



Monday, 23 March 2020

Dear Parents/Carers,

Re: Secondary Alternative Lesson Delivery (Online Learning)

As of this morning, the NSW Premier Gladys Berejiklian announced that NSW schools are to remain open at this time. She has also encouraged parents to keep their children at home. Accordingly, we are moving to online learning delivery from Tuesday 24 March so that students who are staying home will not be disadvantaged. Any students who continue to attend school will complete online work within the classrooms, identical to the learning taking place at home. For this reason, students working at home should follow their school timetable.

Staff will continue to manage their classes through SEQTA. We have been using this learning management system successfully for two years since the introduction of BYOD.

At NCS, we want to ensure that we are providing a consistent alternative lesson delivery process. It would be helpful for all students to understand that a meaningful school program is still functioning. We trust that this will be consistently emphasised by both staff and parents/carers. In our ongoing partnership, I would like you to consider the following guidelines attached that we want to establish to create a safe alternative learning delivery for your child.

I have been reminded by Psalm 46 that God is our strength and refuge. He is in control when the world is spinning out of control. The psalmist ends his song with these words 'Be still and know that I am God.' I pray the hope that is established at the cross will bring you comfort at this unprecedented time.

Kind regards,

Evelyn Meek

Head of Secondary

Guidelines on Secondary Alternative Lesson Delivery (Online Learning)



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Attendance

We are still required to monitor students' attendance during this period. For this reason, please complete this [Term 1 Attendance Intentions Form](#) as soon as possible to indicate whether your child will be attending school or engaging in learning from home for the remainder of Term 1. If you have multiple children, please complete a separate form for each child.

Dress Code

Students are to dress appropriately during all online interactions. The dress code is expected to reflect our school's mufti policy - modest, comfortable clothing and no pyjamas.

Ensuring Equity

We recognise that some families may have limited internet access. Please email us to let us know how we can best support you.

Parent/Carer responsibilities during remote learning

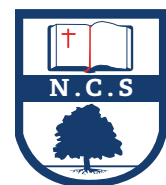
Provide support for your child by:

- establishing routines and expectations
- defining a space for your child to work in
- monitoring communications from teachers
- beginning and ending each day with a check-in
- taking an active role in helping your child process their learning
- encouraging physical activity and/or exercise
- checking in with your child regularly to help them manage stress
- monitoring how much time your child is spending online
- encouraging your child to be social through email and telephone calls. Set rules around their social media interactions

Student responsibilities during remote learning

These responsibilities should be adjusted according to the age of your child:

- establishing and/or following a daily routine for learning
- identifying a safe, comfortable, quiet space in their home where they can work effectively and successfully
- regularly monitoring digital platforms and communication through Gmail and SEQTA(main) to check for announcements and feedback from teachers
- completing tasks with integrity and academic honesty, doing their best work
- doing their best to meet timelines, commitments and due dates
- communicating proactively with their teachers if they cannot meet deadlines or require additional support
- collaborating and supporting their classmates in their learning
- complying with school's BYOD policy
- seeking out and communicating with school staff as different needs arise



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Establishing routines and expectations

From the first day, you will need to establish routines and expectations. You should use your usual school timetable to set regular hours for school work to keep up to date with your learning. This will include regular breaks for activity, eating and drinking. In the activity breaks, it is important that students get up and move around.

Keep normal bedtime routines for your child.

It is important that you set these expectations as soon as alternative lesson delivery is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

Setting up a learning environment

Create a quiet and comfortable learning space. Your child may have a regular place for doing homework under normal circumstances, but this space may not be suitable for working in for an extended period of time.

Create a space/location for extended learning that is a public/family space, not in a bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it should be a space where you or another adult is present and monitoring your child's learning.

Wellbeing

Being confined to home for an extended period of time can cause stress and conflict. Tips for looking after your child during period include:

- Take time to read the Bible and pray together each day
- Talking to your whole family about what is happening. Understanding the situation will reduce their anxiety
- Help your child to think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation too
- Exercise regularly. Options could include exercise DVDs, dancing, floor exercises, walking around the backyard or using home exercise equipment, such as a stationary bicycle, if you have it. Exercise is a proven treatment for stress and depression
- Encourage your child to keep in touch with family members and friends via telephone, email or social media (where appropriate)

Communicating

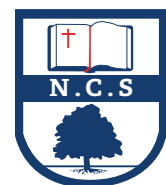
Communicating with the school

Please email the teacher directly for all issues relating to lesson delivery. For all other school related matters, please email office@ncs.nsw.edu.au.

Communicating with teachers

Teachers will be leaving online lessons on SEQTA. Please be mindful that not all our teachers may have access to the internet, at times, because of where they live. They may also be communicating with your child during this period using video chat applications such as Google Hangouts Meet. Students wishing to communicate with staff can do so through email.

Teachers will set times with students during the timetabled lesson when they can chat with them online in small groups and/or when they can deliver video lessons. It is important for you and your child to



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remember that teachers will be communicating with many students and these communications should be meaningful and short. You may also need to remind your child to be patient when waiting for support or feedback.

Communicating with your child

We encourage you to start and finish each day with a simple check-in. These check-ins need to be a regular part of each day and start straight away. Not all students thrive in a remote learning environment; some struggle with too much independence or lack of structure and the check-ins help keep them 'on track'

In the morning, ask:

- What are you learning today?
- What are your learning targets or goals?
- How will you be spending your time?
- What resources do you require?
- What support do you need?

In the afternoon, ask:

- What did you learn today?
- Acknowledge one thing that was difficult. Either let it go or come up with a strategy to deal with the same problem if it comes up again
- Consider three things that went well today. Why were they positive?
- Are you okay? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?

These specific questions matter because they allow your child to process the instructions they have received from their teachers and help them organise themselves and set priorities. Older students may not want to have these check-ins with parents (this is normal!) but they should anyway.

Managing behaviour

Even though your child is at home, they still need to comply with our school's behaviour management policy.

Collaboration, group work and peer feedback during remote learning will require students to communicate online and work together in digital spaces.

The expectations of your child and their required behaviour will be the same as in a face-to-face lesson.

It is important that, during this period of remote learning, we maintain safe and responsible use of information and communication technologies.

This includes appropriate use of digital platforms, privacy and information protection, respectful communication and how to deal with online issues.