



STUDENT HANDBOOK

T H O M A S R E D D A L L H I G H S C H O O L

For Use During COVID-19 Pandemic

2021

THOMAS REDDALL HIGH SCHOOL

LEARNING FROM HOME MODIFIED TIMETABLE

08:20 AM to
09:05 AM

Period 1 - Log in at 8:20 am with teacher

10 minute break

09:15 AM to
10:00 AM

Period 2 - Log in at 9:15 am with teacher

10 minute break

10:10 AM to
10:55 AM

Period 3 - Log in at 10:10 am with teacher

10 minute break

11:05 AM to
11:50 AM

Period 4 - Log in at 11:05 am with teacher

30 minute break

12:20 PM to
01:05 PM

Period 5 - Log in at 12:20 pm with teacher

10 minute break

01:15 PM to
02:35 PM

Independent Learning Time

INDEPENDENT LEARNING TIME

JUNIORS

- 30 minutes reading
- Mathspace
- Assignments
- Complete unfinished class activities
- Extra help from teachers
- Physical activity
- Check emails on portal
- Extension activities
- Wellbeing activities

SENIORS

- 30 minutes reading
- Assignments
- Complete unfinished class activities
- Extra help from teachers
- Physical activity
- Check emails on portal
- Extension activities
- Wellbeing activities
- Depth Study, PIP, practical work,
major project work
- Practice exam papers
- Study notes, summaries, revision
for all subjects

All staff available for extra help during Independent Learning Time.



When should I do schoolwork online?

The core operational hours for the school are between 8:20 am and 2:35 pm - Monday, Wednesday, Thursday and Friday and 8:20 am and 1:15 pm on Tuesday. There is an expectation that you are online at some time during these hours. It is recognised that these arrangements are flexible and that you should take appropriate breaks during this time. It is also recognised that you may have to share access to computers and internet at home and you may want to complete some work outside of these hours. However, your teachers will limit their interactions with students to timetabled lessons in Google Classroom.

How do I work online?

- **Thomas Reddall High School will be delivering online learning using Google Classroom.**
- Connection to Google Classroom is done through your Student Portal using your school login.
- Once logged in to your Student Portal, access Google Classroom through the Google Suite.
- You will need to enrol in the Google Classroom classes for each of your school academic classes using a specified code (see codes attached).
- There will also be a Wellbeing Google Classroom for each Year Group, run by the Year Advisor and a Learning and Support Google Classroom for students having difficulties with work. There will also be additional literacy and numeracy activities and support for students.
- Once you enrol in each class, you will be able to join and participate in Google Classroom for these subjects.

What should I be doing each school day?

- Get up and get dressed.
- Have breakfast, brush your teeth and wash your hands.
- Log into your Google account and online learning.
- Check in with your teacher in some form, either directly in class meetings or by completing and turning in work through Google Classroom. When students sign in to their Google class they should ensure they respond to the attendance question posted by their teacher.
- Students are encouraged to follow their regular timetable for Periods 1 to 5. However, the times for the lessons have been altered and are as shown at the front of this booklet.
- Teachers will be online in Google Classrooms at the times shown. This is when students will be able to ask questions and seek clarification from teachers. We understand this may not be possible for some students who are sharing devices. Students are encouraged to complete the work when they can. Teachers will be able to see if students are completing work over a period of time.
- Teachers will also be available during the 'Independent Study' period. Whilst teachers will endeavour to respond to student questions, there are times the teachers will not be able to do this immediately.
- Contribute to class discussions and participate in class meetings organised by your teacher.



- Now that you aren't at school, make sure you still get lots of exercise at home. Eat as well as you can and look after your physical health and wellbeing.
- Contact your teacher if you need help.
- You should contact your teacher through Google Classroom. Student Learning and Support Officers (SLSOs) will be assigned to support students who are experiencing difficulty.

Have Assessment Tasks changed?

- All Year 7-9 assessment tasks will be postponed until further notice. Updates will be provided through Google Classrooms for each subject.
- All Year 10-12 students should continue to work on any assessment tasks they have already received. The revised due dates for these tasks will be advised by class teachers through Google Classrooms for each subject.
- All future tasks listed in the assessment schedules found in student assessment booklets will have dates amended. These will be issued with the adjusted dates through Google Classroom for each subject.

How do I work safely and respectfully online?

- Find a suitable common space in your house to work outside of your bedroom.
- Only connect with your own login details and never share these details with others.
- Be a respectful online learner at all times. That is, you must not behave in a manner that is offensive, threatening, abusive, defamatory or would otherwise be considered bullying.
- Treat your online teachers and fellow students with respect, and respect the views of others during class discussions and messaging.
- When participating in online learning you are participating in activities related to the school and so have to abide by normal school rules. Students breaching these rules will be dealt with using the normal discipline policies and procedures.
- Any student found behaving in an inappropriate manner online may have their access to our school online learning suspended until the matter is resolved, and the student can demonstrate that they can behave appropriately.
- Do not use any computer to hack or bypass any secure school or Department of Education systems or websites.
- Do not use any computer to access or share any content which would be considered inappropriate such as discriminatory, violent or pornographic content.



What if I don't have online access?

Workbooks can be provided which are similar to the content that is being delivered online, so that no student is disadvantaged by their chosen platform for learning (online or workbooks).

If you choose the workbook option, there is no need to go online through Google Classroom and submit work. You can contact your teacher through this platform, but all of your work must be completed in the workbook provided.

You only need to be engaging with one platform to avoid any confusion. You cannot engage in a combination of online learning and workbooks.

It is important that this work is completed and returned to us promptly. Students learning from workbooks will be provided with information about how to collect and return these.

How can I keep in contact with my teachers?

- Teachers will contact students by email, Google Classroom or by phone call. Teachers will use the student home phone or parent/carer number listed on our computer systems. They would not normally ring you directly, unless by special arrangement with your parent/carer.
- Communicate with your teachers using Google Classroom.
- You can also contact your Year Advisor through the Wellbeing Classroom set up for each year group.
- A teacher has been allocated to call each student's parent/carer on a weekly basis. It is likely this call will come from an unknown number. If the call is not answered staff are unable to leave a number for you to call back. You can arrange with the teacher who contacts you to call your parent/carer at a regular time each week.
- If you are having issues with your Student Portal access then please email this address:

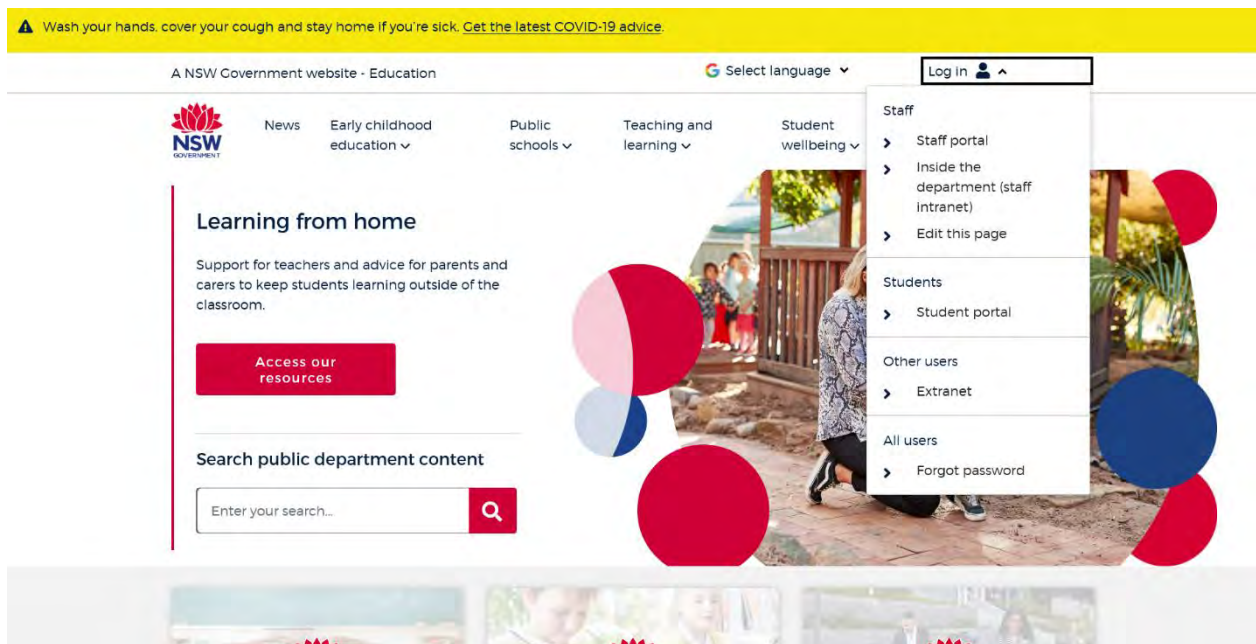
thomas.redd-h.school@det.nsw.edu.au

Note that this ONLY applies to username and password issues. We are not in a position to solve WiFi or other connectivity problems.

