



At-Home Learning Procedures - Parents

Aims

- To ensure a minimum standard of teaching and learning can continue via an online platform in the event of a mandatory school closure or Government request for at-home learning options.

Overview

In the event that Parkes Christian School is required to cease face to face teaching as part of a mandatory school closure or similar, the following procedures will be implemented where applicable. The At-Home Learning Procedures are designed to ensure that a satisfactory level of quality teaching and learning can continue for any extended period of time.

The procedures take into account time limitations on staff and parents, access to technology and resources, equity for students in accessing 'teaching' and other variables.

It is important to note that a mandatory school closure would be the result of a significant and potentially complex event such as an epidemic/pandemic. As such, there may be challenges or limitations not addressed in this document. The School will endeavour to address challenges as they arise. Parents should treat this set of procedures as a guide that is subject to change depending on a range of unknown variables.

These procedures will only be implemented should the School be required to introduce mandatory school closure or at-home learning on instruction of relevant authorities.

In the event that a lock down is declared by the relevant authorities then further procedures will be advised to parents at that time.

1. Communication

1.1 General

In the event that the School is set to move or anticipating to move to the At-Home Learning Plan, an official communication will be sent via email from the Principal or their delegate.

The Principal or their delegate will make regular contact with parents for the duration of the mandatory school closure.

Parents should communicate with the Principal directly or a member of the Senior Executive (Business Manager, High School Coordinator and Primary Coordinator) regarding any questions or concerns they may have. Parents should refrain from communicating directly with teaching or other staff regarding At-Home Learning, as they may not have access to a full set of information at that point in time.

Once the plan is enacted, parents should direct all questions regarding teaching and learning directly to the class teacher. This can be done via email or phone call.

2. Teaching and Office Hours

2.1 Teachers

Parents will be able to communicate with teachers via, phone, email or by appointment as needed. Standard office hours will apply unless communicated otherwise. During this time, teachers will also be expected to prepare instructional videos, tasks and feedback on student work.

2.2 Administrative

Administration staff will be available between 8:30am - 3:30pm via the School Office.

2.3 Learning Time

Please note that the indicative time for each subject does not add up to a full school week as time has been left unallocated for students to work on assessments, communicate with staff, and record and submit their own learning for practical tasks.

3. Distribution of Teaching and Learning Materials

The school will use a combination of online learning and hardcopy resources. The reliance on online resources will differ depending on a student's age and ability to access online learning materials.

3.1 Google Classroom

The vast majority of teaching and learning will occur via Google Classroom. This is an online platform currently used by the School for students in Years 3 - 12. Whilst many parents will be familiar with Google Classroom, the School will work on the assumption that not all students and parents are adequately trained. Familiarisation opportunities will be made available to students and parents through the use of video tutorials, and phone technical support.

Google Classroom capabilities include the ability to post instructional videos, class and individual tasks, collate student work, assign grades where applicable and provide written and verbal feedback.

3.2 Chromebooks

All students from Years 3 -12 have access to their own Google Chromebook. In the event that the At-Home Learning procedures are implemented, all students from Year 3 - 12 would be able to take their Chromebook home for the duration of the mandatory school closure and/or period of At-Home Learning.

The school will survey parents and carers to ascertain how many students in Kindergarten - Year 2 may need a Chromebook in order to access teaching and learning materials from home. The School will provide a Chromebook to those families on a case by case basis.

4. Procedures for K-2 Classes

4.1 Curriculum Delivery Guidelines

All curriculum material will be delivered in the same way for all students no matter whether they attend school or stay at home. Students who attend school will have classes delivered online and have general supervision

provided by teachers. As directed by the NSW Government, please note that teachers will not be teaching face-to-face lessons to students who attend school.

The following table provides an indication of the At-Home Learning platform when running in full. This may not be indicative of the first week of At-Home Learning.

Kindergarten

	Videos	Tasks
English	1x 10 min weekly review 4 x 10 min Phonics video 2 x 10min Writing video 1x10 min Handwriting 1x 10 min reading video	1-5 tasks per week equating to no more than an estimated 3 hours of work.
Mathematics	1 x 10min weekly review 2 x 10min new concept videos	1-5 tasks per week equating to no more than an estimated 3 hours of work.
Science	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
History	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
CAPA	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
PDH/PE	n/a	1 task per week equating to no more than an estimated 1 hour of work.

