



Kandos
HIGH SCHOOL

A GUIDE TO
LEARNING FROM
HOME

A guide to learning from home during Level 4
Restrictions for parents and students of
Kandos High School

Term 3 and 4 2021

COVID-Safe School Operations

Overview		Guidance on mask wearing
<p>Level 1</p> <p>School operating in a COVID-safe/ COVID-normal way</p>	<ul style="list-style-type: none"> Schools can operate in a COVID-normal way Students and staff to not attend school if they have symptoms; negative COVID-19 test required prior to returning to school Parents, carers and visitors are allowed on-site QR code check-in and check-out required for all staff and visitors COVID safety plans required in line with NSW Health advice (such as large gatherings or events) Activities such as singing, chanting, choirs, bands and school performances allowed in line with broader Health settings 	<ul style="list-style-type: none"> Inter-school sport in line with community sport guidelines Community use in line with broader Health settings SRE/SEE (externally provided religion and ethics classes) operational Community Language Schools operational P&C on site Additional cleaning measures in place Further detailed guidance available on the Department's website.
<p>Level 2</p> <p>COVID-safe; restrictions on activities and non-essential visitors</p>	<p>As per Level 1, except:</p> <ul style="list-style-type: none"> Non-essential visitors not allowed on-site (including parents and carers) Mask wearing recommendations Staff identified as vulnerable supported to work from home Activities such as singing, chanting, choirs, bands and school performances allowed in outdoor settings only Assemblies must have COVID-Safe practices in place and no parents/ carers are allowed 	<ul style="list-style-type: none"> While in indoor settings in schools, masks or face coverings are recommended for all staff, and all students in Year 7 and above.
<p>Level 3</p> <p>COVID-safe; further restrictions on activities and non-essential visitors</p>	<p>As per Level 2, except:</p> <ul style="list-style-type: none"> Mask wearing requirements Introduction of staggered breaks and reduced mingling of student cohorts wherever possible Activities such as singing, chanting, choirs, bands and school performances not permitted No assemblies No excursions 	<ul style="list-style-type: none"> While in indoor settings in schools, masks or face coverings are required for all staff, and all students in Year 7 and above.
<p>Level 4</p> <p>Learning from home encouraged, schools are open for families who need it</p>	<ul style="list-style-type: none"> Families are encouraged to keep their children at home, with no student to be turned away Schools activate plans to support continuity of education for all students learning from home. 	<ul style="list-style-type: none"> While in indoor settings in schools, masks or face coverings are mandatory for all staff, and all students in Year 7 and above.



Kandos
HIGH SCHOOL

Dyanna Thommeny, Principal
Debbieanne Johnston, Relieving Deputy Principal

Ph 02 6379 4103 Fax 02 6379 4818
kandos-h.school@det.nsw.edu.au
Official Kandos High School
kandos-h.schools.nsw.edu.au

Respectful 🌱 Positive Relationships 🌱 Responsible

Dear Parents,

Thank you for your continued patience and support during the most recent Coronavirus outbreak. With the current restrictions expected to continue for an extended period it is important that we work together to ensure the best outcomes for our students. At the time of printing all of NSW is under stay-at-home orders. This means that parents and carers across all regional NSW and Greater Sydney must keep children – across primary and secondary school – at home unless they need to be at school. This places us in **Level 4 restrictions**.

This guide has been created to give parents and students a clear understanding of the processes, expectations and supports available to our students and families while our school is subject to stay-at-home orders.

Current stay-at-home orders are in place until the 10th of September. There is a high chance that these orders will be further extended. The NSW Government has announced a plan for a staged return to face-to-face learning in NSW. This plan is subject to change if current stay-at-home orders are lifted.

Planned dates for return to face-to-face learning:

- Monday 25th October (Week 4, Term 4) Kindergarten, Year 1 and Year 12 will return to school
- Monday 1st November (Week 5, Term 4) Year 2, Year 6 and Year 11 will return to school
- Monday 8th November (Week 6, Term 4) all remaining students will return to school

Factors that impact these dates are:

- If stay-at-home orders are lifted prior to the dates above students will return to face to face teaching.
- All students will return to school at **Level 3 restrictions**. Level 3 restrictions require: masks worn by students in Year 7 and over and by staff inside and outside of buildings. There can be no gatherings, choir, assemblies, or visitors to the school. Students must remain in year or stage groups.
- If our Local Government Area remains an "area of concern" on the staged return to school date - 25th October - school will not return.

What does this mean for our students?