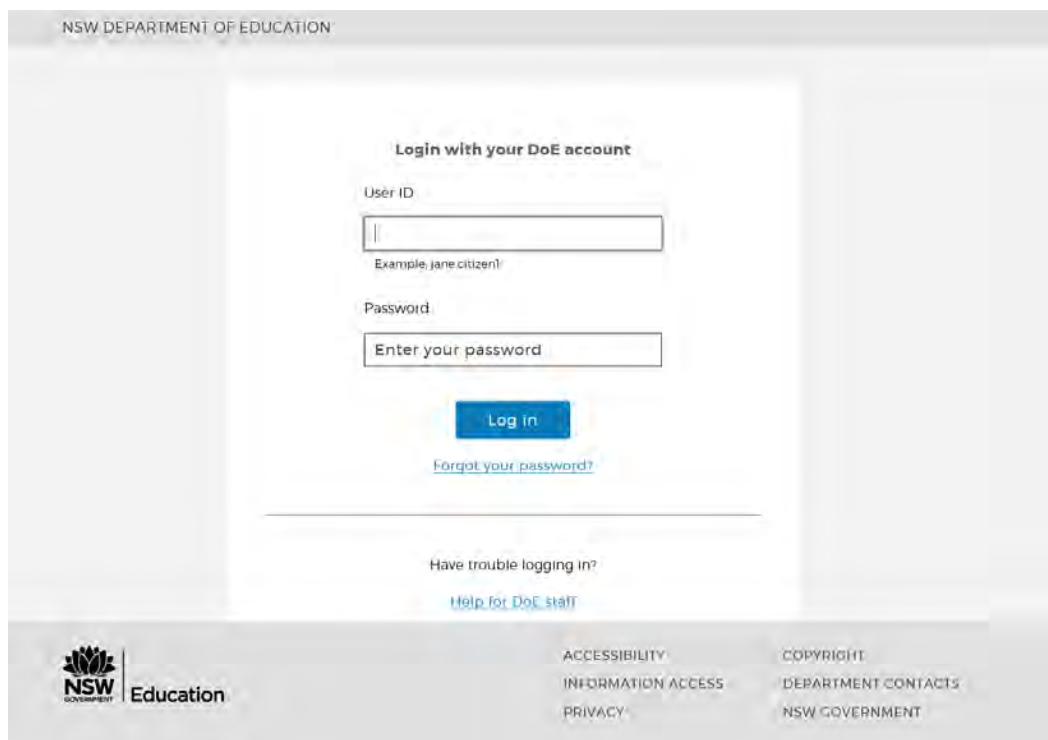
Accessing Your Student Portal –

Click on the 'Log in' icon to open a hyper link to your portal. [Log in](#)  ▼

Once at the page click 'Log in' to bring down the drop down menu and select 'Student portal'



Use your school user User ID and password to access. Please contact the school if you have difficulty with your User ID and password.



NSW DEPARTMENT OF EDUCATION

Login with your DoE account

User ID

Example: jane.citizen1


Password

Enter your password

[Log In](#)

[Forgot your password?](#)

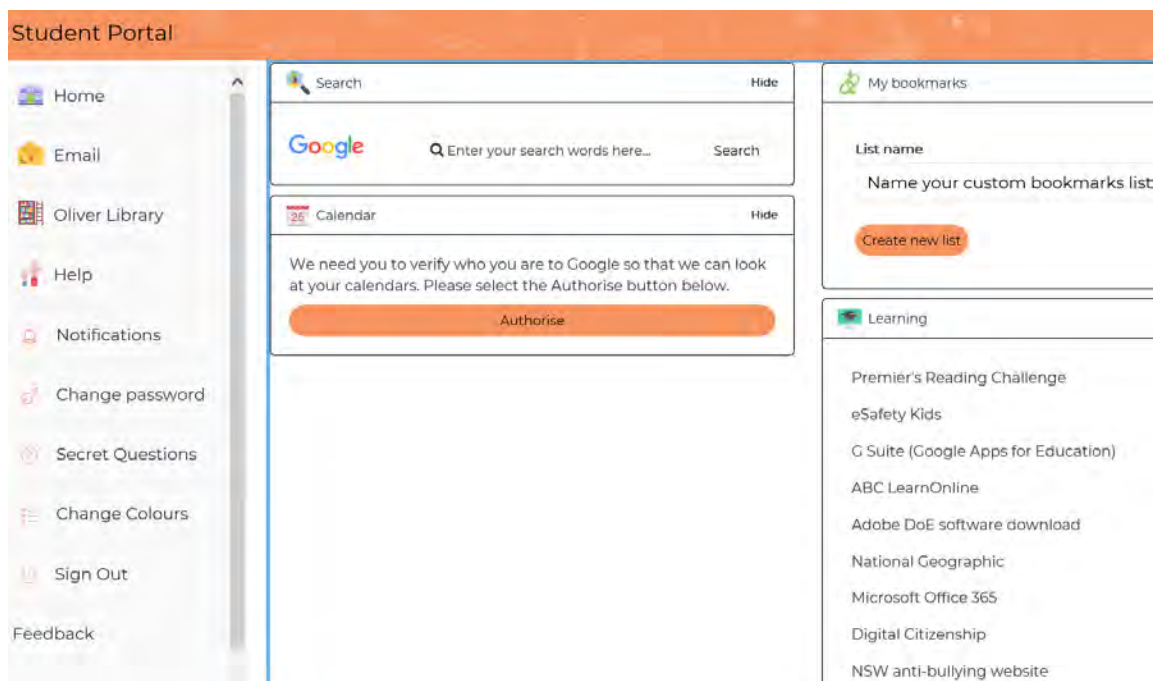
Have trouble logging in?
[Help for DoE staff](#)

 **Education**

ACCESSIBILITY
INFORMATION ACCESS
PRIVACY

COPYRIGHT
DEPARTMENT CONTACTS
NSW GOVERNMENT

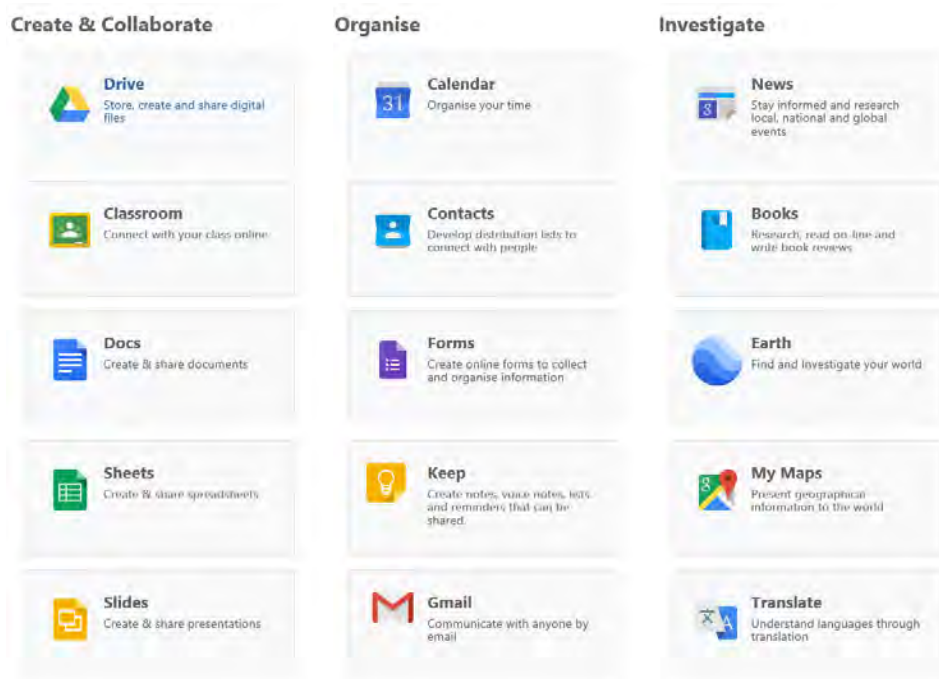
Once on your 'Student portal' you can access a variety of applications such as your email (on left task bar) and Google Apps and Microsoft Office 365 (Learning Tab).



