

■ Last updated: April 2020

■ Principal: Mr Scott Frazier



Junee High School Learning From Home Parents & Student handbook 2020



- Phone: (02) 6924 1666
- Fax: (02) 6924 1798
- Email: junee-h.school@det.nsw.edu.au
- Website: <https://junee-h.schools.nsw.gov.au>

To Dream. To Create. To Succeed.

Junee High School

52 Lydia Street

Junee NSW 2663

Staff contact details

Faculty	Staff Name	Email Contact
Junee High School	School	Junee-h.schools@det.nsw.edu.au
Principal	Mr Frazier	Scott.frazier@det.nsw.edu.au
Deputy Principal	Mr Turner	Mark.turner@det.nsw.edu.au
English/History/LOTE	Miss Asmus	prue.asmus@det.nsw.edu.au
	Ms Forde	kalia.forde1@det.nsw.edu.au
	Miss Hyland	melinda.hyland@det.nsw.edu.au
	Mr Bridger	Damien.bridger@det.nsw.edu.au
	Mrs Geaghan	sally.kingwill1@det.nsw.edu.au
	Miss Orellana	shakira.orellana3@det.nsw.edu.au
	Mrs Baxter	Rhannon.gregory1@det.nsw.edu.au
Maths/Science/PDHPE	Mr Fellows	David.fellows1@det.nsw.edu.au
	Mr Khan	Mahfuz.khan4@det.nsw.edu.au
	Mr Bedford	Andrew.bedford2@det.nsw.edu.au
	Mr Loughman	brett.loughman@det.nsw.edu.au
	Mrs Francis	Andrea.e.fritsch@det.nsw.edu.au
	Miss Hounsell	Olivia.hounsell4@det.nsw.edu.au
	Mr Leary	Daniel.leary6@det.nsw.edu.au
	Mrs Hedlund	Sarah.hill77@det.nsw.edu.au
TAS/Creative Arts	Miss Turvey	Emma.turvey@det.nsw.edu.au
	Mr Anderson	Paul.anderson47@det.nsw.edu.au
	Mr George	Brenton.george1@det.nsw.edu.au
	Miss Elford	Charityleigh.elford@det.nsw.edu.au
	Ms Collins	Jennifer.collins14@det.nsw.edu.au
	Mr Hathaway	Brent.hathaway3@det.nsw.edu.au
Librarian/Distance Ed/Aurora	Mrs Speer	Marie.StRuth@det.nsw.edu.au
MC	Miss Swaysland	Samantha.swaysland2@det.nsw.edu.au
	Mr D'Alessandro	John.dalassandro1@det.nsw.edu.au
	Ms Harper	Tracey.eisenhammer@det.nsw.edu.au
	Miss Smith	Stephanie.smith92@det.nsw.edu.au
	Mrs Crane	Amanda.T.Crane@det.nsw.edu.au
HSIE	Ms Pocock	Leonie.pocock@det.nsw.edu.au
	Miss Salter	Carmen.salter1@det.nsw.edu.au
Learning Support	Mrs Heffernan	Rhonda.heffernan@det.nsw.edu.au
	Mrs Commins	Gabrielle.commins@det.nsw.edu.au
	Miss Blanchard	Rebecca.blanchard2@det.nsw.edu.au
	Mrs Stivens	Luci.stivens@det.nsw.edu.au
	Miss Jansen	Sadie.jansen@det.nsw.edu.au
	Mr Fahy	Harrison.fahy2@det.nsw.edu.au
Careers/VET/SBAT	Mrs Bunyan	Elaine.bunyan@det.nsw.edu.au
Year 7 Advisor	Mr D'Alessandro	John.delassandro1@det.nsw.edu.au
Year 8 Advisor	Mrs Speer	Marie.StRuth@det.nsw.edu.au
Year 9 Advisor	Miss Hounsell	Olivia.hounsell4@det.nsw.edu.au
Year 10 Advisor	Mr Bedford	Andrew.bedford2@det.nsw.edu.au
Year 11 Advisor	Mrs Bunyan	Elaine.bunyan@det.nsw.edu.au
Year 12 Advisor	Mrs Geaghan	sally.kingwill1@det.nsw.edu.au

In this book:

Staff contact details.....	2
Welcome Message	4
Advice to Parents and Students: Proposed Plan as at Tuesday 21 April 2020	5
Attendance & Daily Organisation at School.....	7
How will Junee High School facilitate Learning from Home?.....	7
Learning packages timeline	8
Modes of Learning: Online Learning, Virtual Lessons and Learning Booklets.....	8
Online Learning Google Classroom	8
Virtual Lessons Microsoft Teams.....	9
Years 7 to 10 Learning Booklets	10
Modes of Learning Summary	10
Timetable.....	11
Term 2 Timetable for Online Microsoft Team Connections.....	12
Events and classes not running	14
How can students make the most of Learning from Home?.....	14
How can parents/carers help?	15
Inappropriate Parent Behaviour	15
Student Behaviour	16
Learning.....	16
Years 9-12.....	16
Years 7-8	16
Responsible e-learners	16
Student Wellbeing	17
Technology Support	17
Digital Device Loans.....	17
TAFE & TVET.....	17
What is the Department of Education doing to assist with Learning from Home?	18
What if my child needs to come to school?	18
FAQs	18

Welcome Message

On behalf of the staff, I present to you this handbook to support Learning From Home, amongst the change and challenge of the COVID-19 pandemic. Our school has always aimed to support an environment in which all students, staff and parents can feel safe, happy and successful. This environment now involves the majority of our community learning and working from home. Whilst every effort has been made to establish processes for managing student learning in a way that provides the most continuity to delivery of the curriculum, changes may need to be made in response to the circumstances surrounding a move to learning from home.

