The premier of NSW, Gladys Berejiklian, has urged parents/carers to keep their children home for practical reasons. As such, our school is preparing for a situation where students will continue their learning from home.

What are teachers doing and what are their responsibilities?
- In addition to teaching their already-developed face-to-face lessons, teachers are developing and modifying their lessons and resources to be delivered online. Please appreciate that this will take time and teachers are working as efficiently as they can during this ever-evolving situation to ensure the continuity of learning for your child(ren).
- All teachers at Orara High School have a Google classroom for each class they teach. Students access this through the NSW Department of Education Student Portal.
- Teachers will communicate frequently with your child(ren) and, as needed, with their parents via Google classroom and/or other communication platforms as the individual teacher sees fit.
- Whilst communication will be frequent, teachers will provide scheduled availability times for students and parents/carers to expect replies. This will be defined by the individual teacher and communicated to parents/carers and students.
- Individual teachers may use additional online resources or software particular to their subject area and will endeavour to ensure that students have access to these.
- Teachers will develop timeframes and due dates for work to be completed and submitted to them for marking and checking.
- Teachers will provide timely feedback to support the learning of your child(ren).
- Teachers may have set times where students can chat with them online and they can deliver video lessons.

What are my responsibilities as a parent/carer during remote learning?
- Email **orara-h.school@det.nsw.edu.au** with your email contact details ASAP so teachers can add you to Google classroom as a parent/carer, and you can stay informed and apprised of the expectations for learning from home for your child(ren).
- Check the school website, **https://orara-h.schools.nsw.gov.au/**, and/or our Facebook page regularly for information.
- Know how the school and your child's teachers will be communicating with you and check that channel regularly.
- Make sure you know how to contact teachers for learning support and who to contact for technical support if your school chooses to use digital devices as part of their remote learning plan.
- This situation will be new for most schools and families. We will be trying to engage in a cycle of continuous improvement and refinement based on feedback so we may ask you and your child(ren) for your thoughts on how the system is working.
- Be aware of the department's policy regarding students use of digital devices and online services and digital citizenship and online safety.
- Ensure that your child(ren):
    - Can access the student portal.
    - Can log in to devices and websites.
    - Knows their username and password.
    - Knows how to reset their passwords if necessary.
    - Can access Google classroom for **each of the subjects** they study.
- It is strongly advised that you do not purchase software from third-party providers in response to this situation unless specifically advised by the school. We already have a wide range of software available and these have been specifically chosen to provide your child with the support they need.
- Ensure your child(ren) adheres to teachers' scheduled availability times, timeframes and due dates for work to be completed and submitted.
- It is important for you and your child(ren) to remember that teachers will be communicating with dozens to more than 100 other families and that your communications should be meaningful and short. You may also need to remind your child to be patient when waiting for support or feedback.

- Ensure your child(ren) complies with the school's behaviour management policy including the [behaviour code for students](#). Even though they are at home they still need to comply with their schools' behaviour management policy. Collaboration, group work and peer feedback during remote learning will require students to communicate online and work together in digital spaces. The expectations of your child(ren) and their required behaviour will be the same as a face to face lesson.
- Monitor communications from teachers.
- Establish routines and expectations.
- Define a space for your child to work in.
- Begin and end each day with a check-in.
- Take an active role in helping your children process their learning.
- Encourage physical activity and/or exercise.
- Check in with your child regularly to help them manage stress.
- Monitor how much time your child is spending online.
- Keep your children social, but set rules around their social media interactions.

What are the responsibilities of my child(ren) during remote learning?
- Establish and follow a daily routine for learning.
- Identify a safe, comfortable, quiet space in their home where they can work effectively and successfully.
- Regularly monitor digital platforms and communication (O365, G-Suite for Education, Seesaw, Canvas, email, etc.) to check for announcements and feedback from teachers.
- Complete tasks with integrity and academic honesty, doing their best work.
- Do their best to meet timelines, commitments, and due dates.
- Communicate proactively with their teachers if they cannot meet deadlines or require additional support.
- Collaborate and support their classmates in their learning.
- Comply with the departments' [student use of digital devices and online services policy](#).
- Seek out and communicate with school staff as different needs arise.

What if my child(ren) does not have a device?
- We have conducted a digital audit of the student population that has attended school to determine the needs of each student. Where necessary, we will provide a device for students to work from home. We will be distributing these devices and associated contracts throughout the week, prioritising Years 11 and 12.
- If your child has not attended school in the last week, and requires a device, please contact the school as soon as possible.

What if I only have one device shared between two or more children?
- For families with one PC between multiple children we will endeavour to provide additional devices.
- Parents/carers and students will be expected to agree to the terms and conditions of borrowing through signing a contract before students are given the device.

What if my child(ren) does not have access to the internet?
- Off-line or non-digital content such as worksheets, workbooks, text books or USB drives containing digital worksheets can be mailed to students. Further information will be delivered about this as we continue to develop contingencies for this.

Our thanks for your patience and ongoing support during these days of constant change.

Sincerely,

Malcolm McFarlane   James Strachan   Samantha Gage
Principal   Deputy Principal   Deputy Principal