Make sure you check your school email regularly for potential information from the school. Your teachers will also setup online learning through Google Apps or Microsoft Office 365.

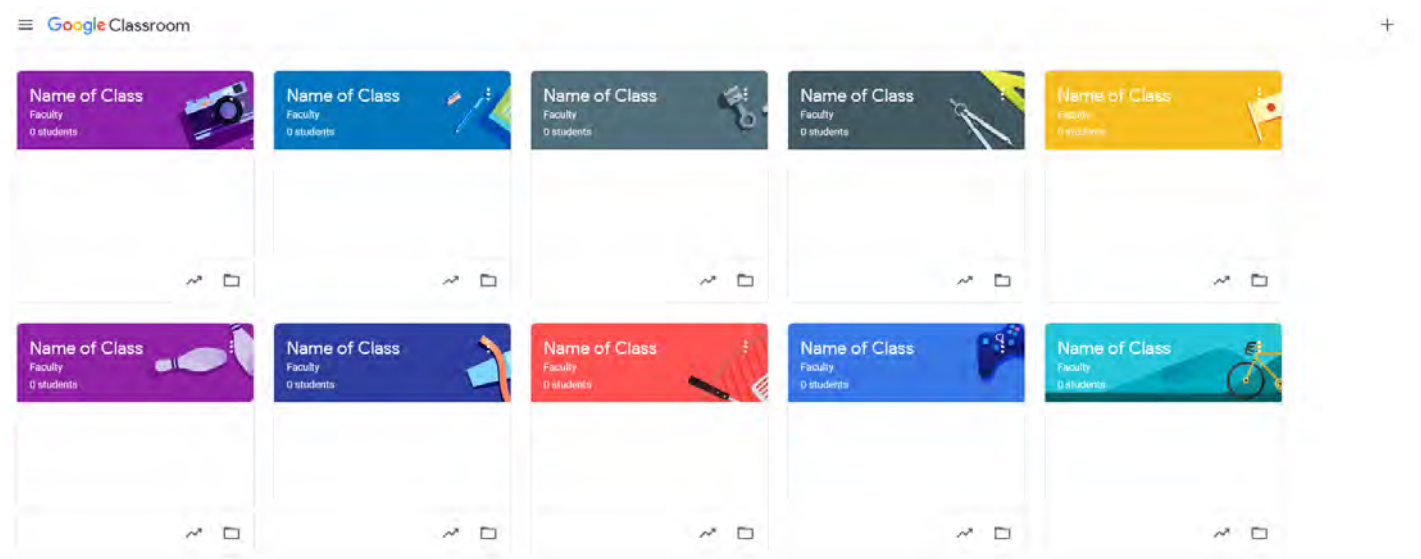
Google (Apps) Suite for Education –

Google offers students a range of applications such as Slides, Docs and Sheets. Teachers will predominately use Classroom as a platform to deliver your online learning.



Accessing Google Classroom –

When in the Google Suite screen click on the 'Classroom' tile to access the application.



To join a class click on the '+' in the top right of the screen. You will then be asked to enter a code which will be provided by your teacher.

Join class

Ask your teacher for the class code, then enter it here.

Cancel Join

Once you have joined a class, a class tile will appear. Click on this tile to be provided with a range of learning activities for this subject. Please make sure you engage with the content so we know you are participating in your learning. Please remember to be respectful, digital citizens and use the platform in the way that it was intended.



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Accessing Google Classroom

Guide for Students

Google Classroom can be accessed easily through the Student Portal in just a few clicks..



Log into the Student Portal

Sign in to portal.det.nsw.edu.au using your standard username and password.

Login with your DoE account

User ID

Example: jane.citizen1

Password

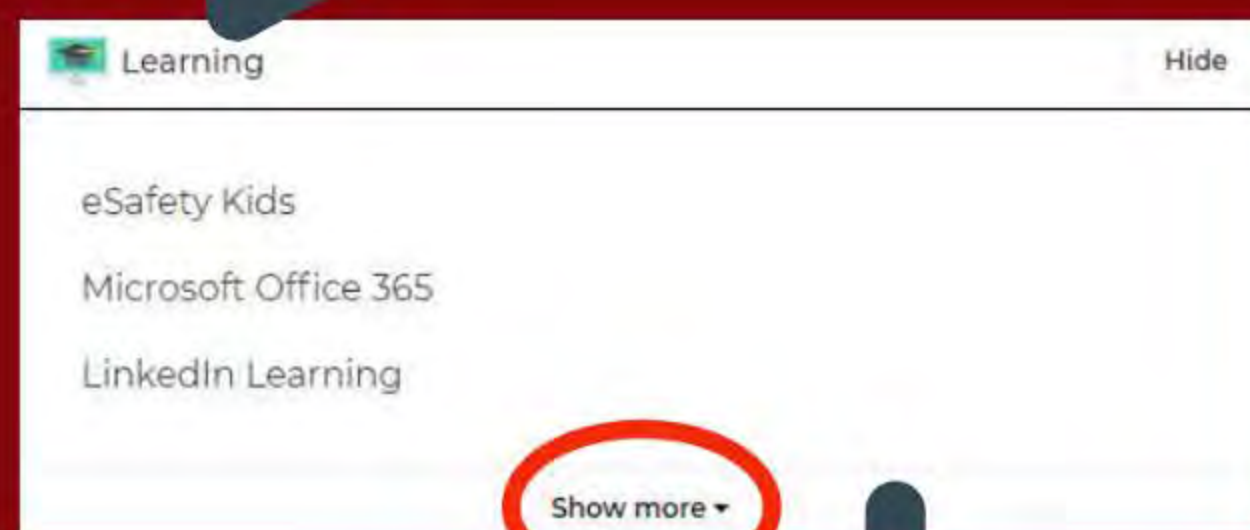
[Log in](#)

[Forgot your password?](#)



Open Google G Suite

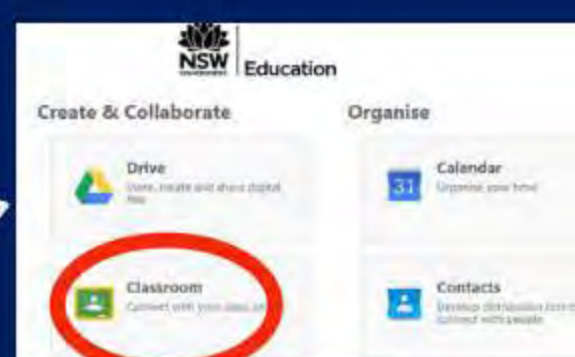
Inside the 'Learning' tab, click 'Show more' and open 'G Suite' (Google Apps for Education)



Enter Google Classroom

Inside the Google G Suite menu, select 'Classroom' to see all of the classes you have been enrolled in.

If you are not already in a 'Classroom', click on the '+' symbol, then 'Join Class'. Enter the Classroom Code for the class you wish to join.





