



**Asquith Girls High School
Online Learning Manual 2021
For Students and Parents/Caregivers**

Message From the Principal

Dear parents, caregivers and students,

At Asquith Girls High School, we are committed to providing quality learning opportunities for every student. Whilst online learning is very different, it is also an exciting opportunity for us to take learning to the next level and deliver it in an exciting, interactive, and achievable way.

We would like to cater for this by offering certainty and continuity of learning through our AGHS Online Learning processes and procedures.

Based on feedback from students, parents/caregivers and teachers, we have refined our processes and procedures for implementing online learning to address:

- A best-practice model for teachers that incorporates the principles of visible learning and explicit teaching;
- Clear expectations for students so that learning routines are predictable across different online classrooms. This also aligns to the principles of Positive Behaviour for Learning (PBL);
- A focus on an online learning model where students are encouraged to have voice and achieve their best while supported by expert teachers;
- Reflection tools to embed the learning that occurs each lesson;
- Pedagogical innovation towards blended learning in all KLAs for inclusive and equitable education for all students.

To achieve this, we have encouraged teachers to use a consistent format where approximately 40 minutes will be dedicated to explicit teaching and learning, and the final 20 minutes will be focused on consolidation and reflection. There will be an increased use of video conferencing platforms for lessons, and students should follow their regular timetable wherever possible.

We understand that online learning is challenging for everyone - students, teachers and parents/caregivers. Parents and caregivers are not expected to be the teacher, and it is important to ensure that everyone is clear on their role. If teachers have set work, encourage your child to complete it or seek help from their teacher if they are having difficulty. When a teacher is running video conferencing lessons, encourage your child to join in and participate.

We are aware online learning has been a challenge for some of our students while others will love it. If it gets all too hard on any given day, allow them to stop and come back to it at a later stage. Encourage them to do their best and to communicate to their teacher regarding their learning concerns. Teachers are happy to assist them, but students must make sure that they ask for help.

We thank you for being an active partner in your child's education and for your continuous support to our learning community. We believe a healthy and well-managed approach to learning will ensure quality learning outcomes for our students while they engage in learning from home.

Kind Regards

Elizabeth Amvrazis
Principal

Summary of Organisation for Online Learning

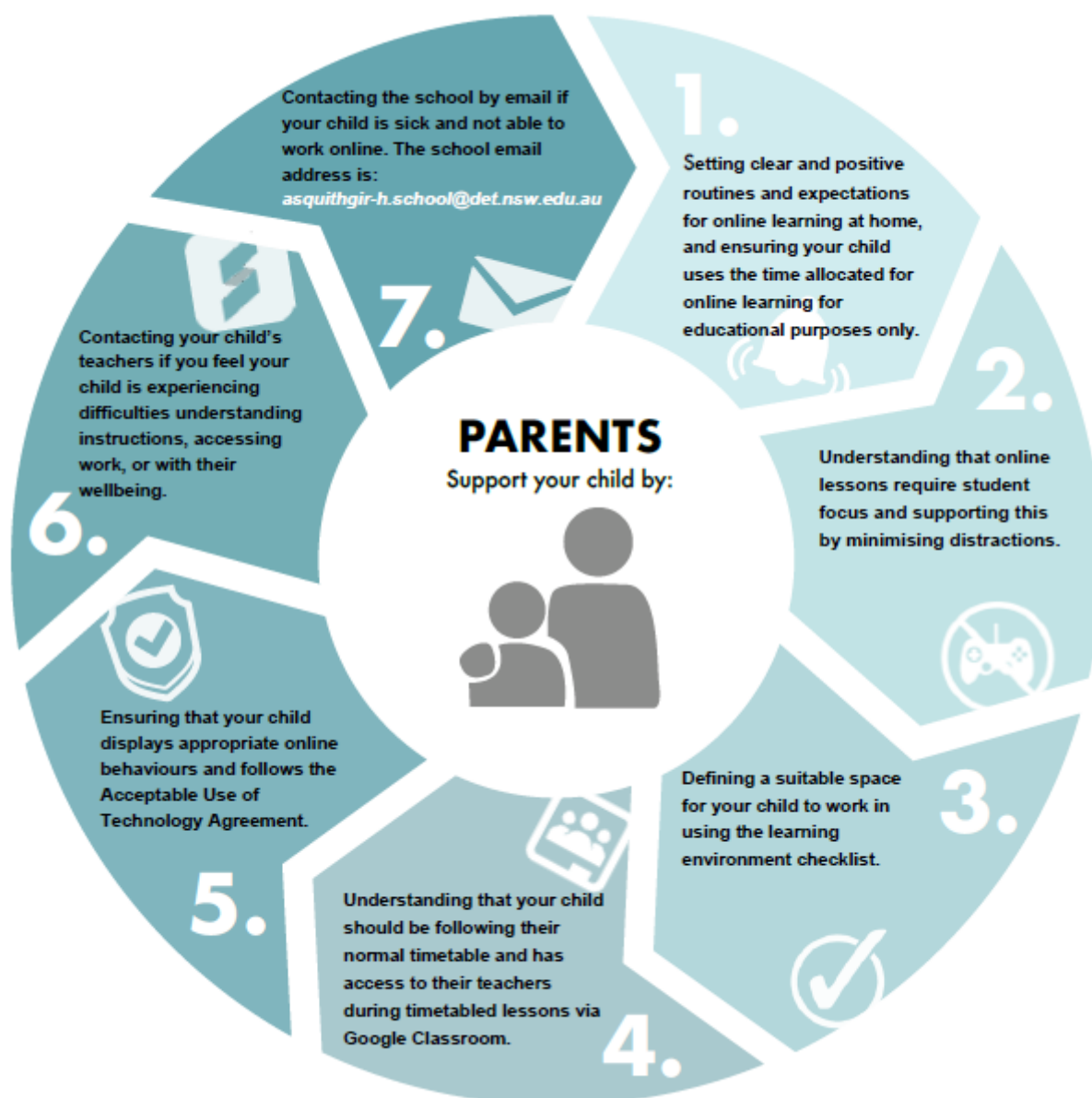
- Based on teacher, student and parent/caregiver feedback from 2020, we have refined our processes to further support our students through the challenging circumstances of online learning.
- Asquith Girls High School will be in operation every day to accommodate families who work for essential services. However, parents/caregivers are encouraged to keep students at home wherever possible to engage in online learning. No student who attends school will be turned away.
- The school will be using a model of synchronous learning, where students will be encouraged to follow their normal school timetable wherever possible. The current version of students' timetables are available on the Sentral Student and Parent Portal, which can be accessed using the following link: <https://asquithgir-h.sentral.com.au/portal/login>
- The Canteen and P&C Uniform Shop will not be open during periods of online learning
- There will be one unit of work provided by teachers for each class so that students at school and those at home will be completing the same tasks.
- For students who attend school, it is important to maintain social distancing across the school. While on school grounds, masks or face coverings will be required indoors for all students, staff and visitors

