



The information below outlines the Learning from Home guidelines for Years 7-12 due to today's NSW Government announcement.

## Learning from Home Timetable

Students in Years 7-12 will follow their regular school timetable. Starting with Week B on Tuesday 13 July. The Learning from Home timetables are located on pages 3-5 of these guidelines.

## Virtual Classroom

Picnic Point High School staff and students regularly use online platforms such as Google Classroom and Microsoft Teams to support learning.

Work will continue to be posted for students to complete in:

- Google Classroom - Years 7 - 12
- Microsoft Teams - Year 7 iThrive classes will continue using Microsoft Teams as per usual learning routines.
- Zoom Meeting details for lessons will be published by individual teachers in Google Classroom.

## Lesson Structure

Each period will follow the structure as outlined below:

<b>Part 1</b>	<b>10 minutes</b>	<b>Get organised / log in</b>	<ul style="list-style-type: none"> <li>• Log into the Zoom Meeting and wait for the teacher in the waiting room</li> <li>• Log into Google Classroom for the relevant subject</li> </ul>
<b>Part 2</b>	<b>20 minutes</b>	<b>Roll Call Teacher instruction</b>	<ul style="list-style-type: none"> <li>• Class teacher to mark the roll</li> <li>• Teacher Instruction of class work via Zoom</li> </ul>
<b>Part 3</b>	<b>30 minutes</b>	<b>Independent Learning</b>	<ul style="list-style-type: none"> <li>• Students are to work independently to complete work posted in Google Classroom</li> <li>• Students to contact teacher if they have any questions</li> </ul>

## Remote Learning Survey

Thank you to the families who have completed the survey which was sent at the end of last term. The school will be able to loan a device to the families who have indicated they require one. Parents/carers will need to contact the school to organise collection of these loan devices.

For those families who require assistance with technology and have yet to complete the survey, please do so via this link: [Remote Learning Survey 2021](#)

## Learning from Home Guidelines

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Website link	Useful up-to-date information to stay safe online: <a href="https://www.esafety.gov.au/young-people">https://www.esafety.gov.au/young-people</a>



**Protocols for Students**

Students participating in Learning from Home sessions via online programs such as Zoom, Microsoft Teams, Google Classrooms or others utilised by teachers must comply with the current [Acceptable Use of Digital Devices Procedure](#) and our School Common Values – Respect, Responsibility and Participation.

<b>Student Attendance</b>	<p><b>Student attendance to every lesson is compulsory.</b>          Lateness to class or absence will be recorded on Millennium as per usual attendance procedures.</p>
<b>Student Dress Code</b>	<p>Students <b>must be dressed in school uniform</b> as is required on any normal school day.</p>
<b>Online Platform Etiquette</b>	<ul style="list-style-type: none"> <li>• Students must adhere to the School Common Values at all times.</li> <li>• All online subject related conversations, discussions, dialogue and messages are to be professional and courteous at all times.</li> <li>• Students <b>should not use</b> online platforms for personal conversations or comments to other students in the online room.</li> <li>• Students should consider the background where the zoom meeting will occur. A blank wall is preferred and recommended.</li> <li>• Students must not share classroom access codes.</li> <li>• Students must not record or take screen shots of their teacher or other students without their permission.</li> </ul>
<b>SAFE online behaviour</b>	<ul style="list-style-type: none"> <li>• Protect personal information, including name, address, school, email address, telephone number, pictures and other personal details.</li> <li>• Only use DET username and password and never share these with others.</li> <li>• Immediately report to a teacher or a responsible adult if anyone online asks for personal information, wants to organise a meeting with you or offers money or gifts.</li> <li>• Immediately report anything that is suspicious, harmful or inappropriate to a teacher or a responsible adult.</li> </ul>
<b>RESPONSIBLE online behaviour</b>	<ul style="list-style-type: none"> <li>• Follow all school rules and instructions when using digital devices and online services.             <ul style="list-style-type: none"> <li>○ Personal devices must be fully charged for learning and stored appropriately when not in use.</li> <li>○ Students and their parents/carers are responsible for any repairs or IT support required for personal devices.</li> <li>○ Students are to take care when using school owned devices and report any issues to a teacher or responsible adult.</li> <li>○ Use online services in responsible and age-appropriate ways. Only access appropriate content and websites.</li> <li>○ Be aware that the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.</li> </ul> </li> </ul>
<b>RESPECTFUL online behaviour</b>	<ul style="list-style-type: none"> <li>• Respect and protect the privacy, safety and wellbeing of others.</li> <li>• Do not share anyone else's personal information.</li> <li>• Get permission before taking a photo or video of someone, including other students or the teacher.</li> <li>• Do not use digital devices or online services to harass or cyberbully other students, school staff or anyone.</li> <li>• Do not send or share messages or content that could cause harm, including things that might be inappropriate, offensive, abusive, hurtful or embarrassing to another person or group.</li> </ul>