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Marking yourself present

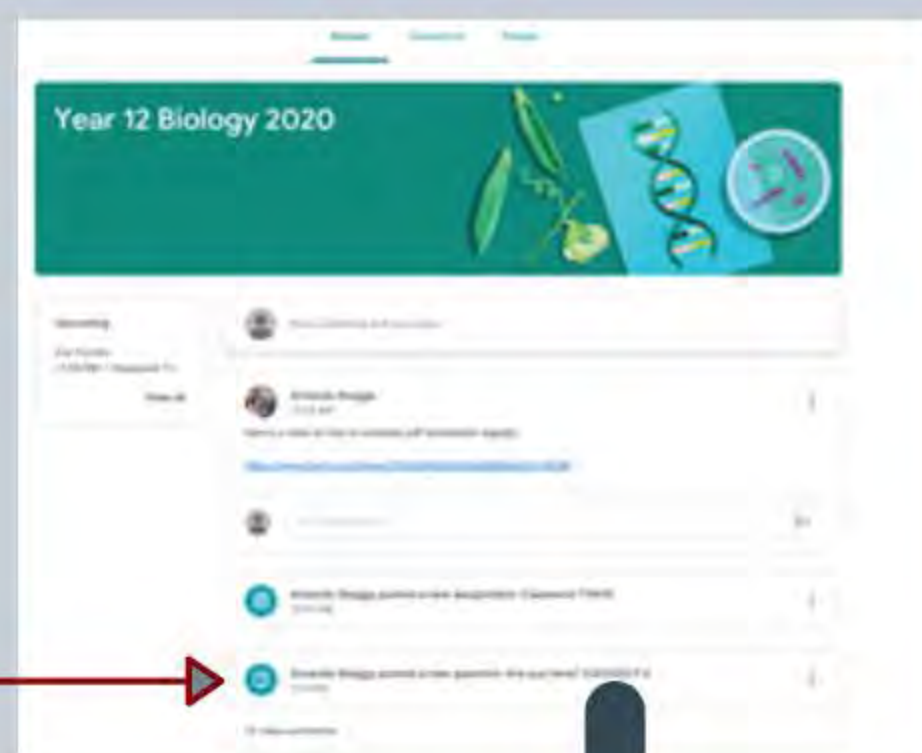
Inside Google Classroom

Every student participating in online learning is required to submit an attendance form prior to each online lesson through Google Classroom.



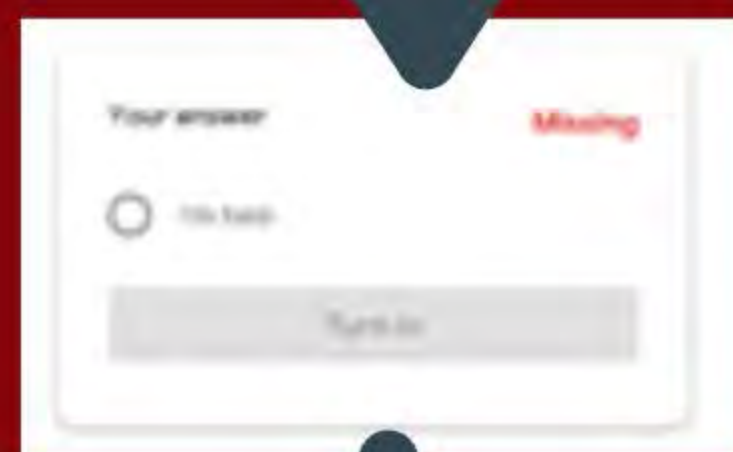
Find the attendance form

Inside your Google Classroom, your teacher will pose a question in the Classroom. This will appear in the stream.



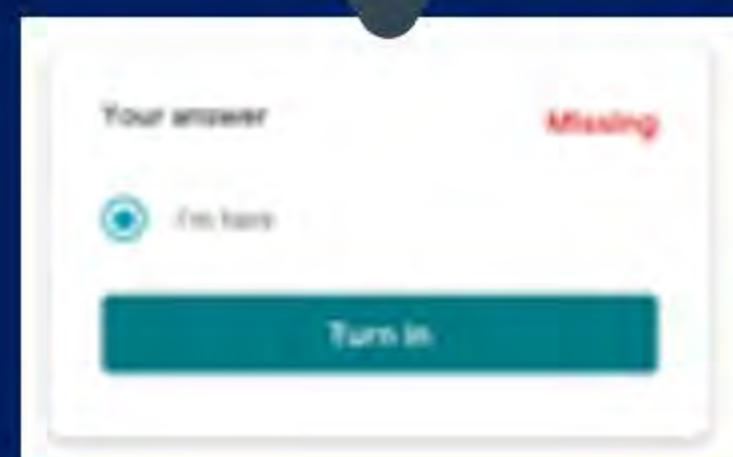
Complete the form

Click the question. You will see the question open up a space to answer with 'Yes' or 'I'm here'. Check the box to indicate you are in the lesson. You can do this any time throughout the day of the lesson.



Turn in the form

Once you have clicked the button, the 'Turn in' will change colour. Click on this and you are done!





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Disabling email notifications

Inside Google Classroom

If you're finding your student inbox flooded with Google Classroom updates, you can disable Google Classroom notifications so you don't miss any important emails.



Access your Google Classroom

Access your Google Classroom settings located in the top left hand corner.



Settings



Change notifications

You are able to change your notification settings to disable email notifications along with other features inside Google Classroom.

Notifications

Email

Receive email notifications



Comments

Comments on your posts



Comments that mention you

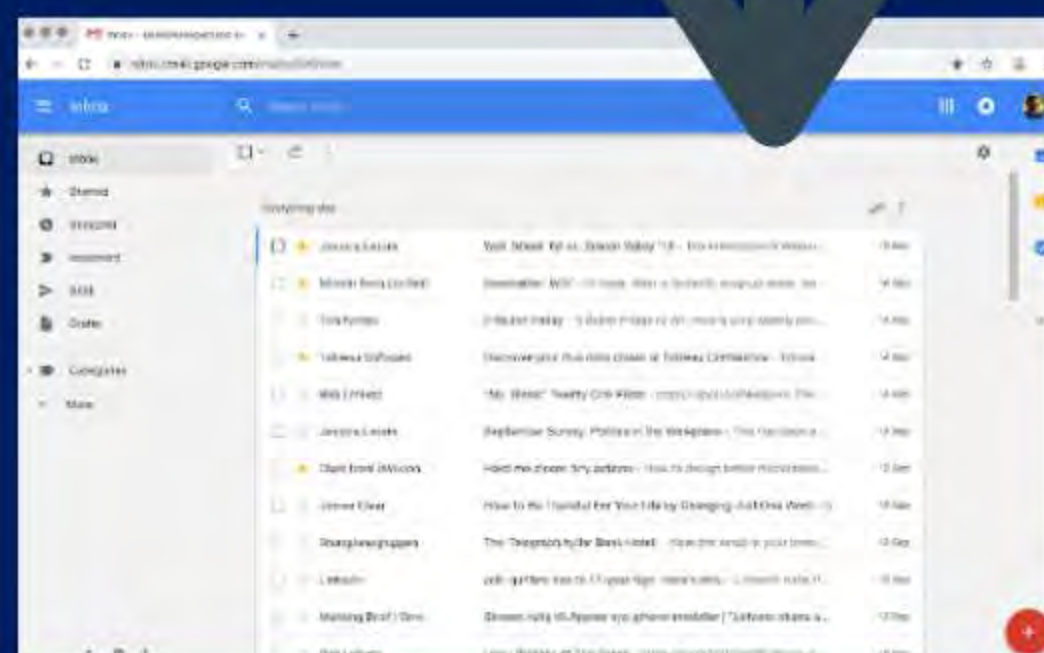


Private comments on work



Enjoy your clutter-free inbox!

Note that once email notifications have been turned off for Google Classroom, it is very important to keep checking Google Classroom on a daily basis to ensure that you don't miss any work.



Google Classroom Codes for Online Learning

Year 7

7O	Teacher	Google Classroom Code
AVID	Bullock	jbbtxs4
HSIE/English	Hamilton/Marzano	ygv53o5
German	Enthaler	ans3pea
Mathematics	Pillay	lzozwqz
Science	Pillay	lzozwqz
Technology Mandatory	Feeney	2we67ry

7M	Teacher	Google Classroom Code
AVID	Bullock	sszcnpp
HSIE/English	Signh	a2jqmam
German	Enthaler	l7mwlse
Mathematics	Mesba	ildnoon
Science	Mesba	ildnoon
Technology Mandatory	Mackie	ekal4jw

7L	Teacher	Google Classroom Code
AVID	McGarry	xsm6syz
HSIE/English	Humphry	kjesvf5
German	Enthaler	3tgzyxy
Mathematics	Yaqub	ctas74x
Science	Yaqub	ctas74x
Technology Mandatory	Mackie	3ol4gst

7H	Teacher	Google Classroom Code
AVID	McGarry	spbvpzu
HSIE/English	Miller	a2o267m
German	Enthaler	n5nsul6
Mathematics	Osborne	umrxab2
Science	Osborne	umrxab2
Technology Mandatory	Sharma	zbs4dn3

PDHPE: pdhymf2

Year 7 PDHPE supported by Calvert/Jaen/McCarthy/McLeod

Learning and Support Hub: stn6vcb

For additional support where needed and includes minimum standards, COVID ILSP, and Literacy and Numeracy for all students.

