



## **Learning from Home at APHS** **Information for Parents – 2021**

Please make sure you have an up-to-date family email registered with the school.

Students will receive information from their teachers using Google Classroom, Moodle and their Department of Education email address.

Included in this document is a list of contact emails for Head Teachers, Year Advisers and Deputy Principals relevant to each year group.

- Most Senior and Junior classes have a Google Classroom or a Moodle course.
- All teachers and students have school email.
- **ALL students require their own computer as per our BYOL Policy**
- **Students will need home internet access via a laptop, desktop or tablet.**
- The school will strive to provide support for families who do not have access to a suitable device for learning or internet at home. Please contact the school if you need this support.


### **Google Classroom**

- All teachers will check students have access to the Google Classroom. If not, they will email them the relevant Google Classroom code, using their school email address.
- **All students are expected to log into their Google Classroom during their timetabled period and check in.** Teachers will post a question for this purpose.
- Students will be expected to access the learning materials and complete any quizzes, assignments or tasks set by the teacher.
- Where students need to access additional sites such as Literacy Planet, TV4Ed, Zoom etc. Teachers will post instructions in the Google Classroom.
- Teachers will be available for contact only during school hours.
- All teachers will be available to help students with their learning during their scheduled class periods via Google Classroom messaging.
- If students need to communicate with the teacher outside their lesson time, they need to send their teacher a message using the Google Classroom messaging tool. The teacher will try to reply as soon as possible.

## Moodle

- Instructions for using Moodle have been issued to students by the relevant teachers, in TAS and Mathematics. If you have any questions, please email your teacher.
- Classwork instructions will be issued via email for the work to be completed in Moodle.

## Rules for Online classrooms



**ALBION PARK**  
HIGH SCHOOL  
CHALLENGE THE FUTURE


### ONLINE CLASSROOM RULES

Zoom rules are normal classroom rules:

- show respect at all times
- be prepared at start of lesson with all of your books and equipment
- wait until the teacher ends the lesson to leave

When you are meeting in an online classroom:

- Meet in a common area of the house - not a bedroom
- Wear appropriate clothing
- Only student to attend lesson, not parents or siblings



## **Assessments**

### **Junior Students years 7-9**

- Assessment Notifications will be posted to the Google Classroom or Moodle course, with information about how the task will be completed and submitted. In addition, students with a Moodle Course will receive an email with the assessment task notification.
- Teachers will modify the assessment tasks, as needed, to ensure everyone is treated fairly and has a chance to learn.
- Students who are struggling to complete assessment work need to communicate with their class teacher.
- In the case of timed tasks or tests, it will state on the Assessment Notification when the Google Classroom 'assignment' will be posted and for how long the window will be available to upload this task.

### **Senior Students Year 10-12**

- Assessment Notifications will be posted to the Google Classroom or Moodle course, with information about how the task will be completed and submitted. In addition, students with a Moodle Course will receive an email with the assessment task notification.
- Teachers will modify the tasks, as needed, to ensure no students are disadvantaged as per NESAs requirements.
- In the case of illness or misadventure students follow the usual procedures which include completing a green illness and misadventure form (available on the Google Classroom, Moodle, or School Website as a PDF), emailing it to the teacher with the appropriate supporting evidence (e.g., Medical certificate) who will then forward it to the relevant Head Teacher. The Head Teacher will then email the student with the result of the illness or misadventure application.

### **How can students make the most of Learning from Home?**

Students must know their teacher's Google Classroom code, and/or other online learning platforms. Students must check their Department of Education email for this information.

Students are to:

- Organise their physical space at home. Make sure the space for learning is neat and tidy.
- Use their timetable to be organised and ready to learn at the timetabled time.
- Take the initiative with their learning – it is up to students to make this work as best as possible.
- Complete tasks with integrity and academic honesty. Students are to do their best work.
- Meet timelines, commitments and due dates. Students are to communicate proactively with their teachers if they cannot meet deadlines or require additional support.

