser. Your students will probably know how to find the browsers on their consoles, but if not, each one has a search function they can access on the home screen.

Once the browser has been opened:

- Type in `classroom.google.com` in the URL bar.
- A prompt for a Google account will appear.
- Type in your school email and password –
`Name@education.nsw.gov.au`
- The Classroom home screen should then open up.

If students have a keyboard they can plug in, they will have a much easier time of navigation. Otherwise, they will have to use their controllers to click on the classroom tiles, open up assignments and type.





Welcome to Classroom!

Student Quick Guide to Google Classroom



Classroom.google.com

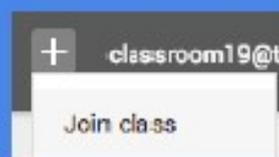
Go to the Classroom website and log in with your Google Apps email login.

Google Drive

Google Classroom connects with your Google Drive account. A Classroom folder has been created for you in drive.google.com

Join a Class

In the upper right click on the plus button to join a class. Enter the class code.



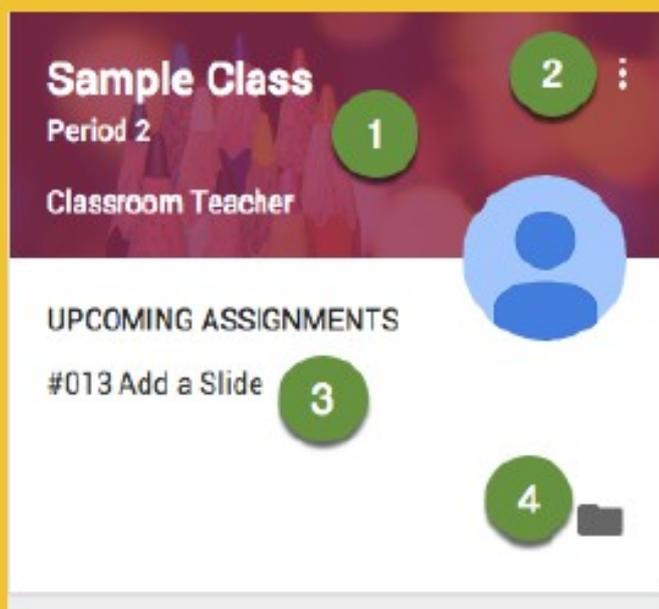
Sample Class

Period 2