Learning and Engagement: 7qdnvvp

Extension activities supported by Wynne

Ohana: bxtlm2h

Supported by Wynne/Amotawa-Hohepa

NASCA: 4owmw65

Supported by Wynne/Humphry

Sports: 3mypyr2

Supported by all Sport staff

Wellbeing: wz6jsan

Year 7 Wellbeing supported by Callaway/Humphry/Haidary/Moules

Google Classroom Codes for Online Learning

Year 8

80	Teacher	Google Classroom Code
English	Joseph	liagmu6
HSIE	Joseph	53vhp4z
Mathematics	Raj	slbxj73
Music	Collison	okkvs64
Science	Raj	slbxj73
Technology Mandatory	Sakopo	iuorgr4
Visual Arts	Chandler	d5534zk

8P	Teacher	Google Classroom Code
English	McCann	eczu55e
HSIE	McCann	eognzwv
Mathematics	Sen	gnye3yu
Music	Walsh/Collison	dtdj4f6
Science	Skeggs	zj63iv4
Technology Mandatory	Feeney	2c6nzps
Visual Arts	Pound	6lipbte

8N	Teacher	Google Classroom Code
English/HSIE	Pun	mold5eh
Mathematics	Chand	c4ywjx6
Music	Walsh	zgn7got
Science	Chand	uu4dhje
Technology Mandatory	Sharma	rgtdbth
Visual Arts	Pound	m5vsqiq

8M	Teacher	Google Classroom Code
English/HSIE	Petcu	s46efjo
Mathematics/Science	Skeggs	ylbvqjn
Music	Walsh	guu66w3
Technology Mandatory	Mackie	56qb6bv
Visual Arts	Chandler	n4isqav

PDHPE: euyavqd

Year 8 PDHPE supported by Jaen/Lugg/McCarthy & Wynne/McLeod

Learning and Support Hub: stn6vcb

For additional support where needed and includes minimum standards, COVID ILSP, and Literacy and Numeracy for all students.

Learning and Engagement: 7qdnvvp

Extension activities supported by Wynne

Ohana: bxtlm2h

Supported by Wynne/Amotawa-Hohepa

NASCA: 4owmw65

Supported by Wynne/Humphry

Sports: 3mypyr2

Supported by all Sport staff

Wellbeing: 6pwfl34

Year 8 Wellbeing supported by Callaway/McCann/Moules/Lugg

Quicksmart: 65j6hpn

Year 8 Quicksmart supported by McCarthy

Google Classroom Codes for Online Learning

Year 9

Subject	Teacher	Google Classroom Code
Child Studies Stage 5	Jaen	6rjxjgd
Dance	Callaway	esbfn5j
Commerce	Joseph	kspliky
Elective History	McCann	gynlmb3
English A	Petcu	brirxcu
English B	Miller	64tmbue
English C	Pun	ukhmglc
English D	Haidary	r5dc3u3
Food Technology	Feeney	vczot3y
Food Technology	Sakopo	ogamphf
Hospitality	Sakopo	p3rbeqp
Hospitality	Edwards	l22zu53
HSIE A	Hamilton/Marzano	zd4k7yy
HSIE B	Singh	lhyw6qy
HSIE C	Hamilton/Marzano	kxnz4ii
HSIE D	Jones	r7m5mkx
Industrial Tech - Timber	Sharma	npv4isf
International Studies	Singh	wc2uhow
Mathematics 1	Yaqub	ktdxnoe
Mathematics 2	Raj	q2qnqnh
Mathematics 3	Sen	nb5usog
Mathematics 4	Latu	axro52y
Photography & Digital Media	Moules	hcq3gnc
Science 1	Chand	a2stmol
Science 2	Pillay	dd2omte
Science 3	Osborne	34sr4cs
Science 4	Kumar	2djrp3
Visual Arts	Chandler	p24bl3s

PDHPE: ocoztft

Year 9 PDHPE supported by Calvert/Jaen/McLeod/Wynne

Learning and Support Hub: stn6vcb

For additional support where needed and includes minimum standards, COVID ILSP, and Literacy and Numeracy for all students.

Learning and Engagement: m6agw4m

Extension activities supported by Wynne

Ohana: bxtlm2h

Supported by Wynne/Amotawa-Hohepa

NASCA: 4owmw65

Supported by Wynne/Humphry

Sports: 3mypyr2

Supported by all Sport staff

Wellbeing: gh4e72d

Year 9 Wellbeing supported by Callaway/Chandler/Jones/Moules

Google Classroom Codes for Online Learning

Year 10

Subject	Teacher	Google Classroom Code
Child Studies Stage 5	Jaen	6rjxjgd
Commerce	Joseph	kspliky
Dance	Callaway	esbfn5j
Elective History	McCann	gynlmb3
English A	Pun/Miller	ndqyhe3
English B	Petcu	m4nhocs
English C	Haidary/Petcu	53tkexh
Food Technology	Sakopo	ogamphf
Food Technology	Feeney	vczot3y
Geography	Walsh	xrciqtc
Hospitality	Sakopo	p3rbeqp
Hospitality	Edwards	l22zu53
HSIE	Jones	cvmndpm
HSIE	Singh	jbsfphil
Industrial Tech - Timber	Sharma	npv4isf
International Studies	Singh	wc2uhow
Mathematics 1	Latu	ngtgapk
Mathematics 2	Mesba	332berd
Mathematics 3	Yaqub	yfsdnxj
Music	Collison	h37uxtb
PASS	Lugg	66acrfu
PDHPE	Jaen, Lugg, McLeod	ppg3zqx
PDHPE	McLeod	ppg3zqx
Photography & Digital Media	Moules	hcq3gnc
Science 1	Osborne	xxowdi5
Science2	Chand	hdwhxrf
Science 3	Pillay	avixlmd
Visual Arts	Chandler	p24bl3s

PDHPE: ppg3zqx

Year 10 PDHPE supported by Jaen/Lugg/McLeod

Learning and Support Hub: stn6vcb

For additional support where needed and includes minimum standards, COVID ILSP, and Literacy and Numeracy for all students.

Learning and Engagement: m6agw4m

Extension activities supported by Wynne

Ohana: bxtlm2h

Supported by Wynne/Amotawa-Hohepa

NASCA: 4owmw65

Supported by Wynne/Humphry

Sports: 3mypyr2

Supported by all Sport staff

Wellbeing: lpk36a5

Year 10 Wellbeing supported by Callaway/Latu/Mesba

Careers: 6fjtbbp

Year 10 Careers supported by Collison/McLaren

Google Classroom Codes for Online Learning

Year 11

Subject	Teacher	Google Classroom Code
Ancient History	Walsh	ucla3cz
Biology	Skeggs	rablodr
CAFS	Slaughter	uume365
Careers	Collison	3gewb4c
Chemistry	Kumar	4rxjnc6
Construction	Mackie	hzecfmo
Dance	Callaway	dlfhct7
English	Haidary	mbfln7b
English	Miller	gbiq4od
English Standard	Pun	crwjel6
Exploring Early Childhood	Sakopo	totodkx
Food Technology	Edwards	kpza5cm
Hospitality	Feeney	dpl2aro
Investigating Science	Osborne	vcjghzs
Legal Studies	Jones	5tz4akl
Mathematics Numeracy	Raj	4k54t7f
Mathematics Standard 1	Sen/Mesba/Yaqub	5u5p3f5
Maths	Mesba	5u5p3f5
Modern History	McCann	s34eklz
Music	Collison	2zlpnpq
PDHPE	McLeod	auh3fpz
Preliminary Visual Arts	Chandler	7yc6anv
11 SLR	McCarthy	5mmcj6x
Visual Design	Pound	7k5k6ul
Wellbeing	Callaway, Skeggs, Kumar	wfb7wfu

Learning and Support Hub: stn6vcb

For additional support where needed and includes minimum standards, COVID ILSP, and Literacy and Numeracy for all students.