# SUPPORTING OUR SENIOR STUDENTS AT ALBION PARK HIGH SCHOOL

Learning From Home



## WHAT'S AVAILABLE?

### Consulting with a Teacher



Not everyone is suited to learning in isolation. Many teachers are running Zoom sessions but it can be difficult to seek direct support with problems during these lessons. A staff member is now available to call or Zoom our senior students to troubleshoot problems.

## HOW DO I ACCESS THIS SUPPORT?



All senior students at Albion Park High School have been sent an email offering the opportunity for Zoom support sessions during the Learning From Home period. Students can book in using the Google Form provided in this communication or via email by contacting:  
ursula.cable@det.nsw.edu.au

## HOW CAN THIS HELP ME?

### What will we cover?



With examinations scheduled for later in the term for both Year 11 and 12, we might cover: study timetables, exam preparation, motivation, refining writing, unpacking questions, reviewing practice papers, writing summary notes, using infographics for study, seeking feedback on written responses.

## WHAT ELSE CAN I DO?

It's easy to lose motivation when working in isolation. Consider:

- online study groups
- zoom with a study buddy
- continue Covid Senior Tutoring, if previously involved
- share study notes with peers. This can reduce your individual workload.



# I CAN GET HELP?



## WHAT'S AVAILABLE FOR YEAR 8-10 STUDENTS AT APHS?

### NUMERACY HUB

### HOW TO ACCESS

Our Covid Numeracy Support Teacher, Mr Dominic Ursino, is running online, real-time Zoom drop-in rooms to help students work through Maths problems. Don't struggle alone! Access instructional resources and the Zoom room through the google classroom. Mr Ursino will work through and explain Mathematical concepts that require face-to-face support.

Google classroom code:

6p26tzo



### LITERACY HUB

### HOW TO ACCESS

Reading skills remain a priority for Years 7-10. In support of this, the Covid Literacy Support Teacher, Mrs Ursula Cable, has established a Google Classroom with resources to support our students in developing reading skills. Lessons are linked to subject content and focus on specific reading skills. Zoom support is also available on request.

Google classroom code:

5ijt7pj



## FOR ADDITIONAL SUPPORT

Contact our tutors via email:

Ursula.Cable@det.nsw.edu.au

Dominic.Ursino@det.nsw.edu.au

## How can parents help?

- Set clear and positive expectations that learning will continue at home.
- Please understand that Learning from Home cannot look the same as the regular learning process.
- Make sure you have access to your students timetable through Sentral Parent Portal. This is to ensure your child/ren are ready to learn at the scheduled time.
- Ensure that sleep patterns and morning routines are regular and structured.
- Manage your children's phone/s during lesson times. Phones are a distraction and parents will need to help manage this, by considering steps such as physically placing phones away during timetabled lessons.
- Clarify exactly when assessment tasks are due and assist your child/ren with submission.
- Make changes to your home so that there is a clear and organised space for learning. A space/location for extended learning should be a public/family space, not in a bedroom.
- Parents should contact teachers via email channels only in exceptional circumstances.
- Please do not directly interact with Google Classroom (or other online platform), as this is a student learning space.

## Key Contacts for Parents and Students

Teachers will share their email with students on Google Classroom or Moodle.

Students should contact their teachers as first point of call for all class / learning related matters.