Classroom Teacher

UPCOMING ASSIGNMENTS

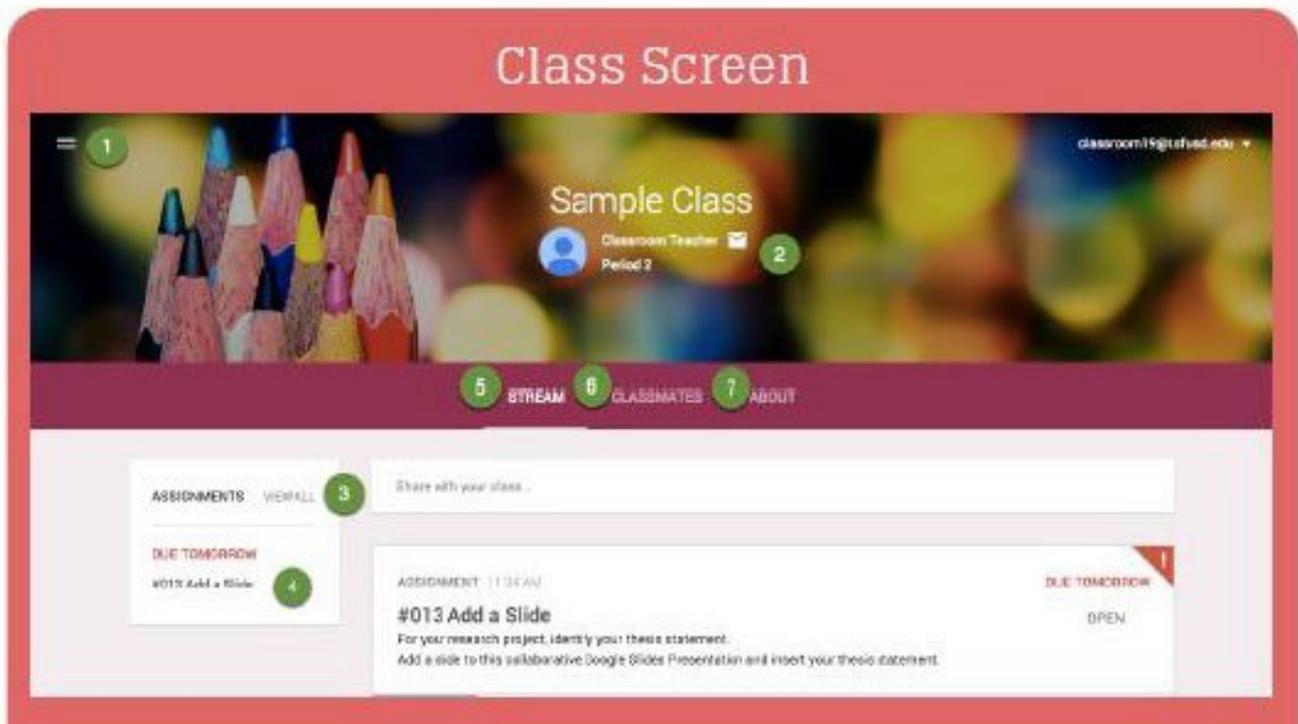
#013 Add a Slide



Class Tiles

- 1 Click class title to enter class
- 2 Click the "3 dots" to Unenroll from class
- 3 Link to upcoming assignments right on the class tile.
- 4 Link to your class folder in your Google Drive

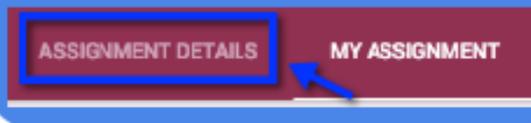
Class Screen



- 1 Click the 3 lines (upper left) to go back to the class tiles screen.
- 2 Click on the envelope icon to email your teacher.
- 3 View a list of all assignments.
- 4 Click "Upcoming Assignments" to view details and submit.
- 5 View the list of announcements, assignments and class comments in the stream.
- 6 View a list of your classmates.
- 7 The about tab contains information about the class. Possibly links to syllabus, office hours, or a welcome video.

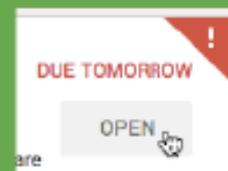
View Assignment Details

From the stream or by clicking on the assignment title you can view assignment directions.



Open Templates

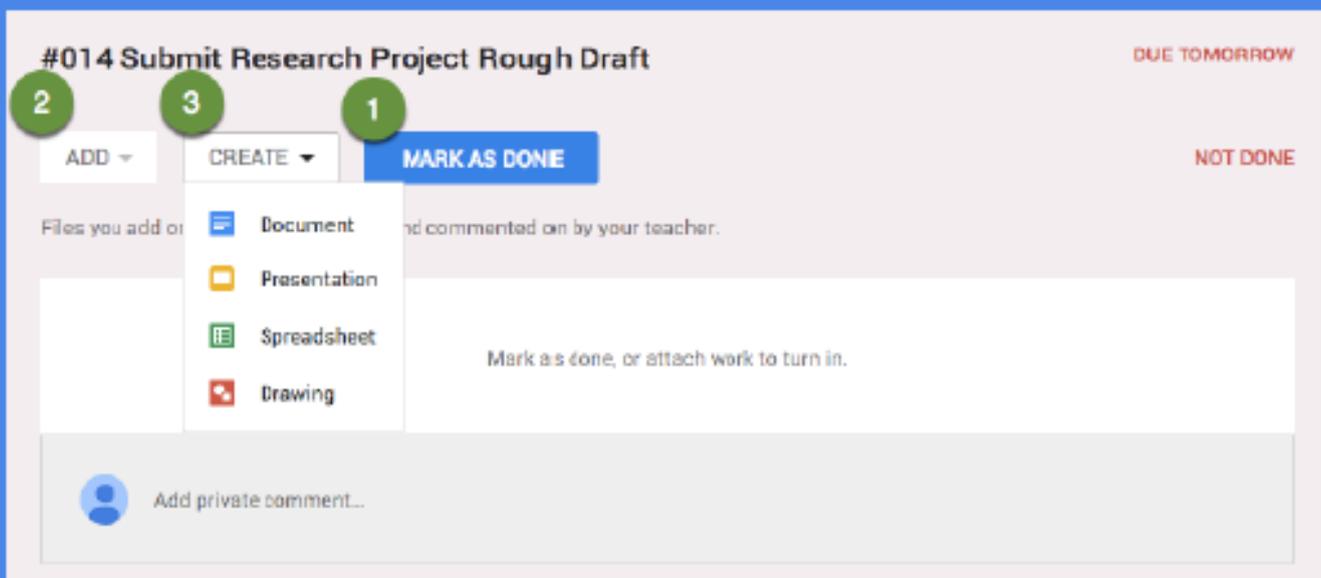
From the stream always click on "OPEN" in an assignment to view templates the teacher has attached.