Year 1

	Videos	Tasks
English	1x 10 min weekly review 1 x 10 min Phonics video 1x 10min Writing video 1x 10 min Reading video	1-5 tasks per week equating to no more than an estimated 3 hours of work.
Mathematics	1 x 10min weekly review 2 x 10min new concept videos	1-5 tasks per week equating to no more than an estimated 3 hours of work.
Science	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
History	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
CAPA	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
PDH/PE	n/a	1 task per week equating to no more than an

		estimated 1 hour of work.
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Year 2

	Videos	Tasks
English	1x 10 min weekly review 1 x 10 min Phonics video 1x 10min Writing video 1x 10 min Reading video	1-5 tasks per week equating to no more than an estimated 3 hours of work.
Mathematics	1 x 10min weekly review 2 x 10min new concept videos	1-5 tasks per week equating to no more than an estimated 3 hours of work.
Science	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
History	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
CAPA	1x 10 min new concept videos	1 task per week equating to no more than an estimated 1 hour of work.
PDH/PE	n/a	1 task per week equating to no more than an estimated 1 hour of work.

If you would like to discuss the amount of work set for your child, please contact the teacher. As always, we remain flexible and adaptable as we endeavour to meet the learning needs of all students.

4.2 Distribution of Resources, Marking and Feedback

4.2.1 Distribution

K-2 Staff will prepare weekly packs of teaching and learning resources in hardcopy format. These packs will be available for pickup by parents each Tuesday morning from 8am at the School Office. Some resources, including instructional teaching videos will be available through Google Classroom.

For parents who send their children to school, the same procedures will apply however all work will be kept at school. Parents need to be aware that there won't be face to face teaching for students who attend school. Basic supports will be put in place to ensure students have guidance and access to work under general supervision. As per NSW Government guidelines, schools must ensure that the same level of teaching and support must be available to all students regardless of whether they are working at home or school.

4.2.2 Marking and Feedback

Parents can drop off completed work packs for marking and feedback at the School Office or the lock box provided From 12pm Friday to 9am Monday morning. Teachers in K-2 will spend each Monday marking, giving feedback and communicating with parents where needed. As such, teacher directed activities will be limited on Mondays, however students will still be able to access previous instructional video and activities via Google Classroom.

4.3 Communication with Staff

Staff will continue to communicate with parents via email, but also be available to receive calls between the hours of 9am and 3pm weekdays. Parents may send emails or messages to teachers outside of the nominated hours, however they should not expect a reply until working hours.

Please do not contact teachers through their personal phones or social media accounts about school-related matters.

5. Procedures for 3-6 Classes

5.1 Curriculum Delivery Guidelines

All curriculum material will be delivered in the same way for all students no matter whether they attend school or stay at home. Students who attend school will have classes delivered online and have general supervision provided by teachers. As directed by the NSW Government, please note that teachers will not be teaching face-to-face lessons to students who attend school.

The following table provides an indication of the At-Home Learning platform when running in full. This may not be indicative of the first week of At-Home Learning.

Year 3-6

	Videos	Tasks
English	1 x 10min weekly review 1 x 10min writing lesson	1-4 tasks per week equating to no more than an estimated 3 hours of work.
Mathematics	1 x 10min weekly review 2 x 10min new concept videos	1-4 tasks per week equating to no more than an estimated 3 hours of work.
Science	1 x 10min video	1 task per week equating to no more than an estimated 1 hour of work.
History or Geography	1 x 10min video	1 task per week equating to no more than an estimated 1 hour of work.
CAPA	1 x 10min video or YouTube link	1 task per week equating to no more than an estimated 1 hour of work.
PDH/PE	n/a	1 task per week equating to no more than an estimated 1 hours of work.

If you would like to discuss the amount of work set for your child, please contact the teacher. As always, we remain flexible and adaptable as we endeavour to meet the learning needs of all students.

