



Para Hills High School

Remote Learning

*A guide for Parents and
Caregivers*

Dear Parents and Caregivers,

As the world is currently adjusting to a new way of doing everything, and learning is taking place at home and at school, here is a simple guide for:

- How Para Hills High School is supporting learning from home and at school.
- What learning at home can look like.

The school will remain open, at this stage, for everyone who wishes to attend.

We will be providing live online learning for those at home and paper resources if your access to the internet or the computer is restricted.

If we support each other, remain calm, practice kindness and do our very best, the young people we all care for will succeed.

We are here to support you. Call or email whenever you need our help.

Contents

How to connect to online learning	4
DayMap from home for students	4
DayMap from home for parents	4
Microsoft Teams at home for distance learning	4
What to do when things don't work	4
Getting ready for learning at home	5
Structure of the day	7
Attendance and punctuality	8
Assignments and tasks	8
Submitting Work	8
VET courses	8
Flexible Learning arrangements (FLO)	9
Reading competition	10
Reading Log	11
Wellbeing	12
Helpful resources	13

How to connect to online learning

All relevant resources are here: http://www.phhs.sa.edu.au/Online_Learning.htm

DayMap from home for **students**

http://www.phhs.sa.edu.au/docs/daymap/DayMap_from-home_for_students.mp4

DayMap from home for **parents**

http://www.phhs.sa.edu.au/docs/daymap/Parent_Portal.mp4

Microsoft Teams at home for distance learning

http://www.phhs.sa.edu.au/docs/daymap/Microsoft_Teams.mp4

What to do when things don't work

Call the school immediately if you are having any difficulties

82585466

Or email our IT Team:

stephan.bullock531@schools.sa.edu.au

tavis.ryan45@schools.sa.edu.au

Getting ready for learning at home

Where possible:

- Have a designated study space, preferably not in your child's bedroom, if possible. Keep their personal space for relaxing, if possible.
- Consider where you set up your child's laptop. What can other people see?
- Encourage your child to get dressed for school. It could be their school uniform but as long as it is appropriate clothing for being online. 'Business on top, casual down below'
- Ensure your child has adequate lighting and a comfortable chair at the appropriate height for them.
- Set an alarm for lessons to help them stick to the daily schedule.
- Support your child but please resist doing their work for them.
- Encourage your child to put their phone in another room during their 60minute lessons. Break time is when they can use them.

LET US KNOW IF SOMETHING IS NOT WORKING on 82585466

Or email our IT Team:

stephan.bullock531@schools.sa.edu.au

tavis.ryan45@schools.sa.edu.au

VIDEO CONFERENCING LIKE A PRO

Place your device on a flat, solid surface



Wear neat and tidy clothes



Sit in front of a wall so your background is not distracting and to protect others' privacy



Log in on time and don't switch on your microphone and video until asked by your teacher



Speak slowly and clearly, and use headphones if you can



Use the Chat feature to ask questions



Remember everyone can read it

Mute your microphone when you're not speaking to reduce noise



Listen respectfully and wait your turn to speak



As a class, choose a symbol to mean 'hands up'

Structure of the day

Two face-to-face learning sessions (60min each) are provided for each subject over the week's timetable.

Within these learning sessions:

1. Log onto your normal timetabled lesson on Teams. Join meeting and chat.
2. Direct Instruction time (20minutes). The teacher may invite students to a 'meeting' or 'post' instructions or PowerPoint or videos to view. Student attendance will be checked during this time and recorded on Daymap.
3. Working time for students (20-40minutes). This could be broken down into smaller chunks/tasks.
4. Teacher feedback (20minutes). This is a time to check-in with everyone's progress and next steps.

Teachers will be online and available at the scheduled lesson and can respond to questions.

Please note some teachers who may be working from home, may not be available at set times because of unforeseen circumstances. If this is the case the teacher will negotiate an alternative time with students, parents/caregiver and the school and provide work for students via Daymap and teams.

Timetable for online home based learning:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9am-9.30am	Daily Reading and Reflective Writing				
9.30am-10.30am	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
BREAK					
11.00am-12.00pm	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
12.00pm-12.30pm	Pastoral Care / Wellbeing related activity. (Caregroup teacher to distribute)				
BREAK					
1.30pm-2.30pm	Lesson 3	Lesson 3	Individual Study Time	Lesson 3	Lesson 3
2.30pm-3.00pm	Completion and uploading of any outstanding work from the day. Communication with teachers. Seeking feedback.			Completion and uploading of any outstanding work from the day. Communication with teachers. Seeking feedback.	

Please note:

- Focused Learning classes will not require students to be online. Senior school students are to use this time as personal study time.
- The timetabled lessons are those scheduled on Daymap.

Attendance and punctuality

- Students are expected to be online and ready for lessons at the scheduled times.
- Daymap roll will be recorded based on your child's online presence at each scheduled lesson.
- Task submission will also be used as a means of tracking student engagement with learning.
- If a student has not been 'active' for 3 or more days, the student will be referred to the appropriate Year Level Manager/ Case Manager who will do a well-being check. If required, a home visit will be arranged.
- Centrelink payments connected to education may be impacted by non-attendance.
- Please call the school as usual or send a message via Schoolzine if your child is unwell and unable to participate in learning.