# PPHS REMOTE LEARNING TIMETABLE 2021

Based on usual Week A and Week B Timetable

Year 7, 8, 9						
Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Before Class	8.00am	1. Set up Learning Environment for the day 2. Check school emails				
Positive Pandas	8.45am	Complete Positive Panda activities as provided to you via email				
Period 1	9.10am – 9.30am	Teacher Instruction of classwork via Zoom				
	9.30am – 10.00am	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
Period 2	10.10am – 10.30am	Teacher Instruction of classwork via Zoom				
	10.30am – 11.00am	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
RECESS	11.00am – 11.30	Wash hands, healthy snack, drink water				
Period 3	11.40am – 12.00pm	Teacher Instruction of classwork via Zoom				
	12.00pm – 12.30pm	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
Period 4	12.40pm – 1.00pm	Teacher Instruction of classwork via Zoom				
	1.00pm – 1.30pm	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
LUNCH	1.30pm – 2.15pm	Wash hands, eat lunch, drink water				
Period 5	2.15pm – 3.00pm	Education Perfect Homework catch-up	Physical Activity	Education Perfect Homework catch-up	Physical Activity	Education Perfect Homework catch-up

# PPHS REMOTE LEARNING TIMETABLE 2021

Based on usual Week A and Week B Timetable

Year 10						
Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Before Class	8.00am	1. Set up Learning Environment for the day 2. Check school emails				
Positive Pandas	8.45am	Complete Positive Panda activities as provided to you via email				
Period 1	9.10am – 9.30am	Teacher Instruction of classwork via Zoom				
	9.30am – 10.00am	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
Period 2	10.10am – 10.30am	Teacher Instruction of classwork via Zoom				
	10.30am – 11.00am	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
RECESS	11.00am – 11.30	Wash hands, healthy snack, drink water				
Period 3	11.40am – 12.00pm	Teacher Instruction of classwork via Zoom				
	12.00pm – 12.30pm	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
Period 4	12.40pm – 1.00pm	Teacher Instruction of classwork via Zoom				
	1.00pm – 1.30pm	Individual completion of work posted in Google Classroom. Contact teacher via GC or email if any questions.				
LUNCH	1.30pm – 2.15pm	Wash hands, eat lunch, drink water				
Period 5	2.15pm – 3.00pm	Senior Preparation Program Independent Learning	Physical Activity	Senior Preparation Program Independent Learning	Physical Activity	Senior Preparation Program Independent Learning

# PPHS REMOTE LEARNING TIMETABLE 2021

Based on usual Week A and Week B Timetable

Year 11, 12						
Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Before Class	8.00am	1. Set up Learning Environment for the day 2. Check school emails				
Positive Pandas	8.45am	Complete Positive Panda activities as provided to you via email				
Period 1	9.10am – 9.30am	Zoom Teacher Instruction				
	9.30am – 10.00am	Independent learning				
Period 2	10.10am – 10.30am	Zoom Teacher Instruction				
	10.30am – 11.00am	Independent learning				
RECESS	11.00am – 11.30	Wash hands, healthy snack, drink water				
Period 3	11.40am – 12.00pm	Zoom Teacher Instruction				
	12.00pm – 12.30pm	Independent learning				
Period 4	12.40pm – 1.00pm	Zoom Teacher Instruction				
	1.00pm – 1.30pm	Independent learning				
LUNCH	1.30pm – 2.15pm	Wash hands, eat lunch, drink water				
Period 5	2.20pm – 2.40pm	Zoom Teacher Instruction	Physical Activity	Zoom Teacher Instruction	Physical Activity	Zoom Teacher Instruction
	2.40pm – 3.05pm	Independent learning		Independent learning		Independent learning