We continue to encourage all students in whatever learning environment they are in to follow our core values – Be your Best, Be Respectful and Be Responsible. We strive for all members of the school community 'To Dream, To Create and To Succeed'.

Student engagement is essential for learning. Students need to be engaging with their teachers and the work provided either in learning booklets, the Google Classroom tasks and discussions or the Microsoft Teams virtual lessons.

The staff at Junee High School are innovative, set high expectations, encourage and challenge students to do their best. They have undergone a massive shift in the way that teaching & learning is delivered, how support for students is given and how school administration roles are undertaken. This continues to be a learning curve for us all.

Supporting our students in their academic, social and wellbeing needs will be of paramount importance; both student and parent feedback will be sought to allow the school to adapt what is being offered in response to the needs of the community. We aim to continue to support families throughout this time and look forward to the day where we return together.

I wish all our families and school staff my best wishes as we engage in this change, knowing the resilience, respect and efforts that each one displays will support us.

Scott Frazier
Principal

Advice to Parents and Students: Proposed Plan as at Tuesday 21 April 2020

The Premier of NSW has encouraged families to keep children at home in response to the government's COVID-19 response. However, Junee High School remains open for students whose parents are engaged in essential services.

The following arrangements are in place to enable students to learn from home for Term 2, or until schools are able to meet again for face-to-face learning.

There is a phased return to school plan that will guide our school over the next few months.

Some important points to know are:

- Term 2 Weeks 1 and 2 continue as previously planned of students learning from home, with school open from Wednesday 29 April for families who need it
- Learning packages available for pick up by families on Wednesday 29 April
- From May 11 every student will have the opportunity to start attending one day a week, aiming at around of 25% of students in attendance on any given day. We will consider our options and communicate this with our school community
- Parents should continue to keep their children home except for their 'rostered day'. The Premier has asked parents to 'respect the guidelines' that will be established by the local school, but no child is to be turned away
- Year 11 & 12 will be the priority, especially considering subjects with practical components
- It is recommended that schools stagger drop off/pick up times as well as recess and lunch breaks
- It is important for all adults at school to maintain social distancing, this includes staff rooms, and parents coming to school. Parents should make contact with school staff through phone calls and emails.
- Regardless of whether students are at school or at home, teachers will still only be required to prepare and deliver a single unit of work for each class
- Additional sanitizers/soap and extra cleaning will be provided
- There will be student progress reports provided to parents however it will not be the usual A-E report.

At all times

- Schools are safe places for students, teachers and staff.
- All students engage with a single unit of work.
- Keep up-to-date with your school's communications to make sure you receive important messages about timetable changes.
- Any identified cases of COVID-19 will continue to be managed in line with health advice, including temporary school closures where necessary.

Learning from home

Practical resources and guides to support students are available at the department's [Learning from home hub](#).