Comments Posted to the Stream are Viewable to Everyone in the Class

Comments Posted to the ASSIGNMENT are Viewable Only by the Teacher

Assignment Submission Screen



- 1** If the teacher has not attached a template document for you to complete you can simply "Mark as done" by using the blue button if no document submission is needed.
- 2** Submit a collection of Google documents from your Google Drive, video files, links to websites, Office documents or other files. There is not a limit to the number of attachments you can submit for one assignment.
- 3** Create Google documents right from Google Classroom. The file will automatically be shared with the teacher and placed in your Classroom folder in Google Drive.

Turn In Files

#015 Research Paper Edits

DUE TOMORROW

ADD ▾

CREATE ▾

TURN IN

NOT DONE

Files you add or create can be viewed and commented on by your teacher.



If the assignment has files to submit the “Mark as done” button is shown as a “Turn in” button. Additional files can be added or created right in Google Classroom to submit.

Sharing

Turning in files switches ownership of the document to the teacher and prevents student editing.

Unsubmit

After turning in an assignment an unsubmit button appears. Use this to gain back editing rights.

My Assignment

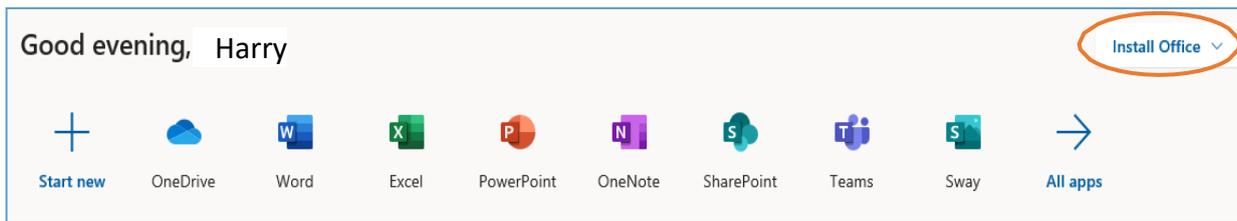
Click on “My Assignment” at the top of the assignment details to view the submission screen.

ASSIGNMENT DETAILS

MY ASSIGNMENT

5) Microsoft Office 365

- a. Once *Microsoft Office 365* has been selected, the student will see:



- b. Students can use any of these applications and access their work by returning to **Office through the student portal**. All work created will be saved in the student's *OneDrive* account (online). Therefore, work is not saved on your device, it is saved 'in the cloud' and accessible from any device with an internet connection.
- c. Tip! Did you know DoE users can install *Microsoft Office* from two different sources?

Source 1: On the Hub



The [On the Hub](#) version of Office is free for students. Students receive an activation code which does not expire – however under the licence terms you must cease to use it when you leave NSW Public Education. The current version available is Office 2019. Using this version means you do not need to sign in to use it. Please note: It can only be installed on one computer. Once installed, you are working 'offline' – not using the internet.

