



Years 7-12 Remote Learning Student and Parent Guide

1. Communication from your Teachers

Teachers will use a variety of tools to communicate throughout the school day.

- Canvas will be the main learning tool.
- Students need to ensure they have access to their school emails and check these regularly during the day. This [link](#) provides a guide on how to access emails.
- Depending on the class and the nature of the tasks being completed, teachers may use other communication tools alongside Canvas, such as Microsoft Teams (which has a chat function) and Zoom video conferencing. Students need to ensure that with all communications they are using usual school formalities and protocols.
- Skoolbag will continue to be the main form of communication with parents.

2. Learning Tasks

Your teachers will be using learning tools that you are all familiar with and can be accessed using the laptop you bring to school. We do not expect all students to start using technology that they have not had demonstrated to them.

3. Attendance Expectations

- **For Students coming onsite** – normal attendance protocols apply.
- **For Students learning remotely from home** - The expectation is that you will be following your normal timetable and timetables times. Therefore, you will need to log into Canvas by 8.30am and engage in the learning activities according to your timetabled classes. By doing this you will be marked as being on a flexible timetable on your attendance record. Teachers will be monitoring your engagement in the learning activities throughout the day through either the discussion tools or task submissions. Parents will be contacted if a student is absent from lessons during the day or if required work is not being submitted (note: this is another reason it is important parents inform the school if a student is sick and unable to work).
- **If your child is ill and not able to engage in remote learning, parents need to complete a Skoolbag form as per normal.**

4. General Digital Etiquette for Remote Learning

- Don't expect instant responses from peers or teachers. They may be dealing with other students or other responsibilities.
- Be mindful that this is a new experience for everyone. There will be problems with technology, internet connections or other unforeseen circumstances. We need to be flexible and understanding.
- Be a good digital citizen. Be respectful and considerate to all involved.
- Do not expect teachers to respond to emails or be on Canvas outside of School hours. They will respond to questions sent in the evening on the following day.

5. Online Safety

- Don't accept invitations to groups or on-line chats unless you have been given instructions to do so by the teacher.
- If you have any on-line conversation that makes you feel uncomfortable don't hesitate to contact your class teacher or Form Teacher. Provide a screenshot if possible.
- Never post personal details on any on-line forum.

6. Suggestions for learning remotely

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 any issues are identified and ironed out.

7. 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 will 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.

Time	Activity
Before School	<ul style="list-style-type: none"> • Eat Breakfast and get some fresh air • Walk the dog • Go for a run • Practise Yoga or mindfulness • Dress presentably in case you have a video conference.
8.20am	<ul style="list-style-type: none"> • Prepare for your school day • Check your online resources are accessible (Canvas/Email) and your device is charged • Organise your desk space • Fill your water bottle • Have pens and paper available
8.30am	<ul style="list-style-type: none"> • Access your Period 1 lesson via your Canvas class page • Focus, engage and participate • Make a note of any questions/queries for the classroom teacher

9.23am	<ul style="list-style-type: none"> • Access your Period 2 lesson via your Canvas class page • Focus, engage and participate • Make a note of any questions/queries for the classroom teacher
10.16am	Morning Tea – go outside for some fresh air (non-screen time)
10.36am	<ul style="list-style-type: none"> • Access your Period 3 lesson via your Canvas class page • Focus, engage and participate • Make a note of any questions/queries for the classroom teacher
11.29am	<ul style="list-style-type: none"> • Access your Period 4 lesson via your Canvas class page • Focus, engage and participate • Make a note of any questions/queries for the classroom teacher
12.22am	Form period – Use this time to: <ul style="list-style-type: none"> • Complete any incomplete work from your morning lessons • Work on your Assessment Tasks • Get some fresh air
12.47pm	Lunchtime – relax, unwind, sit outside if possible, check in with a friend (non-screen time)
1.39pm	<ul style="list-style-type: none"> • Access your Period 5 lesson via your Canvas class page • Focus, engage and participate • Make a note of any questions/queries for the classroom teacher
2.32pm	<ul style="list-style-type: none"> • Access your Period 6 lesson via your Canvas class page • Focus, engage and participate • Make a note of any questions/queries for the classroom teacher
3.25pm	<ul style="list-style-type: none"> • Daily Administration • Complete any incomplete work from your afternoon lessons • If necessary, email your subject teacher with any queries
4.00pm	<ul style="list-style-type: none"> • Be Active • Go outside, unwind • Engage in some exercise in the fresh air • Communicate with friends
6.00pm	Dinner – Time to connect with your family
7.00pm	<ul style="list-style-type: none"> • Homework/Study/Work on Assessments • Complete remaining work • Prepare questions to discuss in your next class

Note: Full bell timetable can be located [here](#)

8. Need for a good study space

To cater for possibly long periods of time learning at home, students and parents are reminded that consideration needs 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.
- Social media is a distraction. It is important for efficiency in learning that phones and other social media are turned off during learning time.

9. What technology will be used at home and management of the technology

- Students will need access to a device.
- No new software will need to be downloaded or purchased. The students all have access to Canvas. Canvas will remain the central point for all instructions and organisation of lesson. Where teachers may also use learning tools such as Education Perfect, ClickView, on-line textbooks and other e-learning products, these will be accessed through Canvas.
- 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. Please contact support@tphs.nsw.edu.au if you have problems logging in or navigating the school systems.

10. HSC Students and Assessment Tasks

We understand that our Year 11 and 12 students will may 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 with current due dates will be reviewed - modifications to the nature of the 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 New South Wales 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.

11. Role of Parents

It is the role of the teacher to plan, organise and monitor learning. The teachers will be supporting this process in the remote environment. We appreciate parents supporting us by assisting wherever possible with monitoring student engagement and by providing feedback to the School if we need to adjust anything for your child. We will be seeking formalised feedback as we progress over the next couple of weeks.