A managed return to school

Guidelines for families

PHASE 0	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Schools are open for families who need it.	Students at school at least one day per week.	Students at school at least two days per week.	Students at school five days per week, with social distancing measures.	Students at school five days per week, with full school activities.
<ul style="list-style-type: none"> Families are encouraged to keep their children at home wherever possible, with no student to be turned away. Students who attend school are supervised only, not in their regular classes. No excursions or inter-school activities. Continued enhanced cleaning and hygiene supply arrangements. 	<ul style="list-style-type: none"> Schools have discretion for establishing which group attends on which day, with a preference to group siblings/families together. Families who need to send their child to school every day may continue to do so and no child will be turned away. Classes are split across different spaces and break times can be staggered. No excursions or inter-school activities. Continued enhanced cleaning and hygiene supply arrangements. 	<ul style="list-style-type: none"> Schools have discretion for establishing which group attends on which days, with a preference to group siblings/families together. Families who need to send their child to school every day may continue to do so and no child will be turned away. Classes are split across different spaces and break times can be staggered. No excursions or inter-school activities. Continued enhanced cleaning and hygiene supply arrangements. 	<ul style="list-style-type: none"> Students with increased health risks may continue to learn at home to suit their individual needs. Students remain in the same classroom for the day, break times can be staggered to reduce mixing between class groups. No excursions or inter-school activities. Continued enhanced cleaning and hygiene supply arrangements. 	<ul style="list-style-type: none"> Normal school breaks and entry/exit processes will resume. Infection control procedures will continue on a school by school basis. Communication to staff, students and families regarding NSW Health advice will continue. Continued communication to the Early Childhood Education sector regarding NSW Health Advice.
You must continue to	You can now	You can now	You can now	You can now
<ul style="list-style-type: none"> Keep your child/children at home if possible. Support your child/children to continue learning at home. Communicate with your school via email and phone wherever possible. Follow the health advice and keep your child/children at home if they are unwell. 	<ul style="list-style-type: none"> Send your child/children to school one day a week. You are encouraged to keep your child at home for the rest of the week wherever possible. Check with your school to see which day of the week your child/children should attend. Use the school canteen and uniform shop where appropriate hygiene measures are in place. 	<ul style="list-style-type: none"> Send your child/children to school two days a week. You are encouraged to keep your child at home for the rest of the week wherever possible. Check with your school to see which two days of the week your child/children should attend. Use the school canteen and uniform shop where appropriate hygiene measures are in place. 	<ul style="list-style-type: none"> Send your child/children to school every day. Access community services run on school sites, where they are not restricted by Public Health Orders. Use the school canteen and uniform shop where appropriate hygiene measures are in place. Walk your child/children into and out of school while maintaining social distancing. 	<ul style="list-style-type: none"> Send your child/children to school every day. Participate in school excursions and inter-school activities. Use playground equipment at schools. Drop your child/children off at school as you would normally do. Participate in school based activities such as volunteering in classes and assemblies. Use services that usually operate at your school like canteens and other community run activities.
You must continue to	You must continue to	You must continue to	You must continue to	
	<ul style="list-style-type: none"> Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so. Maintain social distancing by avoiding gathering outside of school gates. Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage. Support your child/children to continue learning at home on remote learning days. Communicate with your school via email and phone wherever possible. Follow the health advice and keep your child/children at home if they are unwell. 	<ul style="list-style-type: none"> Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so. Maintain social distancing by avoiding gathering outside of school gates. Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage. Support your child/children to continue learning at home on remote learning days. Communicate with your school via email and phone wherever possible. Follow the health advice and keep your child/children at home if they are unwell. 	<ul style="list-style-type: none"> Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so. Maintain social distancing by avoiding gathering outside of school gates. Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage. Support your child/children to continue to learn at home if they are required to learn remotely. Communicate with your school via email and phone wherever possible. Follow the health advice and keep your child/children at home if they are unwell. 	

Attendance & Daily Organisation at School

During this time of Learning From Home, attendance for students will be at home or at school. A student not physically being at school will not have their attendance affected. However, through our online curriculum delivery, student access will be monitored. If learning opportunities have not been made by students, contact may be made possibly by a phone call, SMS or email. We cannot stress enough how important it is for students to check their emails daily and log into their appropriate online platform (e.g Google classroom).

- Roll call in the quadrangle for students attending school
- Timetabled lessons will not proceed as per the regular timetable at school.
- Students attending school will be marked as present and be supervised while they complete learning. Students will remain at school until 3:18, unless permission from parents for an early leave
- Texts for absent students will not be sent during this time.

How will Junee High School facilitate Learning from Home?

- Timetabled lessons will not proceed as per the regular timetable. Online Learning, virtual lessons and hard copy booklets will be the only mode of lesson delivery for all students, whether working from home or at school.
- All classes have an online learning platform through Google Classroom.
- Students are to use Google Classroom to complete their learning activities and communicate with their teachers about their learning. Students should only contact teachers via their official DoE email if they are experiencing difficulty accessing the online platform.
- Online virtual classrooms using Microsoft 365 tool of MS Teams are used for virtual lessons.
- Teachers will be assigning learning tasks and utilising HSC Atomi for Year 11 and 12 students; Education Perfect resources for students. YouTube videos and teacher Podcasts demonstrating experiments; practical activities will also be developed to use common materials found at home or with packs available for students. Students can record and share these using the online learning platforms.
- Staff will endeavour to respond to student and parent/carer communication in a timely manner and within regular school hours (8:30am-3:30pm) however, response time may be affected by the developing COVID-19 situation.
- Response times by teachers to parent or student enquiries outside of 9am to 3pm will vary but should be answered within a 24-hr period. Teachers, when not dealing directly with students will be planning, preparing learning materials for their students to access remotely, assessing learning and providing feedback in between instruction.
- **Year 11 and 12 students will not be disadvantaged by remaining at home.** The NSW Education Standards Authority (NESA) will regularly issue further advice about the impact on the HSC.
<https://www.educationstandards.nsw.edu.au/wps/portal/nesa/home>
- Assessment tasks, including examinations, will NOT be held onsite until further notice. These tasks may proceed in an alternate format. All information about assessment tasks will be communicated by class teachers via Google Classroom. Further clarification around assessment will be communicated in due course.

Learning packages timeline

Package	Completed by teachers	Available on Google classroom/ Collected by Students	Returned by students	Learning booklets returned to students with feedback	Google classroom learning returned to students with feedback
1: Term 1 weeks 9-11	Thursday 26.3.2020	Monday 30.3.2020	Wednesday 29.4.2020	Monday 18.5.2020	Ongoing during the learning period
2: Term 2 weeks 1-3	Monday 27.4.2020	Wednesday 29.4.2020	Monday 18.5.2020	Tuesday 9.6.2020	
3: Term 2 weeks 4-6	Thursday 13.5.2020	Monday 18.5.2020	Tuesday 9.6.2020	Wednesday 1.7.2020	
4: Term 2 weeks 7-10	Wednesday 3.6.2020	Tuesday 9.6.2020	Wednesday 1.7.2020	Wednesday 22.7.2020	

