



# Batemans Bay High School



## Learning from Home Procedures and Protocols for Students and Families





# Learning from Home Procedures and Protocols

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### 1. Communication with students and families

#### 1.1 Batemans Bay High School App

- Our most regular communication source is the Batemans Bay High School App. This app currently has information regarding:
  - school procedures
  - wellbeing
  - tools and resources
  - regular Departmental updates
- You can access the app by visiting the app store on your device and typing Batemans Bay High School.
- Check this app regularly or set up notifications.

#### 1.2 School website

- The school website is also being regularly updated and has a new tab under 'Learning at our school' called 'Learning from home'. <https://batemansbah.schools.nsw.gov.au/>

#### 1.3 Facebook

- Batemans Bay High School will continue to use Facebook to recognise student achievement and success.
- However, you may want to check the page regularly for Departmental updates and school events.

### 2. Learning from Home

- Currently your teachers are working very hard to provide learning for you in an online environment. We are carefully planning how to do this in a structured and safe way to ensure that the best possible outcomes are achieved.
- We expect that all students will access their Google classrooms.
- We will be monitoring student work and online access.

#### 2.1 Accessing Google classroom

- Your teachers have sent you an email inviting you to the Google classroom for that course.
- To access your school email you:
  - Go to the **Department of Education Student Portal** <https://education.nsw.gov.au/>
  - Click on the Login dropdown to select Student login
  - Login to the portal using your school user account and password
  - You will be able to access their school email from within this portal as well as go directly to the GSuite for Education and Google classroom.
- If you are having issues logging to Google classroom or email please first check that you are not using your personal Gmail account. You can ONLY login to the Google Classroom using your school email account (firstname.lastname@education.nsw.gov.au).



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- Teachers will be setting classwork which may appear under the assignment function. Please note this is not an assessment task unless it is accompanied by a formal BBHS assessment notification sheet.
- If you don't know your password, it will be the same as what you use to logon to the school computers.
- If you cannot access the student portal or Department website, please wait a short while and try again a bit later. This may be due to online traffic.
- We understand that at times internet connectivity can be unreliable in some areas. If your internet goes down and your child is unable to be online, you could email your teacher from a mobile device.
- Please phone the school on 02 4478 3600 for further support.

### 2.2 Offline learning

If access to online is not an option for you:

- Phone the school on 02 4478 3600 OR email ([batemansba-h.school@det.nsw.edu.au](mailto:batemansba-h.school@det.nsw.edu.au)) with **ATTN: Offline support** and include the parent and student name and the year your child is in.
- Once you have put in a request through the school we will prepare a package that is suited to your child. These packages are currently available to be mailed out or picked up from the school.
- Our mail out collection has started this week and many parents have gratefully picked up this material.
- From Term 2 onward, any work sent home will be accompanied by a reply paid envelope so student work can be returned to the school free of charge.

### 2.3 Loaning Textbooks

If a student requires a textbook to support their learning they need to:

- Contact their class teacher through Google classroom or via email and make the request.
- Wait for the teacher to respond and indicate that this is possible (or not) or whether alternative digital copies are available.
- Once the teacher has informed you that the textbook is ready for collection, a parent can come into school to collect it.
- Parents need to ensure these arrangements have occurred prior to attending the school. It will not be possible to collect textbooks at short notice as faculties need to document and monitor books before they go on loan.

## 3 School Structure

- School structures and staff roles remain as per normal.
- This is a unique situation and we can only anticipate that there will be times when you need to attend to family matters and help out at home. This is very important, and we want you to help your parents/carers and other family members.



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- We do however, stress that engaging in your learning is crucial. We expect that you will complete the work you have been assigned, as you would at school. Gradually over time you will build your capacity to engage in learning in this new form and you can seek support where you need it.

### 3.1 Scheduling your day

- You should follow your school timetable as closely as possible and ensure that you have engaged in each course throughout the week.
- Below are our bell times, which provide a guide to the time you should spend engaging in school work and having breaks through the day.
- We recommend that all students take their recess and lunch break outside where possible.
- We encourage exercise and healthy eating. Remember, you may have practical PDHPE and sport lessons, take this time to be active in some way.