- Students at KHS will continue to learn from home until the planned return dates.
- Our school will remain open for students who cannot be educated at home.
- Upon return students are required to wear a mask at all times, unless eating or drinking.

Wearing Masks at School:

From Monday 30 August, students in schools subject to stay-at-home rules in Year 7 and above will be required to wear face masks in both indoor and outdoor settings while on school grounds.

This is to align with the NSW Health Public Health Order, which requires all persons over the age of 12 living in areas subject to stay-at-home rules to wear a face mask in public indoor venues and while outdoors. The new requirement will also help support the health and safety of students and staff attending school.

In summary, masks or face coverings are required for schools subject to stay-at-home rules in:

- all indoor and outdoor settings for all staff
- all indoor and outdoor settings for students in Year 7 and above.

Teachers and students are expected to supply their own masks where possible. This aligns with the Public Health Order requirement for all persons over the age of 12 to carry a face mask with them whenever they leave their home. There will be masks available for those who require them.

* Existing exemptions continue to apply. Please refer to the Department's Guidance on masks and face coverings for more information. <https://education.nsw.gov.au/covid-19/advice-for-families/level-4-schools>

NSW Department of Education

Stay COVID safe



Our school is open for those students:

- who cannot be educated at home
- whose parents and carers are essential workers.

There is minimal supervision available on site to support these students.

All other students must stay at home, learning from home, as directed by the NSW Health Public Health Order.

Thank you for supporting our teaching and school community to stop the spread of COVID-19.



Follow health advice and keep your child home if they are unwell.



For the latest information, visit education.nsw.gov.au/covid-19

education.nsw.gov.au



Kandos High Procedures for Accessing Work from Home

Accessing work:

All student work is accessible via one of two online platforms: Microsoft Teams or Google Classrooms. Instructions for accessing these platforms are attached to the back of this guide.

Teachers have emailed students instructions on how to access their work each week. **Students in Years 7 to 10 are expected to communicate with each of their teachers at least once a week.**

If students do not have internet access this can be done via return of work to the school office. **Students in Year 11 and Year 12 should be communicating with their teachers during or after each scheduled lesson.**

Students who do not have reliable internet or are unable to print required work at home may request printed copies of work by contacting the school office between 9am and 3pm Monday to Friday on 02 6379 4103. Printed work will be available for collection from the school office after 12pm on Tuesdays. If work cannot be collected on Tuesdays, please contact the school to arrange postage or delivery.

Completing and returning work:

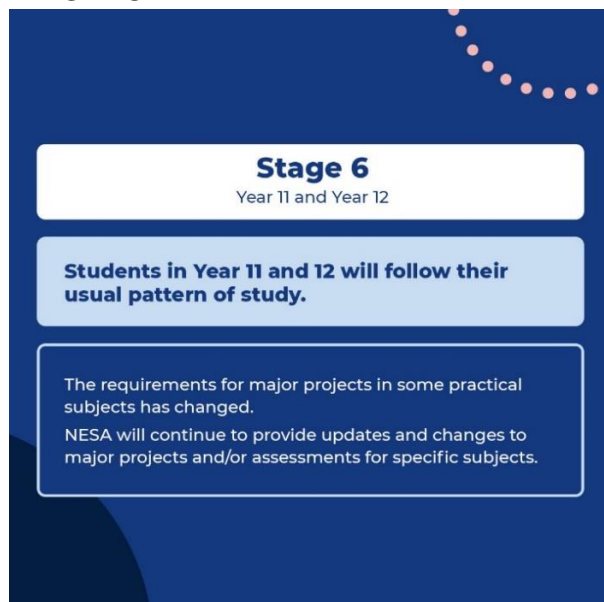
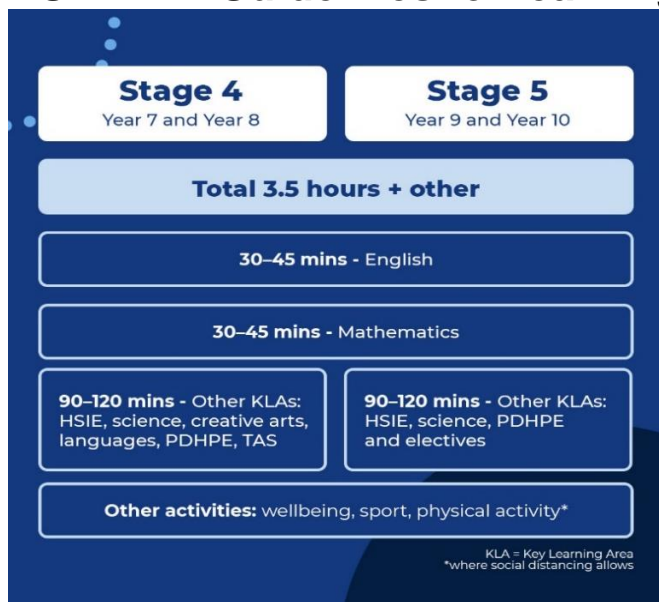
Students are expected to return work at least once a week. Each teacher will indicate to students in their class how they would like work returned. This will be via completing work online and uploading to the online platform (Microsoft Teams or Google Classroom) or filling in hard copies and returning them to the school.