As the information on COVID-19 is continuously being updated, please regularly check your email for any updates and advice regarding COVID-19 and school operational matters. The Department of Education website also has information and the latest advice on COVID-19 requirements in schools, which can be found at the following link: <https://education.nsw.gov.au/covid-19>

Strategies to Support the Continuity of Learning

PARENTS

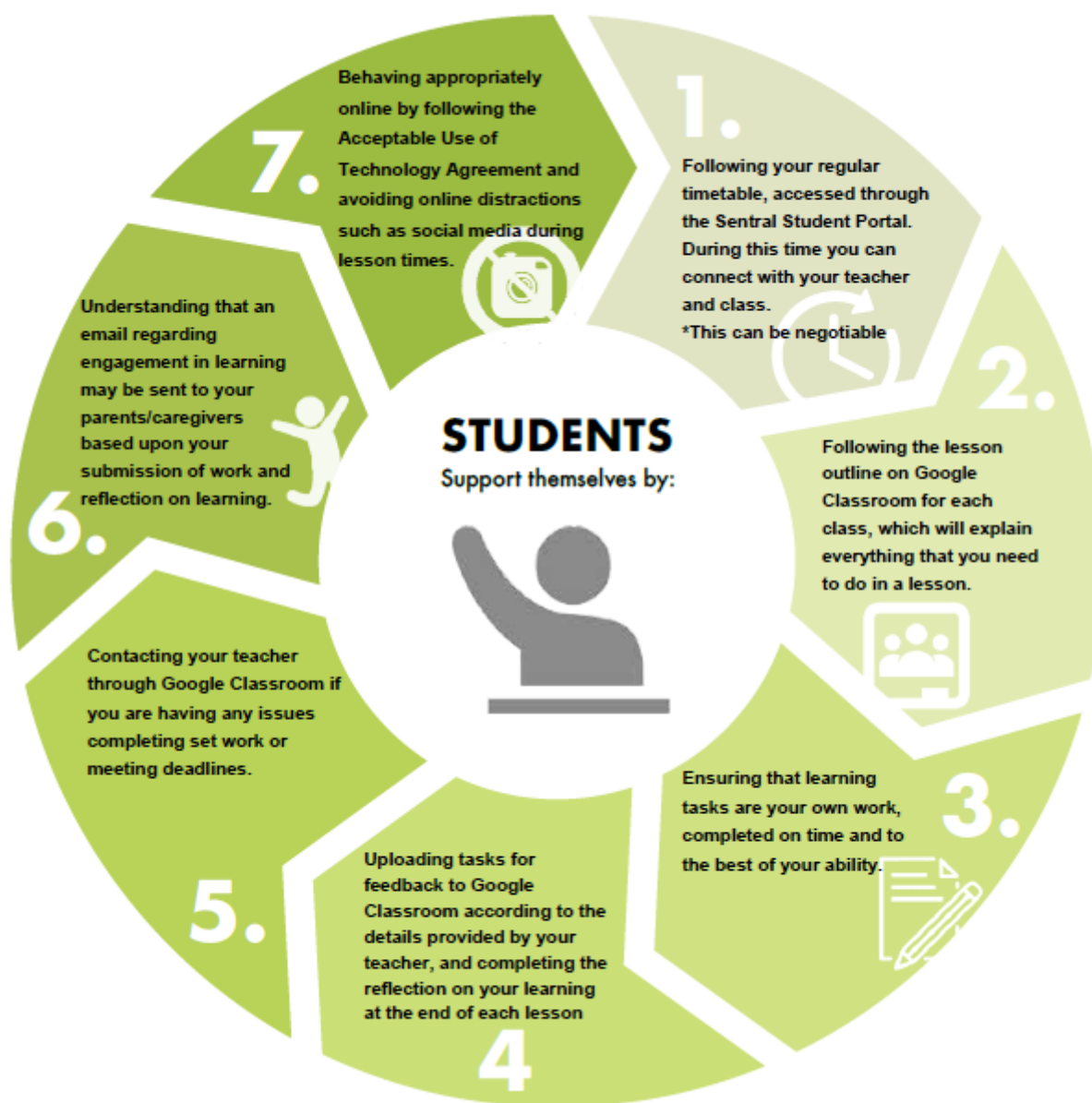
Support your child by:



The learning environment checklist and other useful information to support parents and caregivers during online learning can be found in the AGHS Online Learning Advice for Parents and Caregivers document that is available on the Sentral Parent Portal and can also be found on our website at <https://asquithgir-h.schools.nsw.gov.au/learning-at-our-school/learning-from-home/aghs-online-learning-advice-to-parents-and-caregivers.html>

STUDENTS

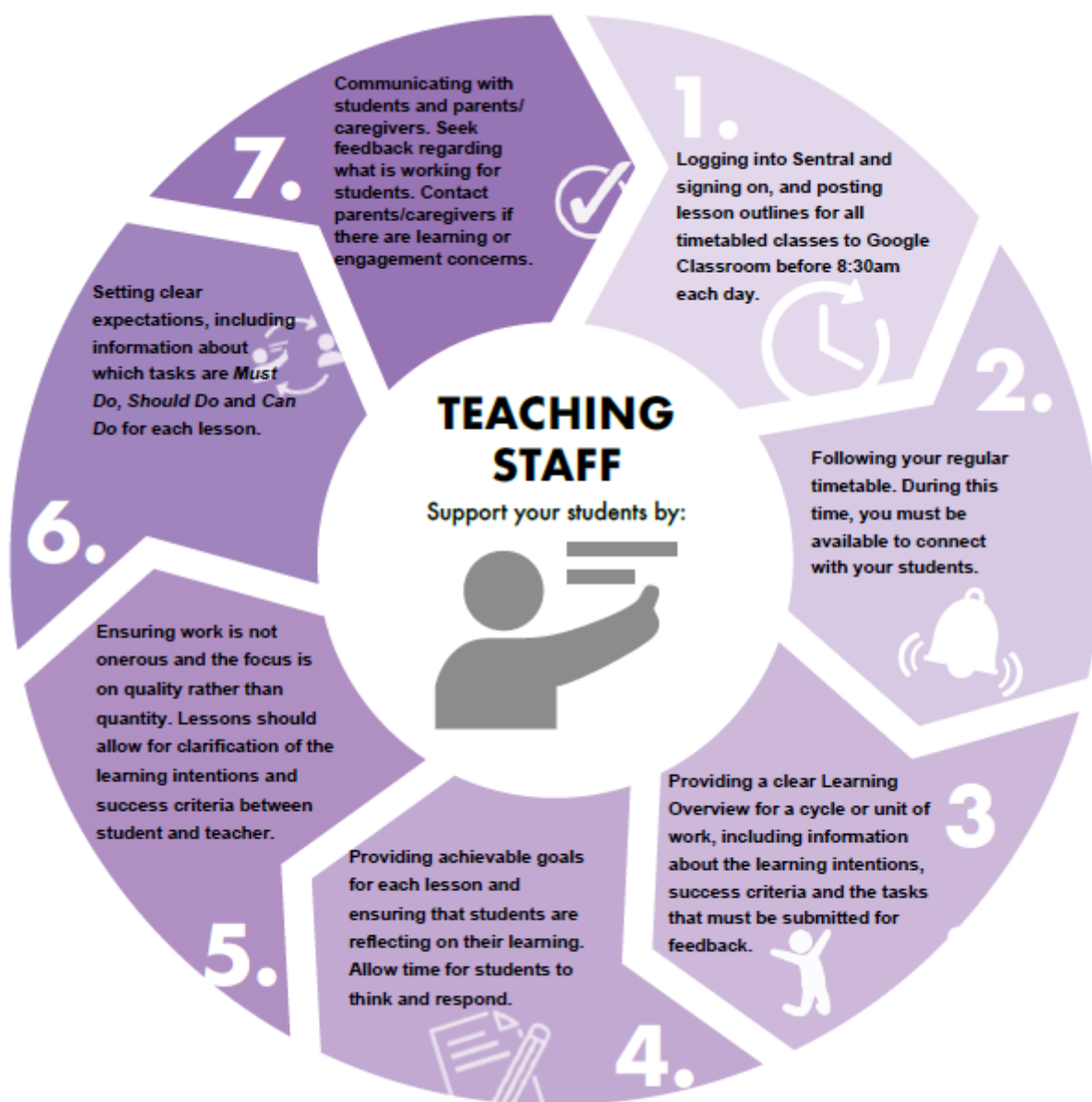
Support your learning by:



NOTE: While it is our preference for students to work using synchronous learning during periods of online learning by following their regular timetable, there may be circumstances where some students may not be able to access online learning during the timetabled lesson due to access to computers and the internet. To cater for these circumstances, students may work asynchronously (ie. complete tasks at a time outside their normal timetabled lesson) but must engage with the classwork within 24 hours of their timetabled lessons.

TEACHING STAFF

Support students by:



Summary of Strategies to Support the Continuity of Learning

PARENTS Support your child by:	STUDENTS Support yourselves by:	TEACHING STAFF Support students by:
<ul style="list-style-type: none"> ● Setting clear and positive routines and expectations for online learning at home, and ensuring your child uses the time allocated for online learning for educational purposes only. ● Understanding that online lessons require student focus and supporting this by minimising distractions. ● Defining a suitable space for your child to work in using the learning environment checklist. ● Taking an active role in helping your child process their learning. ● Understanding that your child should be following their normal timetable and has access to their teachers during timetabled lessons via Google Classroom. ● Ensuring that your child displays appropriate online behaviours and follows the Acceptable Use of Technology Agreement. ● Contacting your child's teachers through the school email if you feel your child is experiencing difficulties understanding instructions, accessing work, or with their wellbeing. ● Contacting the school by email if your child is sick and not able to work online. School email address is: asquithgir-h.school@det.nsw.edu.au 	<ul style="list-style-type: none"> ● Following your regular timetable, which can be accessed using the Sentral Student Portal. During this time, you should connect with your teacher using Google Classroom and other approved online learning platforms identified by your teacher. ● Checking the Learning Overview that will be provided for a cycle or unit of work on Google Classroom for each course. ● Following the lesson outline and instructions on Google Classroom for each class. This will explain everything that you need to do in a lesson. ● Ensuring that learning tasks are your own work, completed on time to the best of your ability. ● Uploading tasks for feedback to Google Classroom for each of your courses according to the details provided by your teacher, and completing the reflection on your learning at the end of each lesson. ● Joining live lessons using videoconferencing platforms such as Zoom on a regular basis for each class. ● Contacting your teacher through Google Classroom if you are having any issues completing work or meeting deadlines. This may include informing them if you share a device and cannot be online at the scheduled lesson time. ● Understanding that an email regarding engagement in learning may be sent to your parents/ caregivers based upon your submission of work and completion of reflection on learning. ● Behaving appropriately online by following the Acceptable Use of Technology Agreement and avoiding online distractions such as social media during lesson times. 	<ul style="list-style-type: none"> ● Posting lesson outlines for all timetabled classes to Google Classroom before 8:30am each day. ● Following the regular timetable. During this time teachers will be available to connect with students using Google Classroom and other online learning platforms identified in the lesson outline. ● Providing a clear Learning Overview for a cycle or unit of work on Google Classroom, including learning intentions, success criteria and the tasks that must be submitted for feedback. ● Providing achievable goals for each lesson and ensuring students reflect on their learning, so that the focus of lessons is on learning rather than the completion of tasks. Lessons should include approximately 40 minutes of explicit teaching and learning activities followed by 20 minutes for consolidation and reflection. ● Conducting live lessons using videoconferencing platforms such as Zoom on a regular basis for each class. ● Ensuring work is not onerous and the focus is on quality rather than quantity. Lessons should allow for clarification of the learning intentions and success criteria between student and teacher. ● Set clear expectations, including information about which tasks are <i>Must Do</i>, <i>Should Do</i> and <i>Can Do</i> for each lesson. ● Communicating with students and parents/caregivers. Seek feedback about what is working for students. Contact parents/caregivers if there are learning or engagement concerns.