Source 2: DoE Office 365 Portal



When logged onto Microsoft Office through the student portal (as in step 4.1 above), the **Install Office** feature (as shown on the left), allows the DoE user to obtain a free *desktop copy of Office*. This is tied to your DoE user account and needs to be signed into to stay licenced. Therefore, when you leave school and lose your DoE account, it will stop working and you will lose access to all your documents in OneDrive. You can install this on up to 5 Windows and/or Mac devices and this version of Office will update to the latest available automatically.

Need some help on how to use Office 365? Click [here](#)!

6) Video Conferencing – Zoom

Teachers will be using the **Zoom** platform to conduct any video conferencing. The Department of Education is purchasing licensing from the Zoom platform so that it is more secure.



Download the **Zoom Mobile App (Zoom Cloud Meetings)** from the [App Store](#) or [Google Play](#)

When in a **Zoom** Conference: Be polite and respectful

Do not make any inappropriate comments

Keep the topic of discussion on schoolwork

Turn off you audio until requested to turn it on

How students can access Zoom meetings in NSW public schools

Sign into Zoom with a desktop browser



Chrome Edge Firefox Safari

1. Use a **modern browser** in Windows, MacOS or Linux.
2. Browse to the NSW DoE Zoom console at: <https://nsweducation.zoom.us>



3. Select **Sign in** at the bottom.
4. Login with your **department credentials**.



5. For first time users, **download and install** the Zoom desktop client when prompted.
6. Once signed in, **Zoom** will be ready for use!

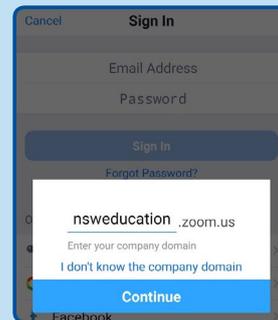
Accessing Zoom using mobile apps

1. Download the **Zoom** app for your specific mobile device.

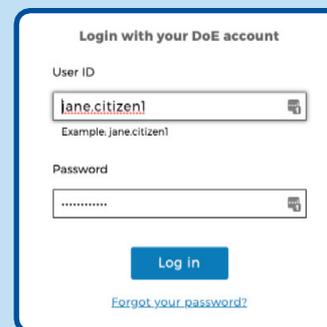


iOS Android Download Download

2. Once installed, open **Zoom**, tap **Sign In** then tap **SSO**.
3. Type **nsweducation** and tap **Continue**.



4. The **DoE log on screen** will appear. Sign in with your normal department credentials.



5. Once signed in, **Zoom** will be ready for use!

More information

- [How to join a Zoom meeting](#)
- [Participating in a meeting](#)



COMMUNICATING WITH US

We do encourage you to keep up to date with all communications through the school's website. Many important messages will be shared through the school's social media accounts – Facebook, SkoolBag App as examples.

If you wish to contact us, please:



- Contact the school directly by phone (Phone: 9725-5444)



- Email the school directly to the school's email account prairiewoo-h.school@det.nsw.edu.au

Our friendly Administration staff will forward on any communications. Our staff will find a time to talk to you when they can give you their full attention. Teaching staff have elected not to be replying to parent communication via their personal work email. Email contact with the school also provides a sustainable plan if individual staff are on leave.

Please remember that while our staff are on class or dealing with other matters, they may not be available to answer your questions immediately. As many of our staff are teaching remotely, appointment times will be made where possible. With over 1200 students, the school will decide whom best to return your call. This may be a class teacher, a Head Teacher, a Year Advisor, a Community Liaison Officer, your child's Deputy Principal, one of the School Psychologist's or the Principal.

Our Wellbeing and Learning Support teams will continue to meet. If you would like to speak to a member of one of these teams, we encourage you do so. One of the roles of these teams will be to support students and families during remote learning period. This includes support with online learning, support with class and assessment work and support for students and families if students are struggling engaging with remote learning. A Year Advisor is often the best first port of call in these situations.