Ohana: bxtlm2h

Supported by Wynne/Amotawa-Hohepa

NASCA: 4owmw65

Supported by Wynne/Humphry

Wellbeing: wfb7wfu

Year 11 Wellbeing supported by Callaway/Skeggs/Kumar

Careers: 3gewb4c

Year 11 Careers supported by Collison/McLaren

Google Classroom Codes for Online Learning

Year 12

Line 1	Teacher	Google Classroom Code
English Advanced	Haidary	dcsc3mq
English Standard 1	Class collapsed to ES2 and 3	Your class teacher will invite you to the correct class.
English Standard 2	Miller	U3gwhb2
English Standard 3	Humphry	4qax7m2
English Studies	Pun	Tt42dh6
Ancient History	Walsh	ihrkanu
Biology	Skeggs	on6lyhf
Business Studies	Joseph	ncwy6gh
CAFS	Slaughter	e2n4bu5
Chemistry	Kumar	36bo5tb
Construction	Mackie	edshegj
Dance	Callaway	4e7lsoy
EEC	Feeney	7s66syr
Food Technology	Edwards	glqeanw
Hospitality	Sakopo	eqe3gvk
Industrial Tech	Sharma	35yvycu
Legal Studies	Jones	ueg5zhu
Maths Advanced	Mesba	4qbba7s
Maths Standard 2	Raj	fqwbnil
Maths Standard 1	Sen	so7nifc
Numeracy	Latu	5ris7l
Modern History	McCann	dkb3vuz
PDHPE	Lugg	37zq633
Physics	Pillay	4z3mn54
Psychology	Walsh/Joseph	ngw5q5z
Senior Study Line 5	Wynne	l7mxg3
Senior Study Line 6	Wynne	apfr6jw
SLR	McLaren	mgtc3rd
Society and Culture	Singh	ihrkanu
Visual Art	Pound	Zcnc7c5
Visual Design	Chandler	6pinqgb
Work Studies	McLaren	ledcxnh

Learning and Support Hub: stn6vcb

For additional support where needed and includes minimum standards, COVID ILSP, and Literacy and Numeracy for all students.

Ohana: bxtlm2h

Supported by Wynne/Amotawa-Hohepa

NASCA: 4owmw65

Supported by Wynne/Humphry

Wellbeing: pq5iaxl

Year 12 Wellbeing supported by Callaway/Sakopo/Edwards

Careers: cnrhanc

Year 12 Careers supported by Collison/McLaren

Google Classroom Codes for Online Learning

Support

Support English	Teacher	Google Classroom Code
English 1	Brewin	uyv3dqh
English 2	Stinson	J3ueevi
English 3	Edwards	tpolby7
English 4	Kaur	hpshota
English 5	Cheah	op2ttrt
English 6	Jarrett	5jvs4xc

Support Mathematics	Teacher	Google Classroom Code
Mathematics 1	Edwards	mj4sq2z
Mathematics 2	Brewin	lh7iuqh
Mathematics 3	Stinson	2huhptt
Mathematics 4	Kaur	22vjqec
Mathematics 5	Cheah	4u3aity
Mathematics 6	Jarrett	hnzrwga

Support HSIE	Teacher	Google Classroom Code
Jaguars	Hamilton/Marzano	kbtm5ze
Leopards	Joseph	iajehfd
Lions	Edwards	3bveogp
Panthers	Brewin	jhtwfk
Pumas	Stinson	t3pp2qm
Tigers	Kaur	kfmz4wm

Support Science	Teacher	Google Classroom Code
Jaguars	Cheah	aixjcjv
Leopards	Jarrett	gmbicte
Lions	Cahnd/Pillay	Bmcdz5y
Panthers	Brewin	zdyw2mu
Pumas	Stinson	lpkmwyb
Tigers	Jarrett	wrkxpgv

Support German	Teacher	Google Classroom Code
Panthers	Enthaler	kbcikq
Pumas	Enthaler	scwd4fj
Tigers	Enthaler	xx4ewiq

Support Music	Teacher	Google Classroom Code
Panthers	Moules	rcwvely
Pumas	Moules	xhzwcz
Tigers	Music	j4umsfi

Support PDHPE	Teacher	Google Classroom Code
Jaguars	Cheah	hvhkytn
Leopards	Jarrett	qf7vc4i
Lions	Stinson	fv17uze
Panthers	Moules	ude5jbn
Pumas	Stinson	u7irrp
Tigers	Kaur	fv17uze

Support Technology	Teacher	Google Classroom Code
Leopards	Mackie	btzsl3w
Panthers	Sharma	n5oo6af
Pumas	Jaen	6fkq76g
Tigers	Moules	25dw5cj

Support Visual Art	Teacher	Google Classroom Code
Jaguars	Moules	c5akofl
Leopards	Moules	d7mgmd6
Lions	Pound	uvtirxs
Panthers	Pound	jnn5jtu
Pumas	Pound	j7yr5c3
Tigers	Moules	tvgyvwx

Support Work Studies	Teacher	Google Classroom Code
Jaguars	Cheah	aj7wqbd
Leopards	Jarrett	lqejbsh
Lions	Edwards	b2rhg4s

Learning and Support Hub: stn6vcb

For additional support where needed and includes minimum standards, COVID ILSP, and Literacy and Numeracy for all students.

Sports: fkzsc7r

Supported by all Sport staff

Ohana: bxtlm2h

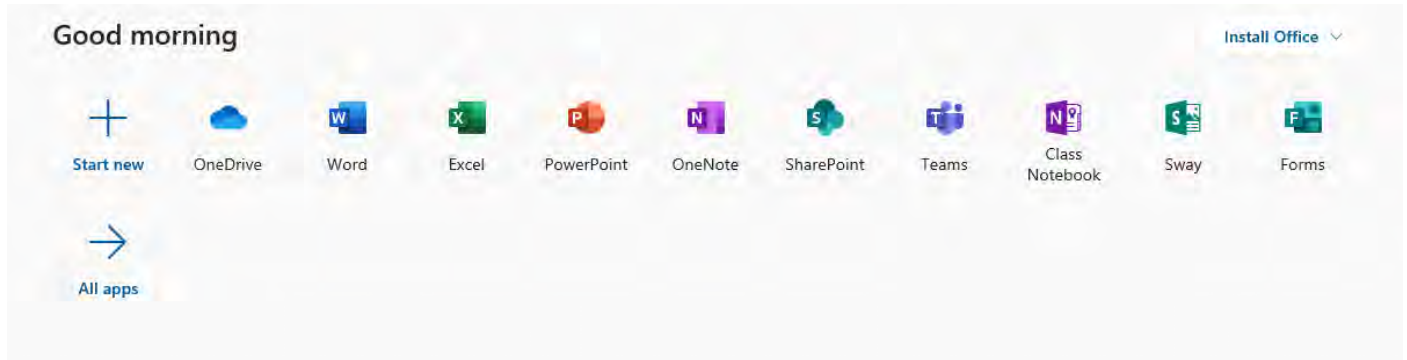
Supported by Wynne/Amotawa-Hohepa

NASCA: 4owmw65

Supported by Wynne/Humphry

Accessing Microsoft Office 365 –

Similarly, Microsoft Office 365 can be accessed under the learning task bar of your 'Student Portal'. Microsoft offers students a range of applications such as Word, Excel and PowerPoint. These applications can be used to produce and present your work.



Important Websites –

School email: thomasredd-h.school@det.nsw.edu.au

School Website: <https://thomasredd-h.schools.nsw.gov.au/>

The following link provides advice to parents about learning from home (e.g. parent and student responsibilities and the importance of establishing a routine).