Communicating with Teachers

- Students are able to communicate with their teachers through Google Classroom. Instructions on how to send messages using Google Classroom can be found on page 9.
- Parents/Caregivers are able to communicate with the school and teachers by calling reception on 9477-6411 during school hours or through the Asquith Girls High School email: asquithgir-h.school@det.nsw.edu.au.
- It is important to recognise that teachers may not be able to respond to messages from students and parents/caregivers immediately due to their teaching responsibilities. Teachers will respond to messages sent using the methods listed above as soon as possible.
- If parents/caregivers leave a phone message with reception for a teacher to call back, please indicate the best phone number and some possible times that would be suitable for the teacher to call. Please be aware that phone calls from teachers may appear on phone displays as “No Caller ID,” since teachers may be calling from their personal mobile phones.

Recording Participation in Learning

As part of each lesson, teachers will use Google Classroom to check student participation in learning. This tool will serve two main purposes:

- Teachers will be able to evaluate student learning and understanding of lesson content; and
- Teachers can identify which students have engaged in learning during the lesson.

The teacher will conclude the lesson 5 minutes before the end of the period by asking students to write a response to a question that indicates their learning for the lesson. Examples of the types of questions that could be used include:

- “What have you learned today?”
- “What is the relevance of what you have learned today?”
- “How will you use or apply the learning for today?”

Students must type their response directly into the comments bar corresponding to the day’s lesson outline. Instructions on how to do this can be found on page 9.

Sentral Student and Parent Portals

The Sentral Portal is an essential tool for accessing student timetables, daily announcements related to the general operations of the school and important school documents such as assessment booklets and online learning resources.

The Sentral Portal can be accessed by visiting the following link:

<https://asquithgir-h.sentral.com.au/portal/login>

Students must sign in to the Sentral Student Portal using the same username and password that they use to sign in to computers at school or access their Department of Education emails.

Parents/Caregivers have been sent a username and password to access the Sentral Parent Portal earlier in the year. Please email the school if you need any assistance in accessing the Sentral Parent Portal using the Asquith Girls High School email: asquithgir-h.school@det.nsw.edu.au

Instructions for Students in Using Online Learning Platforms

The following instructions can be used by students and parents/caregivers to assist in using some of the online learning platforms being used by the school.

These documents can also be accessed by students and parents/caregivers on the Sentral Student and Parent Portals and can also be found on our website at

<https://asquithgir-h.schools.nsw.gov.au/learning-at-our-school/learning-from-home.html>

Google Classroom Instructions

Instructions for signing in and joining a class

<https://drive.google.com/file/d/1AZFvIbGVJJr9Z2POVwtKiJKPotJzTcL/view?usp=sharing>

Submitting work using the *Assignment* feature (including tasks for teachers to provide feedback and assessment tasks)

<https://drive.google.com/file/d/1Vq4uPMuDMWwizscSaZBGyNA1if1O0rcO/view?usp=sharing>

Completing the evaluation/reflection on learning at the end of each lesson

<https://drive.google.com/file/d/1n4gTudYBMHsrzuEPIFeZ7RGYgTN1EkEd/view?usp=sharing>

Posting messages and asking general questions

<https://drive.google.com/file/d/101kEaAWPbP3QofvgmRunEVGQLQ3L5wyP/view?usp=sharing>

Asking questions about work set for a lesson

https://drive.google.com/file/d/1z_NqWvF_D_2rEvN66Ti_R7IPSZrT3O-3/view?usp=sharing

Asking private questions about a specific task

<https://drive.google.com/file/d/1kk4K3r2Ut5h-lJaLqPqjtnSQslkJLTHB/view?usp=sharing>

Google Classroom Codes

All students should have already joined the Google Classroom page for all of their classes. In case some students have not yet joined their classes, a full list of Google Classroom access codes for all classes can be found on the Sentral Student Portal.