5.2. Marking and Feedback

Student feedback and marking will be minimal under this model. Teachers will use Google Docs to provide written feedback to students as appropriate. Teachers will also use email and phone calls to provide feedback where applicable or appropriate.

Where a piece of work needs a formal grade, the common grading scale will be applied.

5.3 Communication with Staff

Staff will continue to communicate with parents via email, but also be available to receive calls between the hours of 9am and 3pm weekdays. Parents may send emails or messages to teachers outside of the nominated hours, however they should not expect a reply until working hours.

Please do not contact teachers through their personal phones or social media accounts about school-related matters.

All emails or document sharing with students that relates to administrative information and general communication will also be shared with parents.

5.4 Preparation and Distribution of Resources

Staff will prepare a weekly set of work and resources that will be posted on Google Classroom including instructional videos. All work must be set for students to access and complete on Google Classroom.

5.5 Assessments

As per the assessment policy and modified as applicable.

6. Procedures for 7-10 Classes

6.1 Curriculum Delivery

All curriculum material will be delivered in the same way for all students no matter whether they attend school or stay at home. Students who attend school will have classes delivered online and have general supervision provided by teachers. As directed by the NSW Government, please note that teachers will not be teaching face-to-face lessons to students who attend school.

The following table provides an indication of the At-Home Learning platform when running in full. This may not be indicative of the first week of At-Home Learning.

Subjects	Videos	Tasks
English, Mathematics, Science	1 x 10 minute video per new concept being introduced that week (should be no more than three new concepts per week)	1-5 tasks per week equating to no more than an estimated 2 hours of work.
History, Geography, PDH, Language	1 x 10 minute video per new concept being introduced that week (should be no more than two new concepts per week)	1-3 tasks per week equating to no more than an estimated 1 hour of work.
Technology, Music, Visual Arts, Stage 5 Electives	1 x 10 minute video per new concept being introduced that week (should be no more than two new concepts per week). Videos should include demonstrations of practical skills (may come from exterior sources).	1-2 tasks per week equating to no more than an estimated 1 hour of work. At least one task must be practical in nature.

PE, PASS practicals	1 x 10 minute video of physical activities for students to complete (may come from exterior sources)	1 physical activity challenge per week that is recorded and submitted.
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If you would like to discuss the amount of work set for your child, please contact the teacher. As always, we remain flexible and adaptable as we endeavour to meet the learning needs of all students.

6.2 Marking and Feedback

All marking and feedback procedures for Years 7-12 will remain consistent with the current school policy.

6.3 Communication with Staff

Staff will continue to communicate with parents via email, but also be available to receive calls between the hours of 9am and 3pm weekdays. Parents may send emails or messages to teachers outside of the nominated hours, however they should not expect a reply until working hours.

Please do not contact teachers through their personal phones or social media accounts about school-related matters.

All emails or document sharing with students that relates to administrative information and general communication will also be shared with parents.

6.4 Preparation and Distribution of Resources

Staff will prepare a weekly set of work and resources that will be posted on Google Classroom, including instructional videos. Parents are highly encouraged to access their child's Google Classroom to check on the work they have to complete.

If you have any issues logging into Google Classroom or being able to access the internet, please contact the school as soon as possible.

6.5 Assessments

All assessment tasks while run as per the current Assessment Policy apart from exams and tests. Online exams and tests may be used in Years 7-10.

Students will be able to use photographic and video evidence of practical work for assessment. Practical assessments must have an accompanying portfolio or diary that requires students to document their work and reflect on their learning.

6.6 Non-Completion Warnings and Awards

The usual procedures for N-Warnings and N-Awards will still apply. Students who do not complete work on Google Classroom will be subject to N-Warnings for a lack of sustained effort and diligence.

7. Procedures for Stage 6 Classes

7.1 Curriculum Delivery

All curriculum material will be delivered in the same way for all students no matter whether they attend school or stay at home. Students who attend school will have classes delivered online and have general supervision provided by teachers. As directed by the NSW Government, please note that teachers will not be teaching

face-to-face lessons to students who attend school.