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/advice-to-parents-and-carers>

Learning from home in case of school closures

Supporting your child's learning at home

Parent responsibilities during remote learning

Provide support for your children by:

- establishing routines and expectations
- setting aside a space for your child to work in
- monitoring communications from your child's teachers
- beginning and ending each day by asking about your child's learning
- taking an active role in helping your children with their learning
- encouraging physical activity and/or exercise
- remembering that your child might be stressed or worried during this time
- monitoring how much time your child is spending online
- keeping your children social, but setting 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
- working in the safe, comfortable, quiet space in their home that has been set aside for them
- regularly monitoring digital platforms and communication to check for announcements and feedback from teachers
- completing tasks honestly and doing their best work
- doing their best to meet timelines, commitments, and due dates
- communicating with their teachers if they cannot meet deadlines or require additional support
- collaborating and supporting classmates in their learning
- complying with the department's [Student use of digital devices and online services](#) policy
- communicating with school staff as different needs arise.



Planning your child's day

Your school should provide your child with a schedule or timetable for their 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.

If you live in a private house, then it is safe for your child to go outside into the garden, balcony or courtyard.

Wellbeing

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

- talking to your whole family about the infection – understanding the situation will reduce anxiety
- helping your children to think about how they have coped with difficult situations in the past and reassuring them that they will cope with this situation too
- reminding them that the isolation won't last for long
- exercising regularly - exercise is a proven treatment for stress and depression.
- encouraging your children to keep in touch with family members and friends via telephone, email or social media (where appropriate).

Communicating

Communicating with your child

We encourage you to start and finish each day with a few simple questions about your child's learning to help them structure their day. Not all students thrive in a remote learning environment; some struggle with too much independence or lack of structure and your questions will help keep them on track.

Communicating with the school

Make sure that you know how the school and your child's teachers will be communicating with you and check that channel regularly.

Make sure you know how to contact teachers for learning support and who to contact for technical support if your school chooses to use digital devices as part of their remote learning plan.

This situation will be new for most schools and families. Schools will be trying to engage in a cycle of continuous improvement and refinement based on feedback so they may ask you and your child for feedback on how the system is working.

Most schools already use some kind of platform to communicate with parents and students. These existing platforms should continue to be used whenever possible.

Communicating with teachers

Teachers may have set times where students can chat with them online, deliver video lessons or when digital options are not possible they may have set times for calling your child on the telephone.

It is important for you and your child to remember that teachers will be communicating with many other families, so your communications should be important and short. You may also need to remind your child to be patient when waiting for support or feedback.

Supporting your child's learning at home English - 2





Using technology

It is strongly advised that parents do not purchase software from third-party providers in response to this situation unless specifically advised by the school.

Your school and the department already have a wide range of software and devices available and these have been specifically chosen to provide your child with the support they need.

- Google Apps for Education - Online Google apps. For student access go to: Students portal>Learning>G Suite.
- Office 365 – online Office apps.
- Microsoft Office 365 Desktop Apps – may be installed on up to five computers and ten mobile devices. Select the 'Install Office' link.
- Students can also access additional free Adobe software for their devices from the students' Bring your own device (BYOD) software website.

Accessing digital devices and the internet

The department's policy regarding technology, devices and the Internet is available at the following link.

[Student use of digital devices and online services policy](#)

If your child will be using digital resources as part of their learning and they are unsure of how to do it they should contact their classroom teacher for support.

Managing screen time

There are limits as to the amount of time anyone should spend online, but the amounts and the rules for screen time vary by age.

Videoconferencing and social interactions using video do not count towards screen time.

The following recommended screen times (excluding video conferencing) are based on the recommendations from the American Academy of Pediatrics:

- Ages 2-5: 1 hour, broken into sessions of a maximum of 30 minutes.
- Age 6 and above: no specific screen time limits, but screen time should not affect physical activity and face-to-face interactions at home and school (where possible). It's very important to be consistent with your screen time limits.

Make sure that non-school activities are limited in length.

Managing behaviour

Even though your child is at home they still need to comply with their 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 required behaviour will be the same as a face to face lesson.

Telephone Interpreter Service

If you need further information please call your school principal. If you need an interpreter to assist you with your enquiry please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. This service will be free of charge to you

Supporting your child's learning at home English - 3





Learning environment checklist

In setting up this space the following should be considered:

- ☐ Is the area free of distraction?
- ☐ Is there excessive noise in the area?
- ☐ Are there trip hazards in the area?
- ☐ Is the area exposed to direct glare or reflections?
- ☐ Does the area have sufficient power points available?
- ☐ Is equipment (extension cords etc.) in good, safe, working condition?
- ☐ Is there a proper desk and chair and other necessary equipment (light, stationery and devices)?
- ☐ Is the chair adjusted correctly?
 - Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
 - The chair backrest should support the lower back and allow your child to sit upright.
 - The chair should move freely and not be restricted by hazards such as mats and power cords.
 - Chair arm rests should be removed or lowered when typing.
- ☐ Is the computer adjusted correctly?
 - The screen should be positioned directly in front of your child.
 - The screen should be at a distance where your child can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
 - The keyboard should be positioned at a distance where elbows are close to your child's body and their shoulders should be relaxed.
 - The mouse should be placed directly next to the keyboard.
- ☐ Are their most frequently used items within easy reach from a seated position?

Remote learning guidelines for students and parents



Stay connected



Ask questions



.....
If you don't understand something, ask your teacher or classmates online.

Workspace



.....
Work in a quiet area, at a desk or table and try to limit distractions.

Use classroom language



.....
Talking to your teachers and in class is different from how you speak to your friends online. Use proper grammar and avoid excessive emojis.

Focus



.....
During calls with your teacher, stay focused on the call. Avoid reading chats or looking at other tabs.

Take breaks



.....
Take breaks away from screen. Move around and try not to sit all day.

Your normal routine



.....
Eat breakfast, brush your teeth and get dressed in the morning.



Dear Students & Parents

WE ARE HERE TO LISTEN.

While working from home and practising social distancing, it is still important to take care of your mental health and seek support when needed. While schools are operational the School Counsellors will be at school as usual. Feel free to call the school on 4625 4404 if you wish to speak to us. In addition, the services listed below can be accessed from home.

Take care.

School Counsellors

FOR GENERAL MENTAL HEALTH:

Kids Helpline: 1800 551 800 - kidshelpline.com.au

Headspace: 1800 650 890 - eheadspace.org.au

Youth Beyond Blue: 1300 224 636

Reach Out: au.reachout.com

FOR EMERGENCIES:

Lifeline: 13 11 14

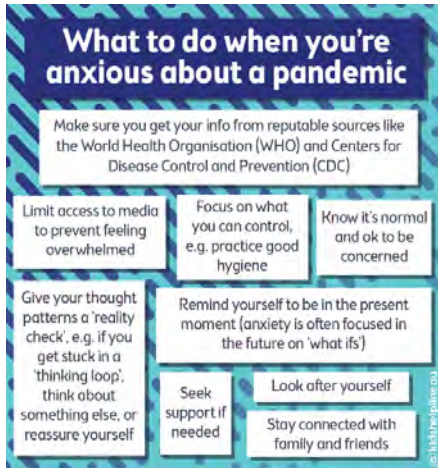
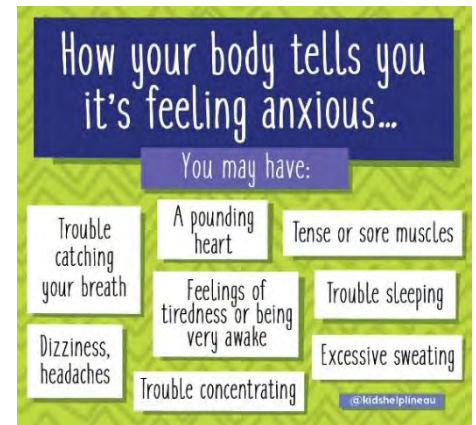
NSW Mental Health Access Line: 1800 011 511

Call 000 in a life-threatening emergency

MENTAL HEALTH RESOURCES, STRATEGIES & SUPPORT SERVICES:

Coping strategies to consider when times are tough:

- ✓ Create a routine and plan your day around your routine.
- ✓ Try to wake up at a decent hour each morning and try not to sleep too late each night. Having a good sleep routine is important for your physical and mental health, and will make coming to school easier when it resumes.