## **Faculty Head Teachers**

Mathematics – Mr Frank Gonzalez	<a href="mailto:Frank.gonzalez@det.nsw.edu.au">Frank.gonzalez@det.nsw.edu.au</a>
English – Ms Melissa Kennedy	<a href="mailto:Melissa.a.kennedy@det.nsw.edu.au">Melissa.a.kennedy@det.nsw.edu.au</a>
Science – Mr Scott Mercer	<a href="mailto:Scott.mercer@det.nsw.edu.au">Scott.mercer@det.nsw.edu.au</a>
HSIE – Mr Ben Andersen	<a href="mailto:Ben.andersen1@det.nsw.edu.au">Ben.andersen1@det.nsw.edu.au</a>
PDHPE – Mr Adam Blake	<a href="mailto:Adam.blake@det.nsw.edu.au">Adam.blake@det.nsw.edu.au</a>
Industrial Arts / Visual Art – Mr Evan Davies	<a href="mailto:Evan.davies@det.nsw.edu.au">Evan.davies@det.nsw.edu.au</a>
Administration/Home Ec – Mrs Frances Cole	<a href="mailto:Frances.cole@det.nsw.edu.au">Frances.cole@det.nsw.edu.au</a>
Teaching and Learning / Music / Dance – Ms Liz Asanovic	<a href="mailto:elizabeth.asanovic@det.nsw.edu.au">elizabeth.asanovic@det.nsw.edu.au</a>
Support Unit – Ms Sarah Hiscocks	<a href="mailto:Sarah.hiscocks@det.nsw.edu.au">Sarah.hiscocks@det.nsw.edu.au</a>
Parkside – Mr Todd Wilcoxon	<a href="mailto:Todd.wilcoxon2@det.nsw.edu.au">Todd.wilcoxon2@det.nsw.edu.au</a>
Careers / VET – Mrs Allyson Fisher	<a href="mailto:Allyson.fisher@det.nsw.edu.au">Allyson.fisher@det.nsw.edu.au</a>
Librarian / Portal Support – Ms Lisa Hoole	<a href="mailto:lisa.hoole@det.nsw.edu.au">lisa.hoole@det.nsw.edu.au</a>

## Other Key Contacts

<b>Year 7</b>
Year Adviser – Mr Sam Kilborn <a href="mailto:sam.kilborn@det.nsw.edu.au">sam.kilborn@det.nsw.edu.au</a>
Deputy - Ms Christine Campbell <a href="mailto:Christine.s.campbell@det.nsw.edu.au">Christine.s.campbell@det.nsw.edu.au</a>
<b>Year 8</b>
Year Adviser – Ms Lisa Hoole <a href="mailto:lisa.hoole@det.nsw.edu.au">lisa.hoole@det.nsw.edu.au</a>
Deputy - Mr Paul Ridgway <a href="mailto:paul.ridgway@det.nsw.edu.au">paul.ridgway@det.nsw.edu.au</a>
<b>Year 9</b>
Year Adviser – Mr Nick Astin <a href="mailto:nick.astin1@det.nsw.edu.au">nick.astin1@det.nsw.edu.au</a>
Deputy - Ms Christine Campbell <a href="mailto:Christine.s.campbell@det.nsw.edu.au">Christine.s.campbell@det.nsw.edu.au</a>
<b>Year 10</b>
Year Adviser – Ms Tyne MacIver <a href="mailto:tynerhyannan.maciver2@det.nsw.edu.au">tynerhyannan.maciver2@det.nsw.edu.au</a>
Deputy - Mr Paul Ridgway <a href="mailto:paul.ridgway@det.nsw.edu.au">paul.ridgway@det.nsw.edu.au</a>
<b>Year 11</b>
Year Adviser – Ms Michelle Hutchins <a href="mailto:michelle.a.hutchins@det.nsw.edu.au">michelle.a.hutchins@det.nsw.edu.au</a>
Deputy - Ms Christine Campbell <a href="mailto:Christine.s.campbell@det.nsw.edu.au">Christine.s.campbell@det.nsw.edu.au</a>
<b>Year 12</b>
Year Adviser – Ms Casie Horton <a href="mailto:casie.horton1@det.nsw.edu.au">casie.horton1@det.nsw.edu.au</a>
Deputy - Mr Paul Ridgway <a href="mailto:paul.ridgway@det.nsw.edu.au">paul.ridgway@det.nsw.edu.au</a>

## **FAQs – Commonly asked questions**

### **1. What if my child needs a textbook or other hard-copy resource?**

The school site remains open. If you need to access resources from the school, please arrange with your class teacher or other relevant person to come in and pick them up the next day.