Bell Times 2020	
Roll call	9:01 – 9:10
Period 1	9:10 – 10:00
Period 2	10:00 – 10:50
Recess	10:50 – 11:10
Period 3	11:10 – 12:00
Period 4	12:00 – 12:50
Lunch	12:50 – 1:30
Period 5	1:30 – 2:20
Period 6	2:20 – 3:10

- Please note that parents are not expected to teach or 'home school' their children, that is the job of Batemans Bay High School staff. The role of the parent in learning from home is to provide an environment for their children that is conducive to learning. Some tips for this include:
  - Have students change out of their pyjamas, eat breakfast and wash their face, as they would on a regular school morning.
  - Have their learning environment set up in a designated space. This should be a safe, comfortable, quiet space in your home where your child can work effectively.
  - Make sure equipment is accessible, computers charged or close to a charging port and that mobile phones are kept away from this learning space during the day.
- Any questions that your child may have regarding content or skills encountered whilst learning from home should be directed to their teachers.



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### 3.2 Timetable and Daily Notices

- Student timetables can be accessed from the **Batemans Bay High School Student and Parent Portal** <http://web3.batemansba-h.schools.nsw.edu.au/portal/login>.
- The portal will show student timetables as well as any positive achievement awards students are gaining for their work.
- The Daily Notices section of the student and parent portal should be checked regularly for information from Careers, Year Advisors, special programs or groups and the Deputies.
- The timetable should be a guide to help you and your child balance their learning across the curriculum.
- Please remember we would like learning from home to be a positive experience for all, this will require flexibility and if learning is becoming stressful we encourage you to take a break, do something fun or active and come back to the learning later.
- We also acknowledge that students are not used to working intensively on screens. As such, students may need more regular breaks and time away from technology.

### 3.3 Attendance

- Just as attendance at school is an important requirement, completing work from home is also a requirement.
- Your teachers regularly monitor who is accessing their learning and completing the tasks.
- It is expected that all students will make every effort to complete those set tasks and should they need extra support will contact their teachers to help provide it.
- There is no expectation that students will log into their Google classroom at the exact time in their timetable, however teachers may make themselves available for questions at specific times. If this is the case teachers will communicate this to their students.

### 3.4 Student Achievement Program

- It is important to continue to recognise the excellent work students are undertaking. As such, students will continue to receive Achievement awards for each subject.
- Students and parents can view merits from within the **Batemans Bay High School Student and Parent Portal** <http://web3.batemansba-h.schools.nsw.edu.au/portal/login>.
- Teachers may also let students know via their Google classroom or individual comments that merits have been achieved.

## 4 Behaviour Code for Students

- The behaviour code for students continues to apply to all students at this time.
- Specific reference to online learning behaviour is outlined in the learning from home agreement.
- You can access the behaviour code for students here:  
<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/student-behaviour/behaviour-code>





# 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.



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### 5 Learning from Home agreement

The overall goals of Batemans Bay High School in regards to learning from home are:

1. To maintain the delivery and continuity of learning for all students
  2. To ensure the safety and wellbeing of students and staff
- The eSafety Commissioner has some excellent material for both parents and students regarding online safety. It can be found at: [www.esafety.gov.au/parents](http://www.esafety.gov.au/parents), [www.esafety.gov.au/kids](http://www.esafety.gov.au/kids), and [www.esafety.gov.au/young-people](http://www.esafety.gov.au/young-people). We encourage you to read the relevant pages on the sites with your child.
  - Material sent, received or posted using our school email, Google Classroom or other school-based apps, will be monitored in order to maintain a safe, ethical and effective online learning environment.
  - Whilst Batemans Bay High School is limited in the enforcement of our mobile phone policy during Learning from Home, we strongly encourage you to discuss mobile phone use and agree to some workable 'house rules'. We cannot filter internet content accessed by your child in the same way we do at school. Information about internet filtering can be found at [www.acma.gov.au](http://www.acma.gov.au).
  - The school's principles of respect apply across all educational settings.
  - The School Community Charter which prioritises respectful communication with the whole school community also applies <https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>

**As a student of Batemans Bay High School I agree to abide by the following principles:**

1. I will complete learning tasks with honesty and do my best to meet timelines and due dates.
2. If I need to communicate with my teacher, I will send them an email from my school email address. I will also check my school email regularly.
3. When communicating with a teacher via email, I will always be respectful. I will address them 'Dear Mr/Mrs/Ms X. I will finish the email with my first name or my first name and surname; not a nickname.
4. I will not allow anyone else to use my username or email address, nor will I attempt to impersonate any other person online.
5. I will keep my passwords private.
6. I will not share my mobile phone number or personal email address with teachers.
7. I will use technology only for positive purposes, not to be rude or offensive, or to bully, harass or in any way disrupt the learning of others.
8. I will not take or post screenshots or photos of other members of the school community.
9. If I receive or see content that breaches the above principles or the behaviour code for students I will immediately contact the school on 02 4478 3600 or email the school with ATTN: Deputy Principal.
10. I understand that disciplinary consequences will apply if I breach these principles or the behaviour code for students.