The following table provides an indication of the At-Home Learning platform when running in full. This may not be indicative of the first week of At-Home Learning.

Subjects	Videos	Tasks
Theory	1 x 10 minute video per new concept being introduced that week (should be no more than four new concepts per week)	1-5 tasks per week equating to no more than an estimated 5 hours of work.
Practical	1 x 10 minute video per new concept being introduced that week (should be no more than three new concepts per week)	1-3 tasks per week equating to no more than an estimated 5 hours of work.

7.2 Marking and Feedback

All marking and feedback procedures for Years 7-12 will remain consistent with the current school policy.

7.3 Communication with Staff

Staff will continue to communicate with parents via email, but also be available to receive calls between the hours of 9am and 3pm weekdays. Parents may send emails or messages to teachers outside of the nominated hours, however they should not expect a reply until working hours.

Please do not contact teachers through their personal phones or social media accounts about school-related matters.

All emails or document sharing with students that relates to administrative information and general communication will also be shared with parents.

7.4 Preparation and Distribution of Resources

Staff will prepare a weekly set of work and resources that will be posted on Google Classroom, including instructional videos. Parents are highly encouraged to access their child's Google Classroom to check on the work they have to complete.

If you have any issues logging into Google Classroom or being able to access the internet, please contact the school as soon as possible.

7.5 Assessments

All assessment tasks will run as per the current Assessment Policy apart from exams and tests. Online exams and tests will not be used under any circumstances in Stage 6 for the purpose of assessment.

Students will be able to use photographic and video evidence of practical work for assessment. Practical assessments must have an accompanying portfolio or diary that requires students to document their work and reflect on their learning.

7.6 Major Works

Major Works are allowed to be completed at home, however student portfolios or diaries must provide

evidence that the students are completing the work by themselves. Any work completed by another person must be acknowledged and therefore will not be included in the marking of the work.

The school's resources will be available for students to use for the completion of their major works.

7.7 Non-Completion Warnings and Awards

The usual procedures for N-Warnings and N-Awards will still apply. Students who do not complete work on Google Classroom will be subject to N-Warnings for a lack of sustained effort and diligence.

7.8 NESA Updates

Information regarding the HSC will be published by NESA. As a school, we will publish any relevant information pertaining to adjustments to the HSC and Major Works on our website. We follow the advice of NESA at all times and as such, any inquiries about NESA decisions should be directed to them.

8. Child Protection

8.1 Equity and Access

Staff are required to maintain expectations set out in the Child Protection Policy and Procedures. The At-home Learning Procedures present unique challenges around equity and access to education. Staff must refrain from teaching and learning activities that are not readily available to the whole class.

From Kinder to Year 10, video chats and Google Hangouts for whole class instruction are discouraged unless the teacher can guarantee that most students have the means and are available to connect at the arranged time. Smaller class sizes in Stage 6 present more of an opportunity for class video chats to occur.

All video chats must be recorded and shared with any students who were not able to take part in the chat.

Staff should refrain from 'teaching/tutoring' students they may encounter in social settings. Where applicable, emphasis should be placed on upskilling parents who request extra information/coaching that may help them implement their role under the At-Home Learning procedures.

8.2 Video Chats

Staff must not engage in video chat with a student in a 1 on 1 capacity. If a teacher, parent or student has requested a video chat to discuss work or feedback etc, the parent must be present for Primary students, or another teenage sibling for High School students.

9. Technical Support

9.1 Devices

For students in Years 2-12, students are provided with school-issued Chromebooks. As such, the school is able to offer a wide range of support for these devices. Students or parents who experience difficulty with their Chromebook may contact the school and access remote support, or make an appointment to come into the school for further support.

Students or parents who use their own devices may not be able to receive support for the use of their specific device.

9.2 Software

All school-issued Chromebooks will have the necessary software pre-installed and available for students and parents to use. Students and parents who use their own devices will be responsible for their own software.

9.3 Internet Access

Families are responsible for their own internet access. If there are any concerns with internet access at home, the school is open during normal school hours and students can use the school's internet for work purposes.

9.4 Appropriate Use of Technology

All policies and procedures for the appropriate use of technology apply as per usual.