### **2. What if I need to contact a Deputy Principal or Head Teacher?**

Please use email addresses provided previously.

### **3. What if my child finds the work too difficult?**

The online platform is the “classroom” - students are encouraged to ask questions and ask for assistance through this platform. Alternatively, please contact the school and speak with Ms Lisa Hoole who coordinates the Learning and Support Staff.

### **4. What if my child needs additional support / modifications to access learning?**

Classroom teachers will build-in adjustments as per usual practice. The Learning and Support teacher will be available to provide extra support as required. Please contact Mrs Asanovic via email to discuss this.

### **5. What if my child needs extension work?**

The online platform is the “classroom” - students are encouraged to write questions and ask for assistance through this platform.

### **6. What if I need to speak with a Year Adviser?**

Year Advisers are accessible via email.

### **7. How can I access the Teacher Librarian for support with research?**

Mrs Hoole can be accessed via email. See important contacts

### **8. What if there is “group work” in the subject my child studies?**

Teachers will determine the nature of this task and alternatives may be considered. Students should communicate with classroom teachers through their online learning platform.

### **9. What if my child does a subject with practical work?**

Teachers are investigating all options in regard to practical work. We understand that there will changes and adjustments as we navigate Learning from Home and teachers will provide more advice about practical work as it becomes available.

### **10. Will every subject/teacher be using the same online platform?**

While Google Classroom is the most popular platform, some classes operate within Moodle. Your child has received information from their teachers about the platform being used and how to access it.

### **11. How do we get teachers email addresses?**

These are available for students in their Google Classrooms – Class Administration.

### **12. How do we get Google Classroom access codes?**

Students should know these already as we have been working on Google Classroom all year. If families need support they can call the school office.

### **13. How do students submit work?**

Teachers will post instructions in their Google Classroom. Usually work will be up-loaded to Google Classroom, Moodle or emailed to the teacher.

### **14. What is the URL for Moodle?**

Moodle can be accessed from the School Website under the Tab ***Learning from Home/e-learning***. Information about resetting passwords is also available here.

### **16. Will school bus services continue to operate?**

At present, the bus services will operate as normal.

### **17. How do I access the student portal?**

If your child needs to reset their Portal access, please contact the Librarian Lisa Hoole. (See contacts sheet)

## **Support for families**

APHS acknowledges that many students and families are feeling anxious, confused, or even overwhelmed about the current COVID-19 (coronavirus) situation. APHS endeavours to provide up-to-date and well-informed information for our community, we also want to share a brief list of external resources that may help you navigate the constant flow of information and misinformation with your children. The list below will continue to be updated as new resources are developed.

**The school is offering its usual counselling service. If your child needs access to a counsellor, please contact the school to book a phone appointment or face to face meeting.**

### **Urgent assistance**

- [Lifeline](#) provides a free, 24-hour phone line for crisis support: call 13 11 14 or use their web chat function.
- [Kids Helpline](#) offers free, confidential phone and online counselling for children and young people aged 5-25.
- [Beyond Blue](#) also offers phone and online options for those suffering from anxiety or depression.

## **Supporting mental health and wellbeing during COVID-19**



- The NSW Department of Education has some great material to support families with students [Learning from Home](#)
- If you or your children are having trouble articulating how they are feeling, you might like to [try using this feelings wheel](#) to label and understand different emotions.
- [This headspace page](#) is specifically for young people feeling stressed about COVID-19, and provides clear advice about what to do if you're feeling overwhelmed or need extra support.
- [Youth Beyond Blue](#) has general resources for supporting young people's mental health and wellbeing (not specifically about COVID-19).

Resources to support children in being responsible online users:

- [Cyber safe families](#) – an overview of cyber safety
- [Technology and wellbeing](#) – useful tips and tools
- [Digital citizenship](#) [External link](#) – a collection of articles and resources to maximise students' use of technology.

A reminder that if you have any questions, or are directly affected by COVID-19, please contact the school on 42571744.