### 6 Assessment

#### 6.1 Assessment notification

- Assessment tasks are clearly designated, and notice of the due date is given in writing to students at least one week in advance.
- Assessment notifications will be emailed to students with a read receipt and will also be accessible via the Google classroom. Only tasks that have an assessment task notification are part of the formal assessment for the course.
- Students who are absent from school on flexible learning arrangements have the responsibility to check their emails and Google classroom regularly to ensure they are aware of tasks that are issued. Students cannot use the excuse that they have not seen the task and therefore are unable to complete or sit the task.
- Students who are receiving packaged material will still be emailed a copy of the task and will also receive a formal task notification in the mail. These arrangements may change in Term 2.

#### 6.2 Responsibilities of the course teacher

It is the responsibility of the teacher to:

- Notify students in writing, online at least one week prior to each task. This notification will include:
  - the date the task is due,
  - a description of the task,
  - the weighting of the task,
  - the outcomes being assessed, and
  - the criteria on which the task will be marked.
- Negotiate a suitable change of date if it is necessary to change the notified date of a set assessment task.
- Adjust the nature or form of the task due to current learning from home arrangements.
- Ensure that assessment tasks are returned to students with a mark or grade and feedback to assist improvement in student performance.

#### 6.3 Responsibilities of the student

- It is the responsibility of the student to:
- Complete each course in which they are enrolled. This will be demonstrated by:
  - following the course that has been developed or endorsed by NESA,
  - applying themselves with diligence and sustained effort to the set tasks and experiences provided by the course, and
  - achieving some or all of the course outcomes.
- Make a serious attempt at all tasks which are set out in the assessment program for each course.
- Present work that is their own, in the specified form by the due date.
- Contact the school if you cannot complete an assessment task due to illness or misadventure on the day the task is due. The parent/carer should telephone or email the school in order to notify the head teacher of the relevant faculty. An "Illness and Misadventure Application" must be completed and returned to the Deputy Principal, who will then determine the case. Supporting documentation must be provided in writing,



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such as a medical certificate for illness, or a satisfactory explanation in the case of misadventure, explaining the inability to do the task.

- Remember, learning from home is not considered misadventure.
- Contact the relevant head teacher before the due date of the task where an absence or issue with completion is known in advance.

### 6.4 Submission of tasks

- It is the responsibility of the student to submit their assessment tasks. Tasks will be submitted via Google classroom while working from home.
- Students without access to technology at home will be required to submit the work by bringing it to the school OR submitting via an alternative method as negotiated with the class teacher. An example of this could be photographing and emailing hand written work from a mobile device.
- If a student fails to fulfil his/her responsibilities, they may receive:
  - a zero mark for work that is not his/her own
  - a zero mark for work not submitted by the due date
  - a zero mark for a non-serious attempt
  - a zero mark for work not granted consideration due to illness/misadventure
- How to scan documents in the Notes app on your iPhone:
  1. Open a new or existing note
  2. Tap the camera icon and tap *Scan Documents*
  3. Place your document in the camera's view
  4. You can use the auto-capture option by bringing your doc into the viewfinder or use the shutter button or one of the volume buttons to capture the scan
  5. If needed, adjust the corners of the scan by dragging, then tap *Keep Scan*
  6. You can scan more pages if needed, tap *Save* in the bottom right corner when you're all done.

## 7 Accessing further support

- Year Advisors and other staff such as the Careers team, will post messages and information on the Daily Notices in the **Batemans Bay High School Student and Parent Portal** <http://web3.batemansba-h.schools.nsw.edu.au/portal/login>.
- A range of Wellbeing resources has also been supplied in ENews
- Should you need to speak with a Year Advisor, Careers Advisor, Transition Advisor, Wellbeing Coordinator, Librarian and the Learning and Support Teachers regarding a specific matter please contact the school via:

phone (02 4478 3600)

OR

school email [batemansba-h.school@det.nsw.edu.au](mailto:batemansba-h.school@det.nsw.edu.au) and state in the subject line the person's name, or role that you wish to contact (eg, ATTN: Year 8 Year Advisor).