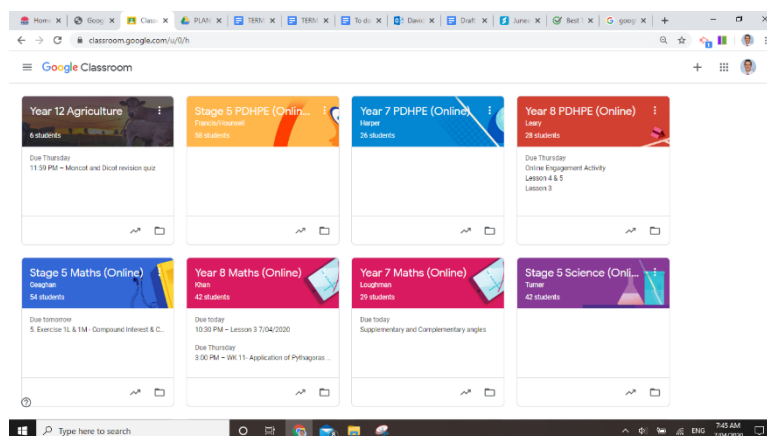
Modes of Learning: Online Learning, Virtual Lessons and Learning Booklets

Students and families are highly encouraged to engage with the Online Learning systems that Junee High School is providing. Students will have direct access to their teachers and can ask questions and receive feedback in a timely manner. Students will also have the opportunity to engage with their classmates and work collaboratively on tasks. The learning booklets may be used as a reference to what the learning tasks look like, but students are highly encouraged to submit tasks online.

Teachers will be using two main platforms to deliver online learning. These are Google Classroom and Microsoft Teams. There are a number of other online resources available that teachers will also be using, such as Sentral, Atomi, Education Perfect, Screencastify and Zoom.

Online Learning Google Classroom

- Google Classroom aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.
- Students can access Google Classroom using their DoE username and password through their Student Portal or by downloading the Google Classroom App.
- The majority of our students are familiar with Google Classroom and how it can be used for learning as many teachers have been using this platform already in their classes.
- Each subject will have a Google classroom. Students can be invited by the teacher or join the class with a code. (please email your teacher for the code) This is the platform teachers will use to post the learning activities. Students can access these resources, complete the tasks and submit their work. For example, a teacher might put up a Podcast explaining a concept to students. They may also include a YouTube video and

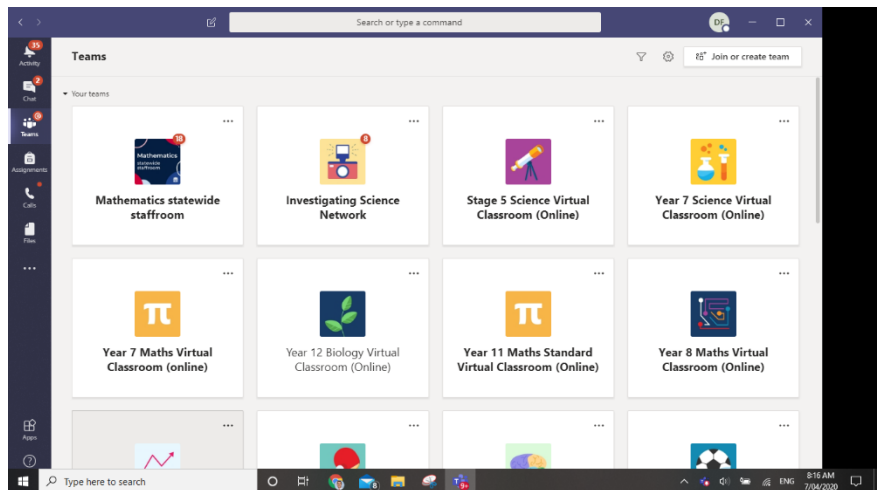


weblink for further exploration of a topic. Students then may have to complete and submit an online worksheet. Teachers can then mark work and give feedback.

- Students can also collaboratively work together on tasks. There is 'Stream' section in which students can post questions and get support from their peers on assignments and learning tasks.
- There are staff at the school that can support families to engage with this method of learning. There are also many online video tutorials, which explain how the tool works.
- Please see the Podcast for a quick tutorial created by JHS staff.
 - Google Classroom: <https://youtu.be/yC88MyrsZdQ>
 - Accessing Google Classroom and TEAMS: <https://youtu.be/9VyTDbISLDI>
- Learning to be uploaded by teacher on allocated date by 3pm