Google Classroom Parent/Caregiver Email Summaries

Teachers will be using the *Guardian Summary* feature on Google Classroom to enable parents and caregivers to have an understanding of what tasks that their children need to complete for each subject. All parents and caregivers who have not already accessed this feature of Google Classroom will receive an email inviting them to be added to the *Guardian Summary* feature of their child's Google Classroom pages .

When parents/caregivers accept this invitation, they receive weekly, automatic email summaries for their child. These email summaries include:

- Missing work—Work that is late at the time the email was sent (if the work has been set using the *Assignment* feature with a due date)
- Upcoming work—Work that is due in the upcoming week (if the work has been set using the *Assignment* feature with a due date)
- Class activity—Announcements, assignments, and questions recently posted by teachers

This feature does not allow parents/caregivers to access the Classroom page, send messages to teachers or view the class stream

More information about the *Guardian Summary* feature can be found at

https://support.google.com/edu/classroom/answer/7126518?hl=en&ref_topic=9049978

Instructions for Using Video Conferencing

Teachers will use Zoom video conferencing as part of synchronous online learning. The preferred platform for videoconferencing lessons is Zoom. All teachers and students have access to Zoom through the Department of Education portal. Instructions on how to access and use the key features of Zoom can be found below.

Tips for using Video Conferencing platforms

- Set up an appropriate space when connecting to your meeting. Consider what's behind you and how it might look on-screen.
- Sit in a well-lit and quiet place.
- If there is a lot of background noise, a headset with a microphone will be best to use if you have one.
- Make sure your microphone is muted when not talking.
- Zoom meetings will use more internet bandwidth than web browsing. Keep your webcam off to improve quality when you are not speaking or presenting to the class.
- Familiarise yourself with the different features of Zoom using the instructions below.

Instructions for Using Zoom

The following instructions can be used by students in utilising the key features of Zoom. These documents can be accessed by students and parents/caregivers on the Sentral Student and Parent Portals and can also be found on our website at:

<https://asquithgir-h.schools.nsw.gov.au/learning-at-our-school/learning-from-home.html>

Department of Education Zoom flyer

<https://drive.google.com/file/d/1uADuK64n4DnzX0T7hRXMHdY18CwZvz1K/view?usp=sharing>

How to join a meeting

<https://drive.google.com/file/d/1HeyGgWyeBWE1w-ocv7UsHntHjExipshb/view?usp=sharing>

Using Zoom features

<https://drive.google.com/file/d/1 PhXkur4UaFFHZEEdK2p55ZJtCrVjiY51/view?usp=sharing>

Supporting Students During Online Learning

The Learning and Support Team is responsible for supporting students with additional learning needs in the following ways:

- The **Learning and Support Teacher (LaST)** is part of the teaching staff and has been added to the Google Classrooms to directly support identified students during their lessons. The LaST is responsible for liaising with the class teachers to adjust tasks and resources so they are accessible for students who require support. The LaST is also responsible for Disability Provisions.
- The **School Learning Support Officer (SLSO)** role in online learning will be to support funded students. They will be added to Google Classrooms and will adjust written resources for teachers to support students in a manner reflective of their individual learning needs.
- The **High Potential & Gifted student (HPG)** support teacher is responsible for supporting faculty Head Teachers to provide targeted support to HPG students. The emphasis will be on the development of differentiated resources to facilitate the growth of HPG students. The HPG support teacher to be added to the Google Classrooms of Enrichment classes.
- The **Careers Adviser** is responsible for disseminating available careers opportunities to students via the careers newsletter. There is also a Careers Google Classroom page for Year 10, 11 and 12. Additionally, the Careers Adviser is available for individual student careers support via email as required.
- The **Teacher Librarian** is responsible for supporting faculties through the provision of online resources that target specific units of work/syllabus outcomes. They are also responsible for supporting student research and literacy and numeracy.
- The **Literacy and Numeracy** teachers support the development of students' literacy and numeracy skills through the provision of targeted interventions. They are responsible for the dissemination of resources through Google Classroom for targeted students and supporting students who are below National Minimum Standards.

Wellbeing Support During the COVID-19 Pandemic

Asquith Girls High School operates on the principle that Wellbeing is at the core of our teaching and learning and the driver for our educational planning.

The Wellbeing Team, consisting of the Head Teacher Welfare, Year Advisers and Assistant Year Advisers, School Counsellors, Deputy Principals and Principal, are available to support our students.

The Head Teacher Wellbeing and the student leadership team will be posting regular wellbeing messages in the daily notices that students can access through the Sentral Student Portal.