Our 2020 Year Advisors are: Ms Parisi and Ms Beatriz (Year 7), Mrs Maharaj and Ms Walgers (Year 8), Ms Blaveska and Mrs Said (Year 9), Mr Lai and Mrs Loteria (Year 10), Ms Bond and Ms Hiew (Year 11), and Mr Mears and Mr Mount (Year 12).

Students can contact school staff through their portal email, or they can ring the school and a message will be forwarded on. Wellbeing referrals can be made through the [online form](#). Referrals will be screened during school hours.

We thank you for your support during these unprecedented times. We look forward to continuing to provide students with a high-quality education.

HELPING OUT PARENTS & FAMILIES ANY WAY WE CAN

COVID-19 brings a new layer of stress in the fabric of our very community. May I acknowledge the fact that some of our families are experiencing loss of employment; many are experiencing the stress of the whole family being underfoot day after day; and most are simply struggling with the challenge of a changed world-of isolation and uncertainty.

We have reached out to numerous community organisations and are here to help.

- **Help with access to Technology**



During Term 1, we conducted a survey for parents and students identifying who in our community might need additional technology support. If your child does not have access to the tools they need to complete their learning online, please let us know as soon as possible. This includes families who share a device.

We will do our best to provide the supports needed to get your child up and running with online learning. If students require a laptop to use or internet access at home please contact the school on 9725-5444 so we can assist. Students can borrow laptops from the school to use at home.

We would also like to take this opportunity to thank our partnership with ABCN (Australian Business & Community Network), a not-for-profit organisation that connects business with education through mentoring and partnership programs, for their ongoing support. We have been selected for the Optus 'Donate Your Data' program and we will also be receiving 100 laptops from Accenture to support students in years 10 to 12. Please contact Mrs Evans, our Careers Advisor, at the school if you would like to know more about this program. More information is included in this Handbook about the Optus/ABCN program.

- **Help with access to Food**



There are times when we all need a little bit of confidential support. Our Wellbeing Team have been working hard and have sourced a variety of Food Hampers that will be made available to students and families.

If you would like to access this support, please contact the school and ask to speak to a Head Teacher Wellbeing (Mrs Lynne Marlow or Karen Hernandez). Other members of our Wellbeing Team (Mr Charlie Fruean, Mr Bashar Hanna, Mrs Tana Tuake and Mrs Le Ngo) can also assist. Please don't be afraid to ask – we're here to help you!

Note: Additional information is provided on the next page. ***Some of these services may not be operational due to the current COVID-19 situation. Please call them to see if they can assist if you are in home isolation or having financial difficulties.***

Low Cost and Free Meals Directory Fairfield Area



Meals

Organisation	Location and Phone Number	Service	Day and Time	Cost	Conditions of use	Transport
Fairfield Food Services	11 Kenyon Street, Fairfield 9728 6939	Home meal delivery	Mon - Fri	Meal: \$5 Soup: \$2 Dessert: \$1.50	Registration required, contact organisation prior.	Delivery
Fairfield Uniting Church	Cnr William & Harris Street, Fairfield 9728 3886	Community lunch	Mon and Wed 10:45am - 12pm	Free	No conditions	Bus routes: 804
Salvation Army Community Welfare Centre	473 Hamilton Road, Fairfield West 9757 1067	Community lunch	Mon - Thurs 12pm - 1:30pm	Gold coin donation	No conditions	804
St Merkorious Charity	Fairfield Community Centre 43 Harris Street, Fairfield 9799 9954	Community lunch	Mon 12pm - 1:30pm	Gold coin donation	No conditions	5 min walk from Fairfield station
Villawood Senior Citizens Centre	29 Villawood Road, Villawood 9726 3616	Hot meal Sandwiches	Mon - Wed 12pm - 1pm Thurs 12pm - 1pm	\$5	No conditions	5 min walk from Villawood station

Disclaimer
Information included in this directory is correct at the time of publishing.
Please notify Health Promotion Service of any changes on 8738 5911.
Date of publication: December 2019

Key

- Walk from nearest Station
- Bus stop route within 5 minutes from location
- Home Delivery

