

School Operations Update Wednesday 29th April.

Term 2, Weeks 1 & 2. (Wednesday 29th April until Friday 8th April, 2020.)

Consistent with NSW Govt advice, Wollumbin High School remains open for students of essential workers.

Any student who comes to school will be assigned to a small mixed class group for supervision.

Students will continue to work on either their paper packages or online work at their own pace.

No formal lessons will be taught at school to ensure students who remain at home due to Covid-19 are not disadvantaged.

The canteen will remain closed. Student should bring food and drink with them each day.

No sport activities will be scheduled on Wednesdays.

Social distancing will be in place.

Normal student behaviour expectations and policies will continue.

All students are reminded to submit their completed course work and assignments by the due dates to ensure curriculum engagement and timely educational feedback from their teachers.

Term 2, Weeks 3 onwards (Monday 11th May until further notice by NSW Govt)

Consistent with NSW Govt advice, Wollumbin High School students will return to school for one day each week based on the following schedule.

This schedule applies for both Weeks A & B.

Monday	Year 11 & 12
Tuesday	Year 10 & 12
Wednesday	Year 9 & 12
Thursday	Year 8 & 12
Friday	Year 7 & 12

Year 12 students are to continue working with their assignment and coursework and assignments on all days and are encouraged to make contact with their course teachers to have individual, small group or class tutorial sessions. The teacher roster will see almost all teachers onsite for a minimum of 2 or 3 days each week on varying days to assist Year 12 students.

Students will continue to work on either their paper packages or online work at their own pace.

No formal lessons will be taught at school to ensure student who choose to remain at home due to Covid-19 are not disadvantaged.

Year Advisers will be rostered on the days their year group is attending school.

The canteen will be open each day on reduced hours. The canteen will operate up until the end of Break 1.

No sport activities will be scheduled but some physical or wellbeing activities will be incorporated each day.

Social distancing will be in place.

Normal student behaviour expectations and policies will continue.

All student are reminded to submit their completed course work and assignments by the due dates to ensure curriculum engagement and timely educational feedback from their teachers.

Communication with school

To clarify the communication procedures in place for the duration of the COVID – 19 Learning from Home program.

- Google Classroom is a learning space for students only and where students contact their teacher if they have questions, want to seek feedback, make a comment, share information etc.
- Parents are requested to respect the *Google Classroom* and *Zoom* student environments. It is not appropriate to be joining the lesson in any way. This helps students to develop autonomy and respects privacy of other class members in this space.
- For those parents who have already requested such service, physical packages will be posted home each fortnight (Wednesday) with a Reply Paid envelope. If

parents/carers prefer to collect and return the packages to school, please phone the school to confirm the day and time of the next collection. **Returned physical packages must contain completed work for all courses and include the cover slips provided.**

- Emails to staff will only be actioned during school hours and it may take a minimum, TWO (2) schools days to respond.
- The Administration staff are available to take enquiries over the phone for families without internet access. They will ask for clarifying information such as the student's name, year, course and teacher's name, and where possible their question. This will assist them to direct the enquiry to the appropriate staff member. Please allow a minimum of TWO (2) school days for a response.
- Teachers of courses may be unable to reply individually to emails, as their focus will be teaching via the online learning platform, developing resources, making contact with students and marking submitted work.
- Contact with Year Advisers should be around urgent wellbeing issues as they are also teachers with responsibility for delivering online learning to their classes. Year Advisers are best contacted using their Department of Education email. Please do not contact them in regards to specific learning packages – students should contact their teacher using Google Classroom.
- If you wish to contact the Principal, Deputy Principal, Careers Adviser, a Head Teacher or Learning and Support Teacher, please contact the school via the school email wollumbin-h.school@det.nsw.edu.au and state in the subject line the role of the person or the person's name that you wish to contact (for example: Attention: Deputy Principal, Head Teacher-Science) and provide an outline of the information you are seeking.
- The Teacher Librarians can be accessed for support with research or borrowing of books via email. Students can email the teacher librarian on Susie.hall@det.nsw.edu.au with their request or question. If student is unable to email they can phone the school to leave a message.
- To access the Counsellor, please contact the school either via school email or phone. It will be important to provide your student's name, year group and your best contact number. This request will be forwarded to the Counsellor for action. Please be aware we do not have a full time counsellor.