Virtual Lessons Microsoft Teams

- Teachers to prepare online lesson that coincides with learning booklets. Use to clarify learning, answer questions, discuss learning and tasks, assess knowledge and skill development
- This is another learning platform with many functions, however, staff will be utilising the video conferencing component of this platform. Students can be invited or join the TEAMS using a code. (Please email your teacher if you have not yet joined the class Teams)
- Students can access Teams using their DoE username and password through their Student Portal or by downloading the Teams App.
- Teachers will be using Teams to hold virtual lessons. Each subject will have their own Teams. These lessons will provide students with an opportunity to ask questions directly to the teacher or their classmates and receive instant feedback. Teachers will also use this platform to discuss challenging concepts and deliver content. This could also be an opportunity for students to present learning to the class. For example, Year 7 students will be making cell models and will present their model to the class using Teams.
- Please note, the camera and microphone function can be controlled by the student. If a student does not want to be on camera, they can simply turn their camera off. If a student does not want to talk on Teams, they can use a 'chat' option and type comments/questions/feedback to the class.
- Students should find a quiet place for these sessions and are encouraged to use headphones if possible to reduce background noise and negative feedback.
- JHS will also be using Teams to hold Year meetings, assemblies and other live activities.
- A timetable will be developed and distributed to students outlining regular lesson times and codes. Google drive > COVID-19 > Plans for Learning Continuity
- Lessons will be scheduled for 20-60 minute sessions.
 - **Year 7-10** : 1 x 30 minute lesson per week, per subject
 - **Year 11-12**: 2 x 40 minute lessons per week, per subject
- There are staff at the school that can support families to engage with this method of learning. There are also many online video tutorials, which explain how the tool works.
- Please see the Podcast for a quick tutorial created by JHS staff.
 - <https://youtu.be/9VyTDbISLDI>



Years 7 to 10 Learning Booklets

- Booklet created for each subject: English, Mathematics, Science, History, Geography, PDHPE, Year 7 & 8 Technology/ Visual Art/ Music and LOTE, Stage 5 electives
- Students asked to come to school to pick them up by allocated date
- Staff may be able to deliver packages for students not accessing online work

Modes of Learning Summary

	Learning booklet	Online Learning Google classroom	Virtual Classroom MS Teams
What is it	Hard copy booklet for each subject	Online learning activities, with online tasks and discussions	Online class, with teacher running a virtual class, with students involved in tasks, discussions and following normal classroom expectations
What to do	Collect booklet from school. Complete tasks	Log on to Google classroom daily Complete tasks	Log on to Microsoft 365, log in to each class at the selected time. Contribute to discussions, answering questions, completing tasks.
When to work/ access	In own time, usually from 9am until 3:15pm	In own time, usually from 9am until 3:15pm	At selected time for the class. Check timetable for times and classes Year 7-10 1 x 30 minute lesson per week Year 11-12 2 x 40 minute lessons per week
How to connect/ collect the work	Collect booklet from school.	Log on to Google classroom daily Use class codes/ invitations Complete tasks	Log on to Microsoft 365, log in to each class at the selected time. Use class codes
How to submit the work	Submit the booklet 3 weeks after receiving booklet and pick up next booklet	Submit work online.	Be involved in discussions and answering questions
Feedback to students	Teacher assesses the learning and provides written feedback on the learning. Returns the work to students after 3 weeks and next package picked up	Teacher assesses the work and provides feedback online on the learning. Students able to use the feedback and make improvements to their submitted work. Work returned to students within a week of submitting the work	Provided during and after the lesson to the student from the teacher

Timetable

Time	Year 7	Year 8	Stage 5	Year 11 & 12
9:00-10:00	Online virtual classroom lessons	Check school emails. Complete work set in Google classrooms or complete workbook activities	Check school emails. Complete work set in Google classrooms or complete workbook activities	Check school emails. Finish any homework tasks Self-directed study – making study notes, summaries, revision of lessons, video's etc Access ATOMI Exercise/Mindfulness activity
10:00-11:00	Check school emails. Complete work set in Google classrooms or complete workbook activities	Online virtual classroom lessons	Complete work set in Google classrooms or complete workbook activities	
11:00 – 11:30	BREAK			
11:30-12:30	Complete work set in Google classrooms or complete workbook activities	Complete work set in Google classrooms or complete workbook activities	Online virtual classroom lessons	Continue with the morning activities
12:30 – 1:30			Complete work set in Google classrooms or complete workbook activities	12:00 – 12:30 Break
				12:30 – 1:30 Online virtual classroom lessons
1:30 - 2:30	LUNCH BREAK			Online virtual classroom lessons
2:30 – 3:15	AFTERNOON ACTIVITIES Reading: a minimum of 30 minutes Maths-on-line Wordflyers, suduko, etc Longer term assignments Class activities not completed from the morning Extension work- challenge yourself (details will be made available) Exercise / mindfulness activity Do something creative eg, cooking, building, drawing, dance, play music, etc Wellbeing challenges			Online virtual classroom lessons

Term 2 Timetable for Online Microsoft Team Connections

	Week A					Week B				
	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
9:00	7 Science	7 Tech	7 PDHPE	7 Maths	Year 7 Meeting	7Science	7 Tech	7 PDHPE	7 Math	Year 7 Meeting
9:30	7 English	7 Art	7Geo 7 Hist	7 LOTE 7 Music		7 English	7 Art	7Geo 7 Hist	7 LOTE 7 Music	
10:00	8 Science	8 Art	8 Maths	8 PDH	Year 8 Meeting	8 Science	8 Art	8 Maths	8 PDH	Year 8 Meeting
10:30	8 Hist 8 Geog	8 Tech	8 LOTE 8 Mus	8 Eng		8 Hist 8 Geog	8 Tech	8 LOTE 8 Mus	8 Eng	
11:30	9/10 Maths	9/10 English	9/10 Geog	9/10 Science	9/10 Timber	9/10 Maths	9/10 English	9/10 History	9/10 Science	9/10 Timber
12:00	9/10 FT iSTEM Ag Vis Art	9/10 PASS Child St Music	9/10 Comm Metal Textiles	9/10 PDHPE	Whole School Assembly	9/10 FT iSTEM Ag Vis Art	9/10 PASS Child St Music	9/10 Comm Metal Textiles	9/10 PDHPE	Year 9 Meeting Year 10 Meeting