Hampers



Organisation	Location and Phone Number	Service	Day and Time	Cost	Conditions of use	Transport
C3 Church	Fairfield Youth & Community Centre, 55 Vine Street, Fairfield 9972 8688	Food hamper	Fri 10am - 11:30am	Free	New arrivals from Syria and Iraq	5 min walk from Fairfield station
CORE Community Services	165 Railway Parade, Cabramatta 8707 0600	Emergency food vouchers	Mon - Fri	Free	Need to be assessed and provide income statements	3 min walk from Cabramatta station
St Vincent's De Paul	248 Humphries Road, Mt Pritchard 9823 1222	Food hampers and food cards	Mon - Thurs	Free	Need to ring or visit the office	Bus routes: 807
Villawood Community Garden	Urana Street, Villawood 9724 3807	Community garden		\$10/ year \$5 membership	No conditions	8 min walk from Villawood station

Community Pantry

Angicare	Angicare Shop, 9 Christina Road, Villawood 8774 7467	Pantry	Mon - Fri 9:30am - 3:45pm Sat 9am - 1:45pm	\$10 bag of pantry items	Pension, healthcare or immigration card	8 min walk from Villawood station
Angicare	Cabramatta Anglican Church 40-42 Cumberland Street, Cabramatta 0402545192	Mobile Pantry	Every second Wed 7:30pm - 8:30pm	\$10 bag of pantry items	Pension, healthcare or immigration card	5 min walk from Cabramatta station
Angicare	St Barnabas Anglican Church 10 Frederick Street, Fairfield 9724 1628	Mobile Pantry	Every second Thurs 1:30pm - 2:30pm	\$2 bag of fresh food	Pension, healthcare or immigration card	Bus routes: 802
Angicare	St Johns Park Anglican Church 73 Edensor Road, St Johns Park 0400774238	Mobile Pantry	Every second Mon 1:30pm - 2:30pm	\$10 bag of pantry items	Pension, healthcare or immigration card	Bus routes: 802, 805
Salvation Army Community Welfare Centre	473 Hamilton Road, Fairfield West 9757 1067	Pantry	Mon - Thurs 9:30am - 2pm	Reduced price for items	No conditions	Bus routes: 804

- **Help with free TAFE courses**

In response to the COVID-19 pandemic, TAFE NSW, in conjunction with the NSW Government, is offering a number of fee-free short courses that offer practical skills and experiences across a range of industries. These courses can be accessed at:

https://www.tafensw.edu.au/fee-free-short-courses#browse-our-fee-free*-online-short-courses



Sometimes access to technology and English language proficiency are barriers that stop parents and families from accessing this employment support. Our Community Liaison Officers (CLOs) usually run community inclusion programs that include TAFE related activities. Our wonderful staff (Mr Bashar Hanna, Mrs Le Ngo, Mrs Tana Tuake) are still available virtually and via phone contact. They are ready to help in any way they can. We are willing to investigate Zoom for parents and families if it helps!

- **Information for families about various Government support services**

A summary of some of the information from the state and federal Governments:



<i>Sources of support</i>	<i>Key target area</i>	<i>Details</i>
Commonwealth Government 	<ul style="list-style-type: none"> • Supporting Individuals and Households (Centrelink, etc) • Support for small business • Supporting the flow of credit (loans) • Support for individuals on Youth Allowance and student support 	https://treasury.gov.au/coronavirus/resources https://www.servicesaustralia.gov.au/individuals/subjects/affected-coronavirus-covid-19 https://www.dss.gov.au/about-the-department/coronavirus-covid-19-information-and-support
NSW State Government 	<ul style="list-style-type: none"> • Payroll tax initiatives • Waiving a range of fees and charges for small businesses • Creating employment opportunities 	https://preview.nsw.gov.au/news/health-boost-and-economic-stimulus
NDIS 	<ul style="list-style-type: none"> • Other helpful websites • Support, mental health and wellbeing • Providers and workers • General information about coronavirus 	https://www.ndis.gov.au/understanding/ndis-and-other-government-services/ndis-and-disaster-response https://www.dss.gov.au/disability-and-carers-programs-services-government-international-disability-reform-council/communique-18-march-2020

- **Additional information about the Donate Your Data Program**



Supporting your online learning with a free prepaid service

We know how hard it can be to study if you don't have access to the internet. Which is why you have been selected to take part in the Optus Donate Your Data program.