We want our students to stay connected with their teachers and their school and seek support as needed. It is equally important for our families to also reach out for support if they need it.

We also strongly encourage students to participate in activities in their own time that enhance their wellbeing, such as healthy eating, regular physical activity and social interaction with friends and family (even if it is through electronic means). It is important that students and parents/caregivers factor time for these important activities throughout the week. A number of wellbeing resources are available on pages 15-19.

Processes to Support Students During Online Learning

The arrangements for online learning have required significant adaptation by teachers, students and parents/caregivers. As a result, some students may not be successfully engaging with their learning during this period of time or may not be submitting tasks by set deadlines.

There are a number of possible reasons why students may not be submitting tasks or engaging in online learning, including:

- Lack of or limited access to technology
- Limited understanding of online learning platforms
- Learning difficulties
- Not understanding task requirements
- Not understanding submission requirements
- Poor time management and organisation skills
- Being overwhelmed with workload from all subjects
- Wellbeing issues
- Non-compliance or lack of engagement in learning

Teachers will be contacting parents/caregivers by phone and email to identify the reasons for non-completion of online learning and develop solutions to support students. These processes are not designed to be punitive.

Parents and caregivers are encouraged to liaise with their child's teachers to develop solutions for any learning or wellbeing challenges that are being faced during the period of online learning using the methods of communication listed on page 8.

Additional Resources

Information about Online Learning

NSW Department of Education - Advice for Families

Latest information, updates and advice from the NSW Department of Education regarding COVID-19 and supporting students with online learning.

<https://education.nsw.gov.au/covid-19/advice-for-families>

NSW Education Standards Authority

Latest information, updates and advice from NESA regarding the HSC

<https://educationstandards.nsw.edu.au/wps/portal/nesa/about/news/novel-coronavirus>

Guidance for parents and caregivers on student wellbeing

Digital Lunch Break

Resources designed by the NSW Advocate for Children and Young People (ACYP) to assist students with finding online resources and activities to do at home in their lunch break, around learning hours and on weekends.

<https://www.digitallunchbreak.nsw.gov.au/>

Student Wellbeing Hub - Australian Federal Government resource

Wellbeing resources and online space for students in primary and secondary school, as well as for educators and parents.

[Education Services Australia: Student wellbeing hub](#)

Anti-bullying resources

Information for students, parents/carers and teachers about all forms of bullying. Includes phone and web helplines.

[Bullying. No way!](#)

Online Safety resources

Information for students, parents/carers and teachers about online safety from the Australian Government e-Safety Commissioner, with particular reference to the current situation with COVID-19.

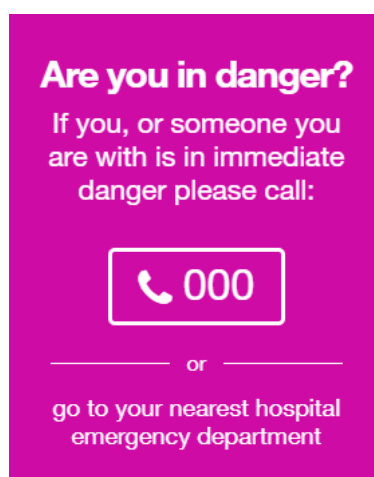
<https://www.esafety.gov.au/about-us/blog/covid-19-online-survival-kit-parents-and-carers>

Hornsby Council Domestic and Family Violence Resource

Resources and links to support services in the Hornsby area for people experiencing domestic and family violence.




<https://www.hornsby.nsw.gov.au/community/services/domestic-violence>

Resources to Support Mental Health During Remote Learning









If you need to talk to someone...





Name	About	Phone	Online
Kids Help Line 	For anyone 25 or under - Kids Helpline is a free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.	1800 55 1800 24/7	Webchat 24/7 https://kidshelpline.com.au/get-help/webchat-counselling
Lifeline 	For all ages - 24-hour crisis support telephone service. Lifeline provides 24/7 crisis support and suicide prevention services.	CALL: 13 11 14 24/7 TEXT: 0477 131114 6:00PM - Midnight	Crisis Support Chat 7:00PM – Midnight https://www.lifeline.org.au/get-help/online-services/crisis-chat
Suicide Call Back Service 	A nationwide service that provides 24/7 telephone and online counselling to people who are affected by suicide, experiencing thoughts of self-harm or suicide	1300 659 467 24/7	Online Chat 24/7 Video Chat 24/7 https://www.suicidecallbackservice.org.au/
Youth Beyond Blue 	Beyond Blue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.	1300 22 4636 24/7	Chat Online 3:00PM - Midnight https://www.youthbeyondblue.com/
 SANE Australia	SANE Australia supports people living with complex mental health issues and the people that care about them	1800 187 263 10:00AM – 10:00PM	Webchat 10:00 AM – 10:00 PM https://www.sane.org/about-sane

