



Pittwater House

From the Deputy Principal

24 April 2020

Dear Parents and Guardians

As Dr Hillier mentioned in her correspondence on Tuesday, we are looking forward to getting back into lessons from **Tuesday 28th in a remote format** before we commence a phased in period of face to face lessons from Week 3 (11th May) in line with the government announcements this week. The exact details of how lessons will be structured from Week 3 onwards is still being finalised and further details will follow next week. Until the 11th May, remote learning will be our main method of delivery and we expect most of our students will remain at home, however, supervision will continue to be provided for children of essential workers. Essential workers being defined as those parents who **must leave their house** to go to their workplace.

As remote learning remains the main mode of delivery for the next two weeks and will continue to be a significant form of the delivery for at least part of each week after May 11, the following points will help in ensuring Term 2 runs smoothly.

Bell Times (Years 3-12):

We have adjusted our bell times across the school in recognition of the need to provide changeover time between lessons. We will continue with a 6-period day, but all lessons will be reduced from 53 to 45 minutes in length. This provides the following benefits:

- Time for both the students and the teachers to reset mentally, physically and technically between remotely delivered lessons.
- It allows the students and the teachers a couple of minutes to have non-screen time and to stretch their legs between lessons. It is important to remember that in the secondary context especially, the students are used to walking between classes at the end of each period.
- It also recognises that both student and teacher feedback has indicated that the students are often getting through a lot more work in each lesson.

A copy of the new bell times has been released with this communication. It will also be emailed to all student email accounts.

Student Code of Conduct:

Pittwater House has always had an 'Information Technology Acceptable Conduct and Use Agreement', which can be located on page 10 of the student handbook.

<https://www.pittwaterhouse.com.au/assets/docs/Student-Handbook-2020.pdf>. This continues to be relevant in the remote learning situation, however, due to the unique nature of this form of lesson delivery, we have put together a brief code of conduct aimed at ensuring all users are safe and learning can be as smooth as possible for all students. A copy of this code of conduct has been released with this communication. It will also be emailed to all student email accounts. I would encourage all parents to discuss this with their children.

Student Uniform for Term 2:

Due to the continuation of warm weather, any student attending school will continue to be in summer uniform until further notice. We will keep an eye on the weather and communicate with all families when we decide to switch to winter uniform for the year. Parents and students are reminded that winter uniform also involves the wearing of blazers to and from school, therefore it is worth double checking that these are ready to be worn. Senior students in particular should be reminded that flat soled skate shoes, even if made of black leather, have never been a part of our uniform and this continues to be the case.

Zoom and Microsoft Teams Video Lessons:

Video presentation tools have become an essential element of remote learning. Alongside the student code of conduct the staff have also been provided with guidelines to ensure a safe and secure environment for all participants is maintained. Parents should however be aware that:

- At times a teacher may record the lesson for the purpose of posting it on Canvas to allow future reference for students. Teachers will not do this without informing the students before the recording starts and again at the start of the recording.
- A 1:1 video conference will not take place in most circumstances. In the event it is required, and a third person can not be appropriately added to the conference, written permission will be sought from the parents prior to it taking place.

Student Attendance:

Students off Campus on Remote Learning:

- Teachers will mark a formal roll each day and this will be used as the Schools formal attendance record. In most grades this will occur during period 1 (between 8.30am and 9.15am) for Year 12 it will also take place during period 3 to cater for study periods.
- The students marked present during this formal roll marking will be placed on 'remote learning' as their attendance record. Parents do not need to complete a Skoolbag form to let us know your child is remote learning for Term 2.
- If a student is marked absent during period 1 and the School does not receive from parents a reason for the absence, this will be recorded as an Unexplained Absence. The School will notify parents by SMS and Email advising you that your child has not registered for remote learning for which we will require a reason.
- Parents must submit an Attendance Form via Skoolbag or email attendance@tphs.nsw.edu if their child is unwell and unable to participate in remote learning.
- Teachers will maintain an attendance record for other lessons to ensure student participation in learning.

Students on Campus on Remote Learning:

- Normal attendance notifications and roll marking procedures will take place.

Buses:

As per the end of Term 1, Pittwater House buses will not be operating for Weeks 1 and 2. We plan on commencing bus runs in Week 3, when we start transitioning some grades back onto the campus.

Years 10-12 Assessment Schedules:

Students in these grades are aware that some of the tasks scheduled in the final weeks of Term 1 were pushed back to Term 2. Due to the uncertainty around the learning environment we have adjusted some of the dates, the order and weightings of some of the tasks. Therefore, updated versions of the assessment booklets will be uploaded to the school website by Monday Week 1, and teachers of these classes will be discussing any changes with their classes <https://www.pittwaterhouse.com.au/portal/school-information>.

Parent Teacher Interviews:

All of Years 7 to 12 have parent teacher nights currently scheduled throughout Term 2. It is difficult to predict whether the ones scheduled for later in the term will be appropriate or allowed to take place as face to face interviews. However, we know for certain the interviews scheduled early in the Term for Years 7-9 will not be taking place in usual format. We are currently looking at some options around scheduling these as zoom meetings, however, more information will be distributed on this when we finalise the format.

Yours sincerely,



James Walmsley
Deputy Principal