To return hard copies, please use the contact free drop box outside the school office. This is a grey filing cabinet next to the school entry. Work placed in here will be cleared daily and forwarded to students' teachers at the earliest possible convenience. Please make sure that the student name, class and teachers name are on the front of any documents returned to help our staff.

Expected workload of students:

Students in Stage 4 (Year 7 and 8) and Stage 5 (Year 9 and 10) will be following a modified timetable in line with the NSW Department of Education (DET) Guidelines for learning from home. This timetable has been emailed to students and a hard copy can be printed on request. Students in Year 11 and 12 will follow their usual timetable.

NSW DET Guidelines for learning from home:



Suggested Timetables for Stage 4 and 5 Students:



Kandos High School COVID Timetable Years 7– 8

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.30 – 10.30am	English	Maths	English	Maths	English
Break 1 10:30am to 11:00am					
11am – 12pm	Science	Science	Maths	English	Year 8 HSIE Year 7 Year Meeting
Break 2 12:00pm to 12:30 pm					
12.30 – 1.30 pm	Maths	Year 8 Year Meeting Year 7 HSIE	Year 8 Year Music Year 7 LOTE	HSIE	Wellbeing
Break 3 1:30pm – 2:20pm					
2.20pm – 3:20pm	PE	Technology Mandatory	PE	Visual Art	Technology Mandatory

*This timetable is a suggested way for KHS students in Stage 4 to organise their days.
Some courses have been set up in Teams and Google Classroom where students can access their work.*



Kandos High School COVID Timetable Years 9 – 10

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.30 – 10.30am	English	HSIE	Science	Maths	English
Break 1 10:30am to 11:00am					
11am – 12pm	Science	English	Maths	Year 10 English Year 9 Year Meeting	Maths
Break 2 12:00pm to 12:30 pm					
12.30 – 1.30 pm	Maths	Year 10 Work Ed Year 9 ICT	Year 10 Year Meeting Year 9 English	HSIE	Wellbeing
Break 3 1:30pm – 2:20pm					
2.20pm – 3:20pm	Elective 1	PE	Elective 2	PE	Elective 3

*This timetable is a suggested way for KHS students in Stages 5 to organise their days.
Some courses have been set up in Teams and Google Classroom where students can access their work.*

*A Year Meeting for all students & their Year Advisor will be made during the allocated time.
Students will be emailed an invite to this meeting.*

Stage 6 Students (Year 11 and Year 12)

Students in Stage 6 will continue to follow their regular timetable. **Students are expected to maintain regular contact with their teachers.** Teachers will be available to connect with students during regular lesson times and will be contacting students if they are not making regular contact or submitting work on time.

Key Changes to HSC Exams and Dates:

- The HSC will now commence on the 9th of November.
- Social distancing measures will be in place.
- Students should check with their class teachers for subject specific date changes.
- A revised HSC timetable will be available soon.

Year 12 Trial HSC Exams and Reports:

- Exams that were not able to be completed in the exam period have been cancelled and an estimated mark will be given based on previous assessments.
- Teachers are preparing Year 12 reports, and these will be available early next term.

Year 11 Yearly Exams and Reports:

- Year 11 exams have been cancelled.
- Students will receive an estimated mark based on previous assessments from this year.
- Teachers are preparing reports, and these will be available early next term.

Student and Parent Support

Learning from home isn't easy. Many students are going to struggle to complete work without help. Other students may struggle with the isolation of learning from home. Our school has many specialist staff who are dedicated to helping your child through this difficult time.

Year Advisers

Your child's Year Adviser is the first point of contact if they are having minor issues. Year Advisers will be holding weekly catch up meetings online and will be phoning to check in with students who don't have internet access. Year advisers can be contacted via email or requesting a call back through the school office on 02 6379 4103. It would be great if all students could connect for these meetings as often as possible as they are a way of maintaining some social connections.