Headspace 	eheadspace provides free online and telephone support and counselling to young people 12 - 25 and their families and friends.	N/A	Group Chat 24/7 1 on 1 Chat 9AM - 1AM https://headspace.org.au/eheadspace/
QLife 	QLife provides anonymous and free LGBTI peer support and referral for people wanting to talking about sexuality, identity, gender, bodies, feelings or relationships	1800 184 527 3PM - Midnight	Webchat 3PM – Midnight https://www qlife.org.au/re sources/chat
1800RESPECT 	Confidential information, counselling and support service, open 24 hours to support people impacted by sexual assault, domestic or family violence and abuse	1800 737 732 24/7 Interpreter: 13 14 50	Online Chat 24/7 https://chat.1800respect.org.au/#/welcome
Carers NSW 	Carer Line offer emotional support, referrals and distribute carer specific resources and information to carers and community members	1800 242 636 9AM – 5PM Monday - Friday	http://www.carersnsw.org.au/how-we-help/support/carer-line/
Mental Health Line 	A mental health professional will answer your call about mental health concerns for you or someone you are concerned about, including children, teens, adults and older people	1800 011 511 24/7	https://www.health.nsw.gov.au/mentalhealth/Pages/Mental-Health-Line.aspx



If you are looking for an app...

Name	About	Website
Calm Harm 	<p>Calm Harm provides tasks that help you resist or manage the urge to self-harm. You can add your own tasks too and it's completely private and password protected.</p>	<p>Free</p> <p>App Store Google Play</p>
Clear Fear 	<p>The fear of threat, or anxiety, is like a strong gust of wind. It drags you in and makes you want to fight it or run away.</p> <p>Instead, face your fear with the free Clear Fear app and learn to reduce the physical responses to threat as well as changing thoughts and behaviours and releasing emotions.</p>	<p>Free</p> <p>App Store Google Play</p>
ReachOut Worry Time 	<p>ReachOut WorryTime interrupts repetitive thinking by setting aside your worries until later, so you don't get caught up in them and can get on with your day. This means you can deal with worries once a day, rather than carrying them around with you 24/7</p>	<p>Free</p> <p>App Store</p>
ReachOut Breathe 	<p>ReachOut Breathe helps you reduce the physical symptoms of stress and anxiety by slowing down your breathing and your heart rate with your iPhone</p>	<p>Free</p> <p>App Store</p>
Smiling Mind 	<p>Smiling Mind is a meditation app for young people. It has been developed by a team of psychologists and uses mindfulness to boost calmness, contentment and clarity. Mindfulness meditation has been shown to help manage stress, resilience, anxiety, depression and improve general health and wellbeing.</p>	<p>Free</p> <p>App Store Google Play</p>
WellMind 	<p>WellMind is designed to help you with stress, anxiety and depression. The app includes advice, tips and tools to improve your mental health and boost your wellbeing.</p>	<p>Free</p> <p>App Store Google Play</p>

If you are looking for online support...

Name	About	Website
Bite Back 	Promoting resilience and wellbeing in 12-18-year old's through activities	https://www.biteback.org.au/
The BRAVE Program 	BRAVE-ONLINE is an evidence-based cognitive behavioural therapy (CBT) available online to help children (8-12) and teenagers (13-17) cope with anxiety	https://www.brave-online.com/
ConnectEDSpace 	A website provided by Relationships Australia Victoria with tip sheets, news and useful links to help young people manage problems and issues such as bullying, relationships, stress and mental health, and conflict with parents	https://www.connectedspace.com.au/
Smiling Mind 	Online and app-based program to improve wellbeing of young people through mindfulness meditation.	https://www.smilingmind.com.au/
MyCompass myCompass	Are you feeling the pressures of study, finding a job or starting a career? It has an interactive self-help service that aims to promote resilience and wellbeing for people experiencing mild to moderate stress, anxiety and/or depression	https://www.mycompass.org.au/YoungAdults

If you are seeking additional information...

Name	About	Website
ReachOut 	Our mission is to deliver innovative e-mental health services that enable young people to take control of their mental health and wellbeing.	https://au.reachout.com/
Black Dog Institute 	Primary areas of mental health research and treatment include: depression, bipolar disorder, post-traumatic stress disorder (PTSD), anxiety, workplace mental health, adolescents and young people, suicide prevention, e-mental health, and positive psychology and wellbeing.	https://www.blackdoginstitute.org.au/