

**Elizabeth Macarthur High School- Continuity of Learning Plan.**

Parent & Student Guide

**Context**

The purpose of this document is to prepare the parents and students of Elizabeth Macarthur High School in the event that learning is disrupted by COIVD-19

**Communication**

The main form of communication will be through the Elizabeth Macarthur High School email, website and text messages.

*All members of the community should also be reminded that the school’s acceptable use of IT guidelines will still apply.*

**Patience and Understanding**

In the circumstances of the school being non-operational or partly operational, there will be added pressure placed on all members of our community. Please be patient with our staff. They will be operating under unusual and challenging conditions. There is the potential for our teachers to fall ill themselves, or to be working from home whilst also caring for their own young children. In such circumstances, things may not always go to plan, but it is our intention always that our students are cared for and able to continue their learning as much as practically possible. ***Email communication from students to their teachers should be limited to work related issues* only*.***

**Upon receiving a notification that the school is non-operational:** Students remain at home, until advised by NSW Health or the school Principal via text message.

**In preparation for this:**

**Students must:**

* Ensure they can access their DoE email and student Portal
* Have all passwords for Maths Online, Google Classroom class codes and or Microsoft teams etc.
* Ensure that they have joined their teacher’s Google Classroom and or Microsoft teams.
* Be prepared to commence working from home, following their daily lesson timetables.

**Teachers will be:**

* Providing students with learning overviews and/or hard copy learning resources for the upcoming weeks.
* Enrolling students into Google Classrooms and or Microsoft Teams for delivering content in an online environment.
* Be preparing themselves to continue teaching students from home, following the daily timetable.
* Explaining processes to students across a range of classes.
* All Head Teachers will be logged into Google Classrooms and or Microsoft teams to oversee learning. ( Subject specific)

**General Guidelines for Learning from Home**

**Students in Year 11 and Year 12**

There is a significant learning and assessment load that senior students will need to continue meeting from home. Although continuity of learning will be difficult, it is in every students’ best interest to stay disciplined in working to their daily school timetable.

**Year 11 and 12 students will:**

* Check their email each morning (by 9.00am).
* As much as possible, work according to their normal school timetable (same bell times) – it is the intention that teachers will be presenting lessons through Google Classrooms/teams.
* Check in to their Google Classroom at the beginning of each ‘period’ to communicate with their teacher and check work. Teachers will be monitoring attendance through Google Classrooms.
* Ensure they are present to the learning tasks their teacher has set for them.

**Year 7-10 students will:**

* Check their email each morning (by 9.00am).
* As much as possible, work according to their normal school timetable (same bell times) – it is the intention that teachers will be presenting lessons through Google Classrooms/teams and will be monitoring student attendance and work completion.
* Ensure they are present to the learning tasks their teacher has set for them.

**Teachers will:**

* Aim to be present and available to students during their timetabled lesson each day
* Monitor student attendance and work practices.
* Endeavour to respond to student queries in a timely manner.
* Set work for students to complete.
* Collect work in digital form and provide feedback in digital form.

**Assessment tasks**

* **Year 11 and Year 12** – students will still be expected to complete tasks (where possible). If students are not able to complete a task through illness, they will need to lodge a Student Assessment Form. The school will notify students of tasks that will need to be delayed. These tasks will be completed if and when the appropriate time emerges later in the school year. In some instances, as guided by NESA, the school may need to change assessment Scope and Sequences to cater for unforeseen difficulties.
* **Year 7 – 10** – if there is a school closure, assessments will be delayed until such time as all students return to school. Individual situations of illness or isolation will be considered on a case by case basis.

**Student absence from learning:**

* It is the expectation that students will be present to learning. As much as possible, their ‘attendance’ should coincide with their daily school timetable.
* As much as is practical, teachers will be trying to monitor student work practices and ‘attendance’. Where practical, contact will be made with parents/ caregivers if it is deemed that a student is not meeting requirements.
* If a student cannot complete their learning due to illness or some other difficult circumstance, parents should contact the school by email: Elizabeth-h.school@det.nsw.edu.au
* Your email will be directed to the appropriate personnel.

**Bell times**

Period 1- 9.10-10.10

Period 2- 10 .10- 11.10

Morning Tea- 11.10-11.40

Period 3- 11.40-12.40

Period 4 – 12.40-1.40

Lunch 1.40-2.10

Period 5- 2.10-3.10

**Student online etiquette**

The School Welfare and Discipline policy remains in place during Learning for home periods. Teacher remain mandatory notifiers if they see or hear any action or circumstances that require immediate notification and intervention by Police or Welfare services.

Students need to ensure that if they are using webcams to participate in a lesson that they are dressed appropriately. There can be no offensive slogans on their clothes or in the background.

Behaviour contrary to the school rules will be dealt with under the Welfare and Discipline policy and consequences will be issued for failure to comply with the school rules.

Online bullying will not be tolerated and students may be suspended from the online class if their behaviour continues to be contrary to the school rules.

**School rules:**

* Follow teacher’s instructions
* Respect the rights of others
* Complete set work

**ICT:**

The school is unable to provide technical support for hardware at home. It is the responsibility of students to know their portal password. Teachers are able to reset password for students if they need.

The school is using Microsoft teams, Google Classroom and DoE email.

All student emails end in @education.nsw.gov.au