Year	Year Adviser	Email contact	Year Meeting Time
7	Ms Toufayli	MARYEM.TEFILI@det.nsw.edu.au	Fridays at 11am
8	Mr Vaughan	michael.vaughan3@det.nsw.edu.au	Tuesdays at 12pm
9	Miss Besant	LEANNE.BESANT@det.nsw.edu.au	Thursdays at 11am
10	Mr Skourmallas	Daniel.Skourmallas1@det.nsw.edu.au	Wednesdays at 12:30pm
11	Mrs Reynolds	KERRY.A.FORD@det.nsw.edu.au	Wednesdays at 11am
12	Ms Newitt	TONI.NEWITT@det.nsw.edu.au	Thursdays at 9am

The Learning and Support Teacher

Nikki O'Brien is available to support students learning in all subject areas and grade levels. She can offer help by working with students via video or phone conference. Nikki can be contacted via email- Nikki.obrien1@det.nsw.edu.au or via call back through the school office on 02 6379 4103.

The Student Support Officer

Lee McMurtrie is our youth outreach worker based at Kandos High who can support students who are struggling with social and emotional issues at school or home including things like anxiety over the current Coronavirus crisis, friendship concerns, or feeling overwhelmed with their workload and lots of other issues. Lee is available every day to chat with students and parents via call back through the school office or completing our Student Support form online:

<https://docs.google.com/forms/d/e/1FAIpQLSeVFoVzhExvzEmxSioF0ncVjZMJ5XnWW0Ad1oogfAN448wibw/viewform>

The School Counsellor

Emma Campbell is our School Counsellor. Emma is available on Mondays and Fridays and is able to offer support to students who are struggling with social and emotional issues at school and home, but she is also able to work with our students that have more complex mental health needs. She is available via call back through the school office on 02 6379 4103 or by completing our Student Support form online:

<https://docs.google.com/forms/d/e/1FAIpQLSeVFoVzhExvzEmxSioF0ncVjZMJ5XnWW0Ad1oogfAN448wibw/viewform>

The Supervisor of Girls

Mrs Cheryl Murray is available to support our female students with any issues they may be facing. Examples of issues she can assist with include puberty, friendship, personal hygiene questions and anything else our female students may need to discuss. She can be contacted via call back through the school office on 02 6379 4103 or email Cheryl.a.murray@det.nsw.edu.au

The Careers Adviser

Mrs Julie Parsons is our Careers Adviser and is available for students to discuss their career plans. She can offer resume support and advice on post school options. Mrs Parsons is also our NESAC Coordinator and can assist students to plan their subject selections for the HSC and to complete applications for tertiary studies. Mrs Parsons can be contacted via call back through the school office on 02 6379 4103 or email Julie.parsons@det.nsw.edu.au

Financial Support

If your household is facing financial difficulty due to the Covid19 Stay-at-Home orders, financial assistance may be accessible through the following Federal Government payments:

COVID-19 Disaster Payment: A support payment for workers adversely affected by a state public health order: https://www.servicesaustralia.gov.au/individuals/services/centrelink/covid-19-disaster-payment?fbclid=IwAR0U5G9gK1OI_DwgOY7QG0KHyrLOBQVx7xbl0v3lla5dWkSJIXgczTIYoi0

Pandemic Leave Disaster Payment: Support if you can't earn an income because you must self-isolate or quarantine or are caring for someone with COVID-19:

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/pandemic-leave-disaster-payment?fbclid=IwAR1qNVUYZGDFs9iwwqgMnwfz53qwLZI22VTosZjmiivRwfBI4KYkr38mICE>

Where to go for more information

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

Kandos High website: <https://kandos-h.schools.nsw.gov.au/contact-us>.

Download the NSW school updates app onto your phone to receive the latest updates about the operational status of your child's school. <https://education.nsw.gov.au/paren.../nsw-school-updates-app>

Thank You for your Support!!!

Student and staff wellbeing at this time is our number one priority and we would like to thank parents and carers for supporting Kandos High School through these trying times. Please keep in regular contact with the school and encourage your child to keep in touch with their teachers.

Once again, if you have any concerns, please don't hesitate to contact the school on 02 6379 4103.



A student may be invited to many classrooms by different Teachers and have multiple passwords.