Through this program, you will receive a free Optus Prepaid SIM card that will give you access to the internet to support your studies and help you keep in touch with friends.

What will you get as part of this program?

- You will receive a specially marked 'Donate Your Data' Optus Prepaid SIM card. Once activated, you will receive 10GB of data every 42 days and unlimited standard national talk and text.
- You will also be eligible to receive additional free donated data.
- **Unused data from the automatic 42-day recharges will roll over to the next month, up to 50GB. The donated data will be valid for 28 days only and cannot be rolled over.**
- You will receive this free prepaid service for 12 months, if you respect the program requirements below.

What are the program requirements?

- The free prepaid service is to be used primarily for study support.
- It will not be used to access or send illegal or inappropriate content.
- It will not be used to become involved in offensive or bullying behaviours while using the internet.
- You will not transfer the SIM or give the SIM to anyone else.
- If the SIM is lost or stolen, you will report this immediately to ABCN and your school principal.
- You must activate the specially marked 'Donate Your Data' SIM onto and stay on the correct Optus Prepaid plan, which will be detailed in the activation booklet sent with the SIM card, in order to receive the free recharges.
- You must also agree to the Optus Donate Your Data terms and conditions of being a part of the program.
- You must contact ABCN and confirm your mobile phone number.

You will be required to fill in a survey toward the end of the program to measure the impact of the program. If you don't respect this student agreement, the SIM card will be cancelled, and you will be removed from the program and not eligible to re-join.

What do you need to do to be a part of this program?

- You must have an eligible device (i.e. a mobile that can use a SIM card).
- First step: You will need to fill in a form. This form will ask you to agree to the program requirements listed above. **Please contact Mrs Evans ASAP on 9725-5444 if you would like to find out more.**
- Once you have filled in the form, you will receive the SIM at school or it will be posted to your home address.

- **Help with Domestic & Family Violence during COVID-19**

HOW YOU CAN OFFER SUPPORT TO SOMEONE EXPERIENCING DOMESTIC OR FAMILY VIOLENCE

BELIEVE
AND TAKE THEIR FEARS SERIOUSLY

LISTEN WITHOUT INTERRUPTING OR JUDGING

NEVER BLAME THE PERSON EXPERIENCING THE VIOLENCE

DON'T TELL SOMEONE WHAT THEY SHOULD OR SHOULDN'T DO.

OFFER PRACTICAL HELP

TRANSPORT APPOINTMENTS CHILD MINDING A PLACE TO ESCAPE

HELP EXPLORE OPTIONS
1800respect.org.au

IN AN EMERGENCY OR IF IS SOMEONE IS IN IMMEDIATE DANGER,
CALL 000

1800RESPECT
NATIONAL SEXUAL ASSAULT, DOMESTIC FAMILY VIOLENCE COUNSELLING SERVICE

The experts are expecting family violence incidents to increase as a result of the COVID-19 pandemic. We know this because of research and evidence that family violence can become more frequent and severe during periods of emergency. For many people, public health and community containment measures introduced to reduce the spread of COVID-19 such as social distancing and self-isolation, as well as increased financial insecurity and reduced ability to leave relationships, may increase their risk of family violence.

Times of stress and hardship are never an excuse for violence. All people deserve to live free from fear and family violence.

In an emergency if you need help, call 000. You might also want to call the 1800RESPECT line – 1800 737 732.

Saying Safe

The Domestic Violence Resource Centre (Victoria) provides a great range of useful tips during the COVID-19 pandemic. This can be accessed at:

<https://www.dvrcv.org.au/help-advice/coronavirus-covid-19-and-family-violence/survivors-during-coronavirus> It includes the following information:

A safety plan is a personalised, practical plan that includes ways to remain safe while in a relationship, planning to leave, or after you leave. Public health measures that are in place to contain COVID-19 might require you and your family to stay home where possible and have limited social contact. Having a safety plan can help you to protect yourself during this difficult time. The best way to make a safety plan is with the help of a support service, in particular a Specialist Family Violence Service. Remember, you are the expert in your safety and you can take steps to manage this.