12:30	11 Maths	11 PDH SOC Construct	11 Legal Timber Music	11 SPC Bio CAFS	11 English	11 Maths	11 PDH SOC Construct	11 Legal Timber Music	11 SPC Bio CAFS	11 English
	12 English	12 Chem Vis Art Agri SPC	12 Music Timber Biology	12 Maths WST	12 Inv Sc DNT PDHPE	12 English	12 Chem Vis Art Agri SPC	12 Music Timber Biology	12 Maths WST	12 Inv Sc DNT PDHPE
		Multi Cat					Multi Cat			
1:30	11 English	11 SPC Bio CAFS	11 Business Physics Ag Modern History	11 Legal Timber Music	11 Business Physics Ag Modern History	11 English	11 SPC Bio CAFS	11 Business Physics Ag Modern History	11 Legal Timber Music	11 Business Physics Ag Modern History
	12 Maths WST	12 Inv Sc DNT PDHPE	12 Legal CAFS Metal	12 Music Timber Biology	12 English	12 Maths WST	12 Inv Sc DNT PDHPE	12 Legal CAFS Metal	12 Music Timber Biology	12 English
2:30			Year 11 meeting	11 Maths	11 PDH SOC Construct			Year 11 meeting	11 Maths	11 PDH SOC Construct
	12 Legal CAFS Met		12 Chem Vis Art Agri SPC	Year 12 meeting		12 Legal CAFS Meta		12 Chem Vis Art Agri SPC	Year 12 meeting	

Events and classes not running

- Breakfast club
- Canteen
- Empower
- Learning Skill s(Years 7 & 8)
- Special interest period
- Sport
- Whole school assembly at school, replaced by virtual assembly

How can students make the most of Learning from Home?

Students must know their Google Classroom codes. Students must regularly check their DoE email for this information and further updates. Students should:

- Organise their physical space at home. Make sure the space for learning is neat and tidy.
- Check your email and Google classroom regularly
- Follow your regular timetable to ensure appropriate time is allocated to every subject. As a guide (minimum hours – learning time may vary, depending on individual circumstances):

Suggested curriculum requirements for learning from home and school						
EARLY STAGE 1	STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6
TOTAL 2.5 hours + other	TOTAL 2.5 hours + other	TOTAL 3 hours + other	TOTAL 3 hours + other	TOTAL 3.5 hours	TOTAL 3.5 hours	Students in Year 11 and 12 will follow their usual pattern of study.
45-60 mins English	45-60 mins English	45-60 mins English	45-60 mins English	30-45 mins English	30-45 mins English	<p>The requirements for major projects in some practical subjects has changed.</p> <p>NESA will continue to provide updates and changes to major projects and/or assessments for specific subjects.</p>
30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	30-45 mins Mathematics	
30-60 mins Other KLAS: Creative arts, HSIE, PDHPE, SciTech	30-60 mins Other KLAS: Creative arts, HSIE, PDHPE, SciTech	60-90 mins Other KLAS: Creative arts, HSIE, PDHPE, SciTech	60-90 mins Other KLAS: Creative arts, HSIE, PDHPE, SciTech	90-120 mins Other KLAS: HSIE, science, creative arts, languages, PDHPE, TAS	90-120 mins Other KLAS: HSIE, science, PDHPE and electives	
Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	Other activities: wellbeing, sport, physical activity*	
Notes KLA = Key Learning Area *where social distancing allows						

Year 7-8 weekly plan	Year 9-10 weekly plan	Year 11-12 weekly plan
<ul style="list-style-type: none"> • 3 hours each subject: English, Maths, Science • 2 hours each subject: History/Geography, PDHPE, Technology • 1 hour each subject: Art, Japanese, Music 	<ul style="list-style-type: none"> • 4 hours each subject: English, Maths, Science • 2 hours each subject: History, Geography, PDHPE, Electives 	<ul style="list-style-type: none"> • 5 hours each subject • In addition, students may access past HSC examination papers, online multiple choice questions and consolidate course notes and study.

- 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. Students are to do their best work.
- Do their best to meet timelines, commitments and due dates. Students are to communicate proactively with their teachers if they cannot meet deadlines or require additional support. Student learning should be completed this term. Hard copy booklets can be returned to school by the end of Week 1 Term 2. Online activities should be "turned in"/ submitted in each of their Google classrooms by the end of Term 1.
- Students studying Distance Education (including the Learning Hub, single subjects and Aurora) will continue as advised by individual schools.
- A number of year 7 to 10 classes are whole year groups, with everyone from that year group in the one class. Eg all year 7 are in Year 7 English

How can parents/carers 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 use during the day. Phones are a distraction and parents/carers will need to help manage this, by considering steps such as physically placing phones away during the day.
- 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 are encouraged to join their child's Google Classrooms to be kept up to date with student learning requirements.
Parents should not be involved in the virtual classrooms by involving themselves in discussions or commenting to the teacher or other students during the lesson.
- Specific parent/carer concerns should be communicated via the office or school email address. Staff will endeavour to respond to in a timely manner and within regular school hours (8:30am-3:30pm) however, response time may be affected by the developing COVID-19 situation.