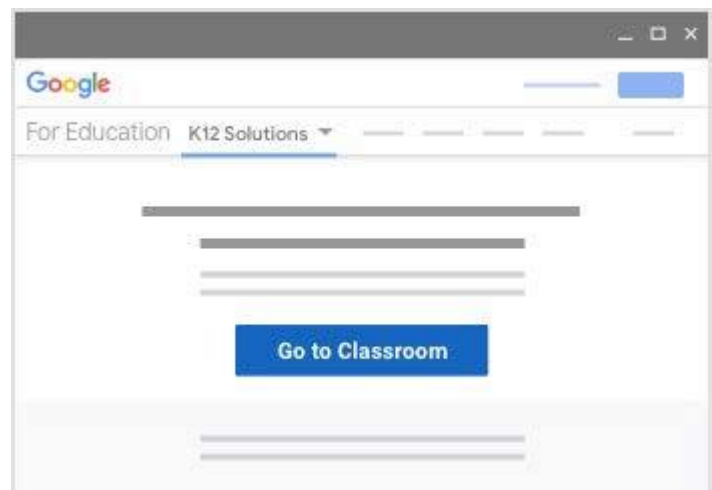
To sign into a Classroom the student will have been sent an email to their school email account (you@education.nsw.gov.au).

Note: Parents and guardians can't access Classroom or their child's assignments due to privacy laws. Guardians can receive email summaries if their child's teacher allows it.

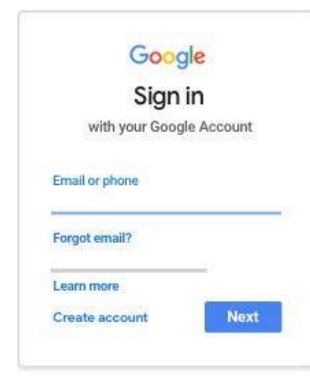
Computer

Sign in for the first time

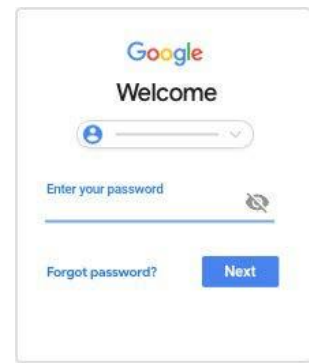
1. Go to <https://classroom.google.com/> and click Go to Classroom.



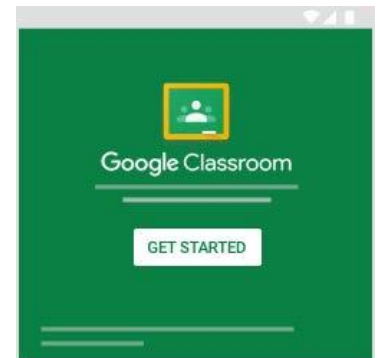
2. Enter your username (you@education.nsw.gov.au) and click **Next**.



3. Enter your password and click **Next**.



4. If there is a welcome message, read it and click **Accept**.



5. If you're using a G Suite for Education account, click **I'm A Student** or **I'm A Teacher**. **Note:** Users with personal Google Accounts won't see this option.



6. Click **Get Started**.

Android

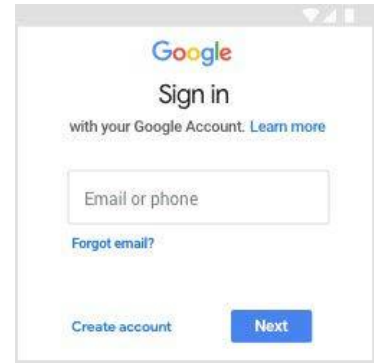
Sign in for the first time

To learn more about downloading the Classroom app, see [Get the Classroom app](#).

1. Tap **Classroom**.
2. Tap **Get Started**.



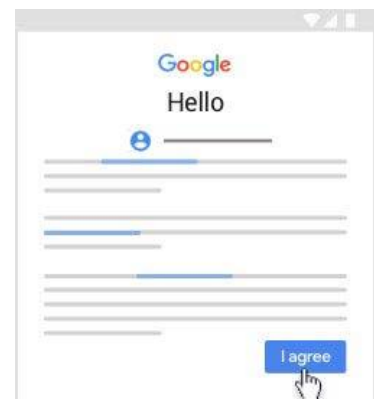
3. Tap **Add account OK**.
4. Enter your username (you@education.nsw.gov.au) and tap **Next**.
5. Enter your password and tap **Next**.