Assignments and tasks

- Check your child's DayMap. Go through the assignments they have to do together. Check how long they should take. Know when they are due.
- Talk with your child about their assignments. Do they understand them? Ask them to contact their teacher for clarification. You can also contact them yourself.
- Ensure your child starts and completes assignments on time.
- Read the teacher's comments on assignments that are returned and discuss these with your child.
- Monitor TV viewing, video game playing or social media to ensure it is not cutting into your child's learning time.

Submitting Work

- Due dates for assessment tasks are recorded on Daymap.
- Completed assessment tasks are to be uploaded to Daymap.
- Check Daymap as a parent to find out if they are submitting work on time or to see what is outstanding.

What about work that cannot be uploaded to Daymap?

- For some subjects, work may not be able to be uploaded to Daymap. For practical tasks a teacher may suggest taking a photo and uploading that. Students are to follow the instructions from individual teachers.

VET courses

If your child is doing a VET course this year their trainer and/or Registered Training Organisation (RTO) would have communicated to them about arrangements for online learning and submission of work.

Trainers are moving content around to focus on theory work for now. Practical work will be completed when RTOs re-open.

Within your child's timetable they will have time (Flexible Learning or Independent Learning) to complete their VET course work. Encourage them to keep on track with their VET course workload.

Ensure your child has their trainer's email and mobile phone details.

If you or your child have any concerns about their VET course or no work has been set please contact Ms Stewart at school on 82585466 or via email sally.hill834@schools.sa.edu.au

Flexible Learning arrangements (FLO)

A case manager is allocated to each student at the school who will contact the student at least twice a week. Students with flexible learning arrangements (FLO) are expected to continue to engage with their learning. Please contact Ms. Roberts on Leonie.Roberts681@schools.sa.edu.au for any concerns or queries.

Reading competition

Reading of any type is always great. Read a magazine, a newspaper, a book to a younger sibling... it all counts.

To encourage our students to step away from their screens and get lost in a good book we are running a Reading Competition.

- Read a book, newspaper, a book to a younger sibling.

Listen to an audiobook (available for free from the school or through <https://stories.audible.com/start-listen>)

- Students log their reading in the table below – a reading log will be available on Daymap and the website.
- When they finish a book, they write one interesting thing about what they have read.
- A parent verifies their activity.

The competition will run monthly from 1st of the month until the last day of the month.

Students will have until 4pm Wednesday 3rd of the next month to submit their Reading Competition sheet to Adla.Mattiske775@schools.sa.edu.au. You can log it electronically or on paper – take a photo of your reading log.

PRIZES:

Readers with the most stars, in each year level, will receive the following prizes

- 1st Prize- \$100 gift voucher of your choice
- 2nd Prize- \$60 gift voucher of your choice
- 3rd Prize- \$40 gift voucher of your choice

Month	Start and end of the competition	Submit your logs to Adla.Mattiske775@schools.sa.edu.au by	Parents and students will be notified by email and phone on
April	4/04/2020 – 30/04/2020	3 rd May 2020	10 th May 2020
May	01/05/2020 – 31/05/2020	3 rd June 2020	10 th June 2020
June	1/06/2020 – 30/06/2020	3 rd July 2020	10 th July 2020

How many stars?

Type of reading	Star value
Book for a young sibling	★
Comic book	★★
Graphic novel	★★★
Magazine / newspaper	★★★
Audio book	★★★★
Novel or non-fiction (up to 200 pages)	★★★★★
Novel or non-fiction (over 200 pages)	★★★★★★★

Bonus Points: ★★★★★★★★★★

- Write a 200-word review of one of the books read.
- Only 1 review will be counted.
- The review must be submitted with the Reading Competition sheet

Name: _____

[illegible]

- Competition runs from 1st of the month until the end of the month in 2020.
- Completed reading competition sheets (*plus bonus point review*) are to be submitted every month to Adla.Mattiske775@schools.sa.edu.au

Wellbeing

If your child is feeling stressed or anxious, please contact the school on 82585466. Our School Counsellors, Year level Managers and Case Managers will be available to take your call.

We will be regularly checking on the well-being of all our students and if required can arrange conference calls or home visits.

Every child has an allocated adult who will contact them regularly just to check in.

Please check our Online Learning page for wellbeing resources http://www.phhs.sa.edu.au/Online_Learning.htm

Helpful resources

Learning:

SACE Board

<https://www.sace.sa.edu.au/>

You Can Ask That video Q&A with SACE Board and SATAC

Our Learning- South Australian department for Education
online resources

<https://www.education.sa.gov.au/our-learning-sa>

Audible – books

<https://www.audible.com.au/>

Well-being:

Beyond Blue- Support, Advice, Action for anxiety and depression

<https://www.beyondblue.org.au/>

Kids Helpline

<https://kidshelpline.com.au/>

Smiling Mind

<https://www.smilingmind.com.au/>

Headspace

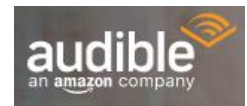
www.headspace.com

Healthy Kids Association- list of wellbeing Apps for kids

<https://healthy-kids.com.au/kids/high-school-2/apps-for-wellbeing/>

Head to Health

<https://headtohealth.gov.au/>





PLACES TO CALL IF YOU NEED HELP



LIFELINE

13 11 14

BEYOND BLUE

1300 22 4636

1800 RESPECT

1800 737 732

HEADSPACE

1800 650 890

MINDSPOT

1800 61 44 34

KIDS HELPLINE

1800 55 1800

NATIONAL DEBT HELPLINE

1800 007 007

NATIONAL CORONAVIRUS HELPLINE

1800 020 080