Inappropriate Parent Behaviour

While we acknowledge that parent behaviour in their own house is their own choice, if their behaviour impacts on the learning or wellbeing of school community members, then action will be taken by Junee HS staff.

Inappropriate behaviour may include:

- Language involving swearing, threats, offensive remarks, harassment, derogatory or disparaging statements, or comments that upset staff or students
- Behaviour seen or heard by others during a virtual lesson involving alcohol, drugs or offensive behaviour.
- Comments about the teacher, the teaching or students
- Misuse of technology, turning on or off the camera or microphone to disrupt the lesson.

Action may include:

- Removal of the student from online learning
- Warning to parent about inappropriate behaviour

- Communication between the school and the parent restricted to letter or email, no phonecalls or physical meetings.
- Inclosed Lands Act issued, withdrawing the right of the parent to enter school grounds for a period of time
- Referral to the police

Student Behaviour

At all times, students are expected to adhere to our three core values of Be Your Best, Be Respectful and Be Responsible. We believe that this should not only occur at school but in every aspect of a Junee High School student's daily life.

As we all transition into an online learning environment, Junee High School expects that students will continue to behave appropriately in all virtual and real-life situations. There is also an expectation that as we ensure the continuity of student learning, all set tasks are completed and submitted for feedback.

Learning

It is important to note that in an off-campus, online learning environment, the parents and carers of our students are responsible for their safety and wellbeing. They will also be responsible for ensuring that students are engaged, attempting, completing and submitting the learning provided. As mentioned earlier, it is important to ensure continuity of student learning.

Years 9-12

If a student does not complete and submit learning opportunities provided, then non-completion of essential learning letters (commonly known as N-warnings) will be generated and sent via post. Depending upon the subject, this may put their HSC/ROSA in jeopardy. If there are any reasons why learning and/or assessment tasks are not submitted on time, then contact must be made with the school or the classroom teacher as soon as possible.

Years 7-8

If a student does not complete and submit learning opportunities provided, then a Stage 4 non-submission/class participation letter will be generated and sent via post. If there are any reasons why learning and/or assessment tasks are not submitted on time, then contact must be made with the school or the classroom teacher as soon as possible.

Responsible e-learners

All students are expected to behave appropriately at all times when online. Inappropriate and/or offensive online behaviour (such as "cyber bullying") will not be tolerated by the school nor in society. As all students will potentially be spending much more time online, it is even more important that appropriate and acceptable behaviour protocols are adhered to.

Misbehaviour in the online classroom or the virtual lessons will lead to consequences. These may include:

- Having their comments deleted from the chat spaces
- Remove student from virtual lesson
- Sentral negative entry
- Phone call home
- Removal from the online classroom for a period of time or for the remainder of the term. Learning would need to be completed in the hardcopy learning booklets.
- Removal from the virtual lesson. This may be just for the lesson, for a longer period of time or for the remainder of the term. Learning would need to be completed in the hardcopy learning booklets.
- If using a school digital device, the device may be removed from the student and returned to school.
- Completion of reflection and consequence booklets by the student. They may have to complete these before being allowed access back onto the online platforms.
- Ineligible to participate in extra-curricular activities, either during the Learning From Home period or when school resumes as normal.

- Ineligible for the School Ball in Term 3
- Suspension or expulsion

In the unlikely event that your child is subject to online harassment, our suggestion is to contact the police. Other consequences (other than police intervention) that may be possible for proven perpetrators may include the loss of online privileges and contact with parents and carers informing them of the alleged situation.

Further information regarding DoE policies, articles and advice regarding digital citizenship, is available on the following website: <https://www.digitalcitizenship.nsw.edu.au/>

Further information regarding DoE policies, articles and advice regarding attendance, behaviour and engagement is available on the following website:

<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement>

Student Wellbeing

- If a parent/carer has concerns regarding their child, the first point of contact should be the Year Advisor. Contact can be made via the office or email (addresses are at the front of this booklet and on the school website <https://junee-h.schools.nsw.gov.au/about-our-school/our-staff.html>)
- School counselling and chaplaincy services remain available to students and families. Contact should be made via the office.

Technology Support

- If students are unable to access the Student Portal (including their email), they should contact the office. Staff will be able to reset passwords and direct students to the Student Portal and Google Classroom.
- More complex technology support is available. Please contact our Computer Coordinator (Natasha.Harpley3@det.nsw.edu.au) or by calling the front office.
- Please contact the school if your child or your household does not have access to a computer/device or the internet in order to discuss the continuation of your child's learning. Digital Devices may be loaned (laptops, screens etc)
- Official school communication will continue via parent email, Facebook, Skoolbag and the school website. Please contact the school to update your details or request a paper copy of any notifications.
- When using platforms with video (either live or recorded) please check what is visible on-camera, around and behind them. (eg clothes, personal belongings, posters, people).
- The following is a list of the dos and don'ts of online communication:
<https://www.childnet.com/blog/online-etiquette-or-netiquette-the-dos-and-donts-of-online-communication->
- Digital Citizenship website <https://www.digitalcitizenship.nsw.edu.au/> as a great source of information and resources about online safety and etiquette.

