



Pittwater House

School Closure Plan Continuation of Lessons Parental Communication

17 March 2020

Dear Parents and Guardians,

This is a new situation for everyone, including the teachers. Managing remote learning has some known challenges, but flexibility on behalf of all parties involved is going to be necessary. Teachers will be dealing with often five different classes, therefore almost 100 students each day. Patience and understanding are going to be needed as this develops and the kinks are identified and ironed out.

In the event of a whole school closure:

Normal Timetable to be Followed

- Students are to follow their school timetable times whilst at home.
- They will work on classwork for their timetabled lesson during the scheduled time. This will assist with time management, teacher communication and assist in preventing procrastination.
- Teachers will be on hand to direct lesson work, provide help, feedback and answer questions during these times. They will not necessarily be on hand outside these lesson times, as they will be attending to other classes at other times during their day.
- Students should take breaks at scheduled time within their school timetable. They need to remember the need for exercise, good nutrition and avoiding unnecessary screen time.
- Parents and students need to be aware that often an on-line task without the normal class administration and settling period, might be completed faster than a task completed in a classroom environment. Therefore, they may not need the full 53-minute lesson time to keep up with the work. Other students will find the self-directed approach more difficult and tasks will take them longer. Especially if they are multi-tasking with mobile phone distractions and music.

Types of Lessons to Expect

As we are dealing with a large range of classes K-12, several faculty areas, a variety of teacher proficiencies with IT and preferred teaching styles there is no one method that will be used across all classes.

Need for a Good Study Space

To cater for possibly long periods of time learning at home, more consideration may need to be given to a suitable learning space. Spaces should be:

- Quiet and away from television and social media distraction. Remember when concentration is needed, multi-tasking does not work. Distractions such as listening to music will slow down the completion of tasks and reduce the quality of the work being completed.
- Comfortable, preferably at a desk or table with a consideration for posture.
- A location in the house that has a strong wireless internet signal, if possible.
- A place where you or another adult can, if possible, monitor your child's learning.

Wellbeing

Wellbeing is always a consideration of the School; therefore, we will be doing what we can to continue to monitor wellbeing whilst students are at home. Some points to assist with wellbeing:

- Form teachers, Year and Stage Coordinators and Heads of School will all continue to be available to assist in monitoring the wellbeing of the students whilst at home.
- School Counsellors will still be contactable during school hours to provide support over the phone or on-line.
- Parents should talk to their whole family about COVID-19 and why these changes are in place. Understanding the situation will help reduce anxiety.
- Exercise regularly and get fresh air. Exercise is a proven treatment for stress and depression.
- Encourage your children to keep in touch with family members and friends via telephone, email or social media (where appropriate).

What Technology Will be Used at Home and Management of the Technology

- Students will need access to a device. This will be easier for Years 5 to 12 who have a device they bring to school to access learning on.
- No new software will need to be downloaded or purchased. The students all have access to Canvas from Years 3 to 12, and they use Seesaw in the K-2. In Years 3-12, although the teachers may also use products such as Education Perfect, ClickView, on-line textbooks and other e-learning products, Canvas will remain the central point for all instructions and the organising of lessons.
- The stronger the internet connection, the smoother the experience will be. At a minimum, putting students in a location in the house that has a strong WiFi signal will be of benefit.
- Parents should discuss with students how the work is getting to them from the School, how the logistics of the process is working and assist in making sure their child understands the process well. Any problems should be identified and communicated with the School.
- The School's IT Department will be available in some capacity (whether they will be on-site or working remotely will depend on Department of Health advice). Please contact support@tphs.nsw.edu.au if you have problems logging in or navigating the school systems.

Learning Enrichment

- Our Learning Enrichment team will continue to monitor and support students they regularly work with. Mrs Muffett leads this team. This will be done on a case by case basis and will be undertaken through phone check-ups and on-line support.
 - Years K-3 – Katie Chalmers - katie.chalmers@tphs.nsw.edu.au
 - Years 4-6 – Andrea Robson - andrea.robson@tphs.nsw.edu.au
 - Years 7-9 – Jenny Cook - jenny.cook@tphs.nsw.edu.au
 - Year 10 – Andrea Robson - andrea.robson@tphs.nsw.edu.au
 - Year 11 and 12 – Kelly Muffett - kelly.muffett@tphs.nsw.edu.au
- Gifted and Talented Coordinator: Victoria James - victoria.james@tphs.nsw.edu.au

HSC Students and Assessment Tasks

We understand that our Year 11 and 12 students will be already stressed about the prospect of losing learning time and face to face instruction. Therefore, for these groups:

- We will be continuing to deliver the content, checking work and providing feedback through Canvas.
- Assessment Tasks which are due will be reviewed - modifications to the nature of submission may need to be made if it was an in-class task to allow submission from home, otherwise extensions will be given to a later date.
- The whole of the State will be in the same situation. Therefore, it is possible that various state-wide considerations may be implemented. We will carefully monitor this situation and inform students and parents accordingly.

Internal Resources

I have mentioned contacting various people for support. The best place to find these contact details is the School Directory <https://www.pittwaterhouse.com.au/assets/docs/2020-EXTERNAL-School-Directory-Term-1.pdf>

External Resources

- The Department of Health has posted several publications here: <https://www.health.gov.au/resources/collections/novel-coronavirus-2019-ncov-resources>
- The World Health Organisation's advice for the public can be found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- The Australian Government has a dedicated COVID-19 Health Information Line, which operates 24 hours a day, seven days a week: 1800 020 080
- Advice on self-isolating: <https://www.abc.net.au/news/2020-03-07/coronavirus-how-to-quarantine-yourself/12031822>

Yours sincerely



James Walmsley
Deputy Principal

Ref: JSW/CO