



12 July 2021

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High School**

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COVID-19 Update

Dear Parents/Caregivers

Further to my letter of 9 July I write to provide you with the latest update from the school.

This morning I met with the entire staff who have been developing plans for student learning this week. Pleasingly, staff are well and truly organised and working hard to ensure online learning proceeds smoothly.

As a school we have determined that all student / teacher contact will be via CANVAS and Teams conferencing unless staff specifically direct otherwise. It is vital that students understand what is expected of them and complete all set work to the best of their ability.

The following arrangements are in place to enable students to learn from home:

How will CTHS facilitate Learning from Home?

- Timetabled lessons will proceed online and this will be the only mode of lesson delivery for all students, whether working from home or at school.
- All classes have an online learning platform. This will occur through Canvas and Microsoft Teams. Students are to use these online platforms to complete their learning activities and communicate with their teachers.
- If students require further explanation about set work or activities, they should use the tools within Canvas to communicate with their subject teacher.

Assessment Tasks

- At this stage Year 12 AP4 examinations are planned to continue on-site as scheduled.
- All information about senior assessment tasks will be communicated by the class teacher via the online learning platforms.
- Illness/Misadventure processes will apply in some limited circumstances. Factors solely related to Learning from Home are unlikely to constitute grounds for misadventure. Please refer to the CTHS website for this information. Students are reminded that upon completion, the Illness/Misadventure application should be emailed to the Stage Head Teacher as per the normal processes. The usual rules around illness/misadventure apply.

Attendance and Roll Marking

- Student attendance will be monitored each period by the supervising teachers. Text messages for absent students will not be sent during this time.
- Online lessons will not have a formal roll taken. However, students are expected to follow their normal timetabled lessons from home and complete all set work and

activities in the time frame provided. Attached to this letter is the revised period lengths and break times. The document also includes a student checklist.

Daily Organisation for students at school

- Morning roll call will now occur in A1.8 and A1.9. Any student in attendance should present to these rooms when the bell rings at 8.30am. After this, students will be placed into an appropriate room, adhering to social distancing protocols. The areas will be determined by daily numbers and the capacity of each location. Playground areas for recess and lunch breaks will be used.

Wellbeing and Learning Support

- Student wellbeing remains an absolute priority for us all. Mr Hind, our Head Teacher Welfare, will provide details of the support available to students in a separate email to families. A reminder that counselor support will be available and we do have a specific CANVAS page for wellbeing.
- Limited technology support is available. Please contact our Technical Support Office by emailing our TSOs: TSO@cths.nsw.edu.au - please note that they will not be able to provide support relating to your home internet connection or hardware.

How can students make the most of Learning from Home?

Students are to:

- Establish a quiet place with a stable internet connection that is free from distractions, in an open place within the home.
- Dress appropriately for any online face-to-face interaction with peers and teachers, (as per mufti day expectations). Face-to-face online conferences should be in an appropriate family environment, not the student's bedroom.
- Ensure computers are adequately charged and ready for learning with Canvas.
- Check Canvas Announcements for each subject and school email account regularly throughout each school day for information related to learning activities.
- Students should follow their school timetable as closely as possible to organise their school day and participate in normal timetabled lessons, following the advice from the classroom teacher.
- Students should participate in learning activities when set as required by their subject teacher and submit work by the due date and time.
- Online classes will be conducted with the same expectations as per the normal classroom in terms of participation, respect and behaviour.
- Students should ensure "Notification Settings" in Canvas are set to receive announcements and changes to students' course Pages, Assignment and Conferences etc.
- If students are unsure about the work set or the expectations of the learning delivery in any lesson, they should contact their teacher by school email or Message in Canvas.
- Students should be proactive about their learning and keep in communication with their teacher.

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. This transition to online learning has occurred extraordinarily

quickly, and this is creating its own challenges for staff, who are working extremely hard to maintain continuity of learning.

- Make sure that your child is following their normal timetable as close as possible.
- 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.
- Parents are advised to limit the time their child's access to social media is permitted.
- Provide a clear and organised space for learning. A space/location for extended learning should be a public/family space, not in a bedroom.
- If you need to contact the school regarding your child's learning, please use the Stage Head Teacher as per the normal school policy.
- Please do not directly interact with Canvas as this is a student learning space.

What if my child needs to come to school?

- The Premier of NSW has strongly encouraged families to keep children at home. If this is not possible, our school will be open with staff present to supervise students' online learning.
- Social distancing guidelines will be applied, this means students attending school will NOT experience a regular school day.
- Playground areas will be limited and students assigned to a particular area.
- Students must bring their own food, the canteen is closed.
- Extracurricular activities will not take place and the site will close at 3.30pm.

FAQs

1. **What if my child needs additional resources?** They should contact their subject teacher and organise this through them during the school day.
2. **What if I need to contact a Deputy Principal or Head Teacher?** Please contact the school via the school email (cths@cths.nsw.edu.au) and state in the subject line the person's name, or role that you wish to contact (eg, ATTN: Mrs Howard Head Teacher Stage 4).
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.
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 provide additional assistance as required.
5. **What if I need to speak with a Year Adviser?** Year Advisers are accessible via email.
6. **What if my child does a subject with practical work?** Teachers are investigating all options with regard to practical work. We understand that there will be changes and adjustments as we navigate Learning from Home and teachers will provide more advice about practical work as it becomes available.
7. **Will every subject/teacher be using the same online platform?** Yes - Canvas.
8. **Will the canteen be open?** No. The canteen will be closed in line with Department of Education advice to create social distancing.
9. **Will school bus services continue to operate?** At present, the bus services will operate as normal.
10. **What about extracurricular activities?** All extracurricular activities have been cancelled until further notice. There are no exceptions to this. In particular it should be noted that the Sydney North Athletics carnival scheduled for Week 2 and the Boys and Girls Tennis trials have been postponed to a date yet to be fixed.

Attached are two important documents:

- An updated timetable and checklist for students
- Instructions explaining how students are to join a “TEAMS” meeting.

Thank you for your understanding during this very trying time. If you have questions or concerns relating to any of the information provided, please contact the school via email on cths@cths.nsw.edu.au.

To finish on a positive note, I have included a photograph of our new Piazza cover as it nears completion.



Yours sincerely

Mr Gary Johnson
Principal