Things to consider for increasing safety during a family violence crisis:

- If you sense trouble or find yourself in an argument, move to a 'lower risk space': rooms with two exits and fewer things that can be used as weapons, where you can be seen or heard from the outside.
- Kitchens, bathrooms and garages are more dangerous than living rooms, dining rooms or bedrooms. Learn - and teach your children - to get positioned 'between trouble and the door'.
- Teach the children how to **call police 000** and to know their home address.
- Where possible have a charged phone and a back-up plan in case you are separated from your phone, for example, have a hidden second phone.
- Create signals and/or code words that will let your children know to get out and go to a pre-arranged place of safety.
- Create signals that will let your neighbours/family members know to create a supportive or defusing presence or call 000. For example, a turned-on porch light, drawn shade, or an "I can't come over on Thursday after all" phone call.
- Have an escape plan and back-up. Rehearse getting out in the dark and with the children. Keep spare keys and important documents where you can get to them readily. Have some money stashed away for emergencies.
- Consistent with their age, their instincts and their skills, develop safety plans for the children - about calling help or getting to a place where they will be safer.

- Do whatever it is you need to do to buy time and/or space, to defuse the situation, or to protect yourself and your children.
- Be extra mindful of good hygiene practices: wash your hands regularly, avoid touching your face, minimise contact with surfaces that other people have had contact with.
- Travel restrictions may impact your escape or safety plan – it may not be safe for you to use public transportation or interstate flights may be cancelled.
- Think about the types of essential services you may come into contact with during the COVID-19 restrictions (such as school, GP and other healthcare services, post office, supermarkets) and how you can use them as part of your safety plan.
- Your plan should be flexible enough to enable you to implement contingency plans if your original plan becomes unfeasible.

My safety plan

Keep in a safe place



Important numbers

Police: **000**

safe steps Family Violence Response Centre (24 hours): **1800 015 188**

My local family violence outreach service

Other emergency contacts

What other services or people can help me? (e.g. family violence services, support workers, police)

Safe place

Where to go if I'm in danger (24/7 options)

How to get there

The safest place in the house if I'm unable to leave

Emergency support person

People who can help or support me in a crisis (e.g. family, friend, neighbour)

How I will contact them

Safety plan for child/children *(Children should only need to worry about their own safety, unless they are older and can handle more responsibility)*

People who can help my children in an emergency and places they can go

Do they know what to do if they feel unsafe?

Instructions for key contact people (e.g. school teacher, childcare worker)

Checklist of important items

- Contents for my emergency escape bag
 - Money
 - Transport (myki, taxi vouchers)
 - Safe mobile phone or change for public phone
 - Spare set of house/car/other keys
 - Important documents or certified copies (identification, licences, bank account details and cards, copies of birth certificates, Medicare card, passports, immigration documents, Health Care card, Centrelink information, Intervention Orders and family court paperwork, children's immunisation records, prescriptions etc.)
 - Medication
- A safe, accessible place I can hide these items _____
- Safe location to store this safety plan _____

Tech safety checklist

- Safe mobile phone
- Safe passcode
- Safe phone settings
- Safe computer
Where _____
- Safe email account
- Safe social networking use
- Safe passwords (bank, online services, email, social networking sites)
- Children – safe mobile phone, computer, email and social networking accounts

My notes

Visit Safe At Home for more info about staying safe www.safeathome.org.au

Please be safe and keep healthy during the COVID-19 pandemic. Following the recommendations of NSW Health and the Department of Education, our school remains open for our vulnerable young people and for the children of essential workers. If you need to speak about any confidential matter, including safety concerns linked to family violence, please contact the Principal, one of our School Psychologists or your child's Deputy Principal. We are all here to help.

Please look after and out for each other.

Ms Belinda Giudice, Principal.