

# Prairiewood High School



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## ADVICE TO PARENTS AND STUDENTS: PROPOSED PLAN AS AT TUESDAY 24 MARCH 2020 FOR SUCCESSFUL TRANSITION TO REMOTE AND ONLINE LEARNING

The NSW Government and Department of Education are encouraging you to keep your child at home from Tuesday 24 March to contribute to supporting the community response to COVID-19. The school's doors will remain open for those students whose parents are in the essential services or who are unable to supervise or attain adequate supervision for their child(ren). Essential services have been identified as Teachers, Health Care Workers, Emergency Service Personnel, Petrol Station Operators, Supermarket Workers, and Pharmacists and their employees.

The following arrangements are in place to enable students to learn from home for the **remainder of Term One**:

### Daily Organisation

- Roll Call for those students at school will occur in regular rooms. Roll Call will commence at 9.00am each day and conclude at 9.35am. This will be the 'official' roll marking for the day for those attending school under minimal supervision practices.
- A message will be conveyed each morning to indicate where students will work that day. Students will be provided with a daily timetable. Students will proceed from Roll Call to their Year's designated area for the commencement of Period 2 at 9.35am. The areas will be determined by daily numbers and the capacity of each location.
- Distancing guidelines will be followed as reasonable and practical within a school setting.

### Attendance and Roll Marking

- On-site rolls will be marked each period by supervising teachers.
- There will no longer be a whole-day text sent to parents for absent student. If you believe your child should be at school and wish to confirm, please contact the school on (02) 9725-5444.

### Academic work expectations

- Students at school in Years 7 – 10 will be rotationally supervised by school staff. For the remainder of Term One, students will be supervised to complete outstanding assessment tasks and can submit this to their current timetabled class teacher. Some generic literacy and numeracy resources will also be accessed by students. All PHS students have access to Mathletics and the school's Literacy program. Students may also be accessing subject work through Google Classroom. In addition, school staff are working to create resources about the current COVID situation and resources focussed on student safety. These resources will be uploaded to the school's website in the coming days.
- Year 11 and 12 lessons will be delivered by class teachers, who may be on or off site, through Google Classroom during their current timetabled period. Students will have received their access code to participate in these lessons. If students in Years 11 and 12 do not have their access code, please contact the class teacher via the front office on (02) 9725-5444.
- Video conferencing tools are available where direct instruction or real-time discussion is required from Week 10, after protocols have been put in place. From the 24/3/20 (Week 9) until end of Week 10 (3/4/20), staff are engaging in professional learning and practice linked to this.

- Examination style (in-class tasks) and practical assessment tasks will NOT be held onsite for the remainder of Term One. These tasks may proceed in an alternate format and students must ensure they understand the changes. All information about assessment tasks will be communicated by class teacher via the online learning platform or email. Students will submit the task online or hard copy submitted to the school.
- Our Senior Study staff are currently making contact with students (and their parents) who have outstanding coursework, including assessment tasks. It is expected that students with outstanding coursework and assessment tasks complete this as a priority.

In the immediate future, we will be contacting parents and carers around equity and access linked to the technology survey we requested parents to complete. A number of parents and students have indicated hard-copy materials as preference, and a number have indicated the need to be provided with a PHS laptop. Until the end of term, we will be issuing laptops to students for remote use hard copy work will be mailed out to students. It is a parent/carers responsibility to ensure we have your correct address and phone details.

### **How will Prairiewood High School transition to and facilitate Learning from Home into Term Two?**

If minimal supervision continues into Term Two, or if the school is deemed non-operational, timetabled lessons will proceed online and this will be the only mode of lesson delivery for all students, whether working from home or at school.

- Regular school summary communications linked to academic work will be found on the COVID-10 Continuity of Learning page that has been set-up on the school website: <https://prairiewood-h.schools.nsw.gov.au/covid-19-continuity-of-learning-strategy.html>
- Year 11 and 12 lessons will continue via the existing timetable, and a Year 7 to 10 timetable will be created that supports school operations. This will be communicated on the school webpage (link above) and to student emails by the end of the school holidays
- All classes will use the Google Classroom online platform for the delivery of learning. Students will use this platform to complete their learning activities and communicate with their teachers. Student access codes will be available on the school website asap. Teachers are unable to reply individually to emails, as their focus will be teaching via the online learning platform. Feedback will be provided to students through Google Classroom.
- A communication document will be developed by the school and released on the school website in the near future. It will provide a guide for parents and students on the best way to contact relevant school staff.
- Learning Support structures will continue, albeit with adaptations. The Learning Support Team will provide an adapted schedule for supporting student learning. It is envisaged that students with a Personalised Learning Plan will receive contact during the course of school operations.
- Student wellbeing support structures will also be adapted by our Wellbeing Team. This will be communicated as soon as possible.
- Some Technology Support is available. Please make a phone or online appointment with our Technical Support by calling the school on (02) 9726-5444. Our Technology Support Officers work part time and often remotely to the school.

### **How can students make the most of Learning from Home?**

Students must know their course Google Classroom code. Students should check their Department of Education email for this information. Codes will also be published on the school website asap.

The Department of Education recommends students are to:

- Organise their physical space at home;
- Make sure the space for learning is neat and tidy;
- Use their timetable to be organised and ready to learn at the timetabled time;
- 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, and do their best;
- Meet timelines, commitments and due dates; and
- Communicate proactively with their teachers, via Google Classroom, 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.
- Manage your children's phone/s during lesson times. Phones are a distraction and parents will need to help manage this, by considering steps such as physically placing phones away during timetabled lessons.
- 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 should contact staff at the school as per the communicated protocols (to be advised).

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

- The Department's [Learning from Home website](#) 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 our social media communications.
- A one-page document titled [Remote Learning Guidelines](#) for Students and Parents provides useful tips

## What if my child needs to come to school?

- On Monday 23/3/2020, the Premier of NSW has strongly encouraged families to keep children at home. If this is not possible, our site will be open with staff present to supervise students' online learning.
- Social distancing guidelines will be strictly applied. This means students attending school will NOT experience a regular school day. Playground areas will be limited and students assigned to a particular area due to minimal supervision.
- Students must bring their own food. The canteen is closed in line with Department of Education advice to create social distancing
- Extra-curricular activities will not take place and there will be no external providers permitted on site. This is in line with Department of Education advice.
- Each school day will conclude at 2.45pm, as usual.

We will continue to keep you updated and revise information as necessary.

Sincerely,



Ms B. Giudice  
Principal