- ✓ Ensure you are eating a good diet and aiming for 30-60 minutes of exercise each day.
- ✓ Do things you have done in the past to help manage challenge and stress; reflect on your own coping strategies and write them down.
- ✓ Find ways to relax, spend 10 minutes a day breathing slowly and calmly or trying one of the apps below.
- ✓ Limit exposure to information from social media and the news. Source positive new pages and uplifting news stories instead.
- ✓ Talk with a trusted adult or support person listed below.
- ✓ Scheduling activities that you enjoy can be helpful for maintaining your mood. Circle activities you might like to do or try during this time:

Read a new book or an old book you previously enjoyed	Write a story or journal	Trying to do some drawing or art	Go for a walk	Talk to a friend	Listen to music which makes you feel good	Try an online workout program at home
Go for a run	Watch a movie	Play a board game	Practise your sport skills outside if you have a yard	Learn a new language online	Learn to cook something new	Try and make up a new dance
Watch your favourite series	Research a new topic	Re-arrange your room	Do a crossword	Try mindful colouring	Watch funny videos	Colour coordinate your wardrobe
Go for a swim if you have a pool	Play with your pet or teach it a new trick	Learn a new song	Write a list of good memories	Your own:	Your own:	Your own:

Free apps that may also help:

Calm Harm



Calm Harm provides tasks that help you resist or manage the urge to self-harm. You can add your own tasks too and it's completely private and password protected.

Clear Fear



The fear of threat, or anxiety, is like a strong gust of wind. It drags you in and makes you want to fight it or run away. Instead, face your fear with the free Clear Fear app and learn to reduce the physical responses to threat as well as changing thoughts and behaviours and releasing emotions.

ReachOut Worry Time



Reach Out WorryTime interrupts repetitive thinking by setting aside your worries until later, so you don't get caught up in them and can get on with your day. This means you can deal with worries once a day, rather than carrying them around with you 24/7

Smiling Mind



Smiling Mind is a meditation app for young people. It has been developed by a team of psychologists and uses mindfulness to boost calmness, contentment and clarity. Mindfulness meditation has been shown to help manage stress, resilience, anxiety, depression and improve general health and wellbeing.

WellMind



WellMind is designed to help you with stress, anxiety and depression. The app includes advice, tips and tools to improve your mental health and boost your wellbeing.

If you need to talk to someone, you can contact:

Name	About	Phone	Online
Kids Help Line 	For anyone 25 or under - Kids Helpline is a free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.	1800 55 1800 24/7	Webchat 24/7 https://kids helpline.com.au/get-help/webchat-counselling
Lifeline 	For all ages - 24-hour crisis support telephone service. Lifeline provides 24/7 crisis support and suicide prevention services.	CALL: 13 11 14 24/7 TEXT: 0477 131114 6:00PM - Midnight	Crisis Support Chat 7:00PM – Midnight https://www.lifeline.org.au/get-help/online-services/crisis-chat
Youth Beyond Blue 	Beyond Blue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.	1300 22 4636 24/7	Chat Online 3:00PM - Midnight https://www.youthbeyondblue.com/
SANE Australia 	SANE Australia supports people living with complex mental health issues and the people that care about them.	1800 187 263 10:00AM – 10:00PM	Webchat 10:00 AM – 10:00 PM https://www.sane.org/about-sane
Headspace 	eheadspace provides free online and telephone support and counselling to young people 12 - 25 and their families and friends.	N/A	Group Chat 24/7 1 on 1 Chat 9AM - 1AM https://headspace.org.au/eheadspace/
QLife 	QLife provides anonymous and free LGBTI peer support and referral for people wanting to talking about sexuality, identity, gender, bodies, feelings or relationships.	1800 184 527 3PM - Midnight	Webchat 3PM – Midnight https://www qlife.org.au/resources/chat
1800RESPECT 	Confidential information, counselling and support service, open 24 hours to support people impacted by sexual assault, domestic or family violence and abuse.	1800 737 732 24/7 Interpreter: 13 14 50	Online Chat 24/7 https://chat.1800respect.org.au/#/welcome
Mental Health Line Mental Health Line 1800 011 511 	A mental health professional will answer your call about mental health concerns for you or someone you are concerned about, including children, teens, adults and older people.	1800 011 511 24/7	https://www.health.nsw.gov.au/mentalhealth/Pages/Mental-Health-Line.aspx

IF I AM IN IMMEDIATE DANGER, I CAN CALL 000

SCHOOL COUNSELLING SERVICE: While your school is still open and operating, you can contact the front office and ask to speak to your school counsellor. Your school counsellor is able to speak with you over the phone. In the event of school closures, more information will be provided about how to access this service.



COPING CALENDAR: KEEP CALM. STAY WISE. BE KIND



30 actions to look after ourselves and each other as we face this global crisis together. Please use & share 🙏

1 Make a plan to help you keep calm and stay in contact

2 Enjoy washing your hands. Remember all they do for you!

3 Write down ten things you feel grateful for in life and why

4 Stay hydrated, eat healthy food and boost your immune system

5 Get active. Even if you're stuck indoors, move & stretch

6 Contact a neighbour or friend and offer to help them

7 Share what you are feeling and be willing to ask for help

8 Take five minutes to sit still and breathe. Repeat regularly

9 Call a loved one to catch up and really listen to them

10 Get good sleep. No screens before bed or when waking up

11 Notice five things that are beautiful in the world around you

12 Immerse yourself in a new book, TV show or podcast

13 Respond positively to everyone you interact with

14 Play a game that you enjoyed when you were younger

15 Make some progress on a project that matters to you

16 Rediscover your favourite music that really lifts your spirits

17 Learn something new or do something creative

18 Find a fun way to do an extra 15 minutes of physical activity

19 Do three acts of kindness to help others, however small

20 Make time for self-care. Do something kind for yourself

21 Send a letter or message to someone you can't be with

22 Find positive stories in the news and share these with others

23 Have a tech-free day. Stop scrolling and turn off the news

24 Put your worries into perspective and try to let them go

25 Look for the good in others and notice their strengths

26 Take a small step towards an important goal

27 Thank three people you're grateful to and tell them why

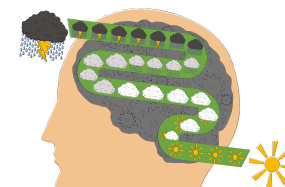
28 Make a plan to meet up with others again later in the year

29 Connect with nature. Breathe and notice life continuing

30 Remember that all feelings and situations pass in time



“Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances” ~ Viktor Frankl



ACTION FOR HAPPINESS



www.actionforhappiness.org

Find out more about the Ten Keys to Happier Living, including books, guides, posters and more here: www.actionforhappiness.org/10-keys

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

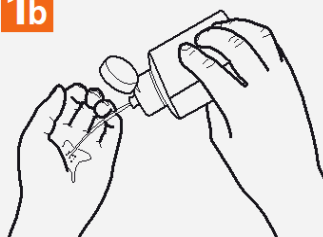
 **Duration of the entire procedure: 20-30 seconds**

1a

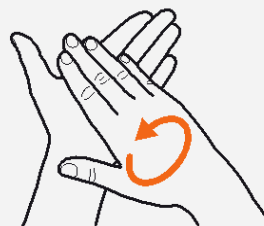


Apply a palmful of the product in a cupped hand, covering all surfaces;

1b

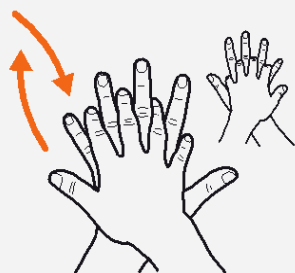


2



Rub hands palm to palm;

3



Right palm over left dorsum with interlaced fingers and vice versa;

4



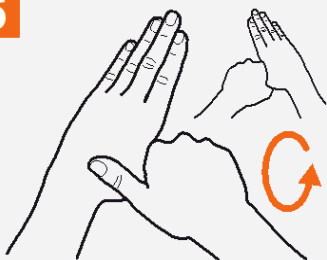
Palm to palm with fingers interlaced;

5



Backs of fingers to opposing palms with fingers interlocked;

6



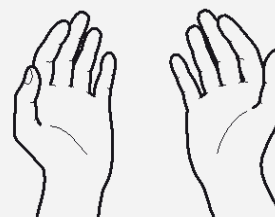
Rotational rubbing of left thumb clasped in right palm and vice versa;

7



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;

8



Once dry, your hands are safe.



Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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