Digital Device Loans

- Students may loan a digital device for use at home
- Family contacts school requesting device
- Digital device loan agreement available (in person or emailed fillable PDF form).
- Form completed, signed and returned to school
- Tash organises laptop and charger
- If damaged or lost, follow loan agreement procedures

TAFE & TVET

- Normal operations of TAFE have been suspended from 30 March until 27 April.

- NESAs are reviewing the impact of Coronavirus COVID-19 on TVET delivery. Some TVET teachers are endeavouring to organise online learning. Students should check their emails for online content.

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 email.

What if my child needs to come to school?

- Social distancing guidelines will be strictly applied. This means students attending school will NOT experience a regular school day. It is highly likely that outdoor spaces may need to be used for students undertaking online lessons. Students will need to prepare for this - i.e., dress warmly on cold days. Playground areas will be limited and students assigned to a particular area.
- Students must bring their own food. The canteen is closed until further notice.
- Extra-curricular activities will not take place, and the site will close at 3.30pm.

FAQs

1. **What will happen to the HSC this year?** NESAs have made it clear that students will not be disadvantaged and the 2020 HSC will provide students with the necessary qualification to access career paths beyond Year 12 including tertiary studies.

A COVID-19 Response Committee from NESAs is addressing developing issues as a matter of urgency.

June High School staff will review information and meet to discuss amendments to assessments, schedules, practical tasks, work placement and support for students, early in Term 2.

Advice to students

- Keep learning, do your assessments, make progress on your major projects.
- Look after yourself, whether you are at school or at home.
- Reach out to family, friends and your teachers if you need to.
- Go to UAC COVID-19 updates for information about entering university in 2021.

2. **Are assessments still due?**

Year 7, 8, 9 & 10 Students:

Assessments that are currently due have their due dates postponed at this point in time. Students are still able to submit their tasks online or email to school by the due date.

Term 1 assessments are now due on Wednesday 29 April 2020, Week 1.

Term 2 assessments are being re-examined, with an updated Assessment schedule and Scope & Sequence to be distributed early in Term 2

Year 11 & 12 Students:

Year 11 & 12 students can still be working on their assessment tasks and submit by the due date as per the Assessment Schedules. Some teachers have contacted students to postpone dates for tasks. We are aware of significant disruptions and changes, so the assessments will be marked with this in mind, with no need for a Student Appeal/ Request form, unless further significant issues have impacted the student completing their assessment.

Year 12 Mid-course examinations are not assessable, nor part of the Year 12 assessment schedule. They are designed to allow students to practice under exam conditions and for teachers to provide strong feedback to students.

In light of the current events, we are still offering students to complete their exams, but in their own setting and as per the examination timetable.

Term 1 assessment tasks that were postponed are now due on Friday 1 May 2020, Week 1.

Term 2 assessments are being re-examined, with an updated Assessment schedule and Scope & Sequence to be distributed early in Term 2.

Advice from NESA regarding assessments are to:

- Give Principals and system authorities the power to determine the number, type and weighting of tasks for Year 11 school based assessment, in line with the decision communicated last week for HSC students
 - Lift the requirement for VET students to undertake NESA mandated work placements
3. **What if there is group work in an assessment task?** Teachers will determine the nature of this task and alternatives may be considered. Students should communicate with classroom teachers through their online learning platform.
 4. **What if my child needs a textbook or other hard-copy resource?** The school site remains open. If you need to access resources from the school, please phone or email your request to the school so we can have the correct resources ready for you to collect from the office. Please wait outside if another person is in the foyer
 5. **What if I need to contact a specific staff member?** Please contact the school via phone or the school email (junee-h.school@det.nsw.edu.au) and state in the subject line the person's name, or role that you wish to contact (e.g., ATTN: Deputy Principal Year 7).
 6. **What if my child finds the work too difficult, needs extension work or needs additional support / modifications to access learning?** The online platform is Google Classroom. Students are encouraged to ask questions and ask for assistance through this platform. If further support is required, please contact the Learning and Support Teacher (Mrs Rhonda Heffernan) via phone or the school email. Student Learning Support Officers are available to support students.
 7. **How can I access the Teacher Librarians for support with research?** The Teacher Librarian can be accessed via phone or the school email.
 8. **What if my child does a subject with practical work?** Teachers are investigating all options in regard to practical work. We understand that there will be changes and adjustments as we navigate Learning from Home and teachers will provide more advice about practical work as it becomes available. Students may be able to take practical projects home or to be able to access school to continue working on their projects. Year 11 and 12 students can negotiate with their teacher about accessing school resources.
 9. **Will school bus services continue to operate?** At present, the bus services will operate as normal.
 10. **What about extra-curricular activities?** All extra-curricular activities have been cancelled until further notice. There are no exceptions to this. AgVision has been postponed until September 2022.

The Annual School production has been postponed until late Term 4

Junee High School