# Behaviour code for students

## NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

### In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

### Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

### Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

# 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.

# How students can access Zoom meetings in NSW public schools

## Sign into Zoom with a desktop browser

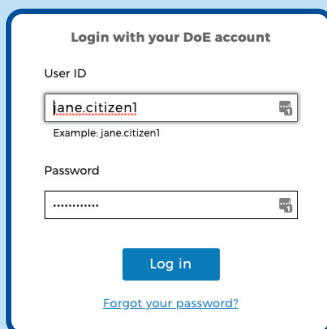


Chrome Edge Firefox Safari

1. Use a **modern browser** in Windows, MacOS or Linux.
2. Browse to the NSW DoE Zoom console at: <https://nsweducation.zoom.us>



3. Select **Sign in** at the bottom.
4. Login with your **department credentials**.



5. For first time users, **download and install** the Zoom desktop client when prompted.
6. Once signed in, **Zoom** will be ready for use!

## Accessing Zoom using mobile apps

1. Download the **Zoom** app for your specific mobile device.

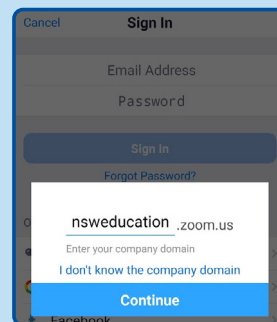


iOS  
[Download](#)

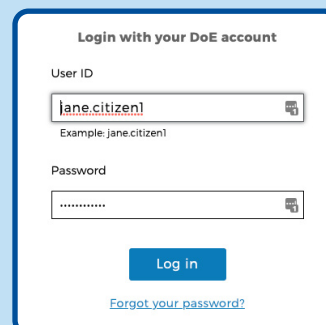


Android  
[Download](#)

2. Once installed, open **Zoom**, tap **Sign In** then tap **SSO**.
3. Type **nsweducation** and tap **Continue**.



4. The **DoE log on screen** will appear. Sign in with your normal department credentials.



5. Once signed in, **Zoom** will be ready for use!

## More information

- [How to join a Zoom meeting](#)
- [Participating in a meeting](#)



# How students can access Google Classroom in NSW public schools

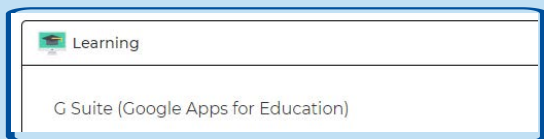
## Sign into the portal with a desktop browser



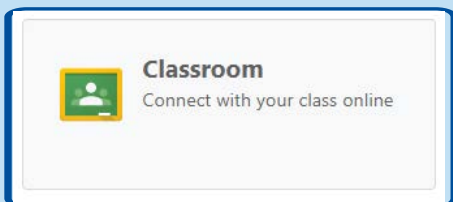
Chrome Edge Firefox Safari

1. Search for the student portal or type [sso.portal.det.nsw.edu.au](https://sso.portal.det.nsw.edu.au)

2. Log in with your username and password
3. Go to G Suite in the portal and click the link



4. Click on Classroom and join your class

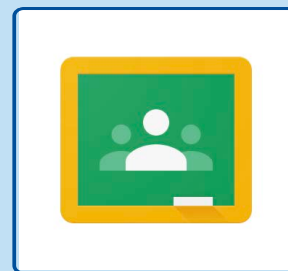


## Accessing Google Classroom using mobile apps

1. Download the app for your specific device



iOS Download Android Download



2. Sign in with your @education email and portal password

## Accessing your Classes

1. Check your emails from your teachers or email them if you have lost your sheet of codes.
2. You will need to upload your tasks through your Google Classroom.

More information for students

[click here](#)



# 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?

# 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