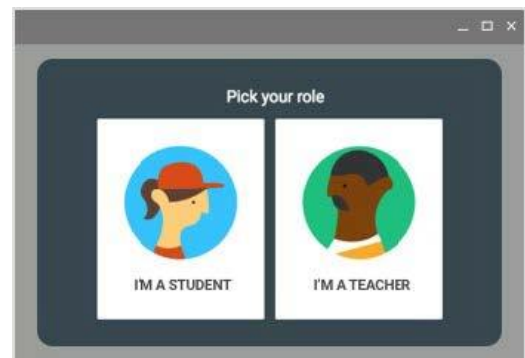
6. If there is a welcome message, read it and tap **Accept**.



7. Read the *Terms of Service and Privacy Policy* and tap **I agree**.



8. If you are using a G Suite for Education account, tap **I'm A Student** or **I'm A Teacher**. Note: Users with personal Google Accounts won't see this option.

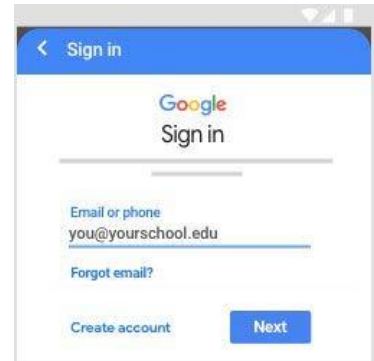


iPhone & iPad

Sign in for the first time

To learn more about downloading the Classroom app, see [Get the Classroom app](#).

1. Tap **Classroom**.
2. Tap **Get Started**.
3. Tap **Add account**.
4. Enter your username (you@education.nsw.gov.au) and tap **Next**.
5. Enter your password and tap **Next**.
6. If there is a welcome message, read it and tap **Accept**.



7. If you are using a G Suite for Education account, tap **I'm A Student** or **I'm A Teacher**. **Note:** Users with personal Google Accounts won't see this option.



8. (Optional) To receive Classroom notifications, tap **Allow**.

Join a class as a student

This article is for students

To use Classroom, you need to sign in on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

1. How to join a class

You have 2 ways to join a class:

- **Join a class with a class code**—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- **Accept an invitation from your teacher**—If your teacher sends you an invitation, you'll see **Join** on the class card on your Classroom homepage.

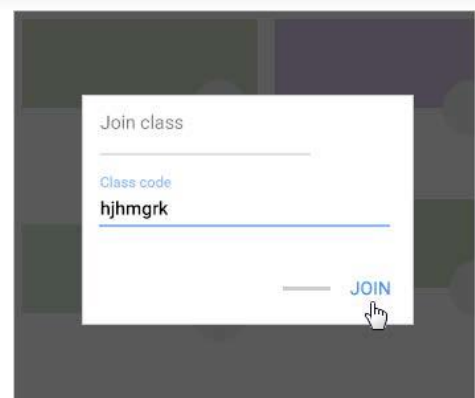
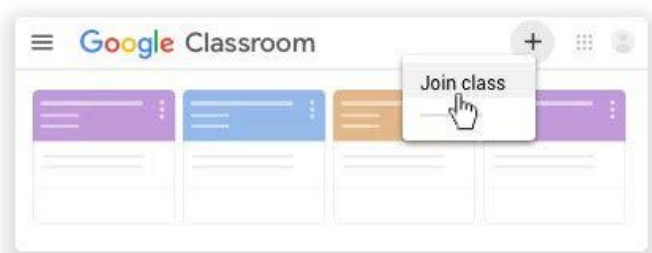
2. Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

Note: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

Join a class with a class code

1. Go to <https://classroom.google.com>.
2. At the top, click Add + > **Join** class.
3. Enter the class code your teacher gave you and click Join. A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or **g5gdp1**.

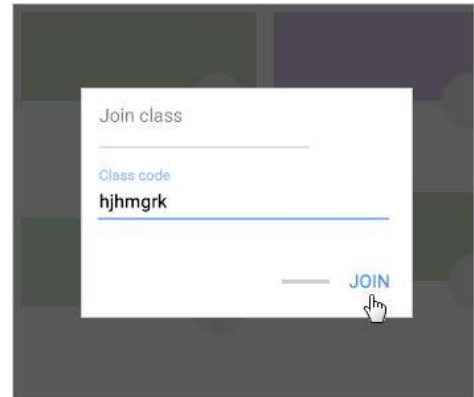


Accept an invitation from your teacher

1. Go to <https://classroom.google.com>.
2. On the class card, click **Join**.

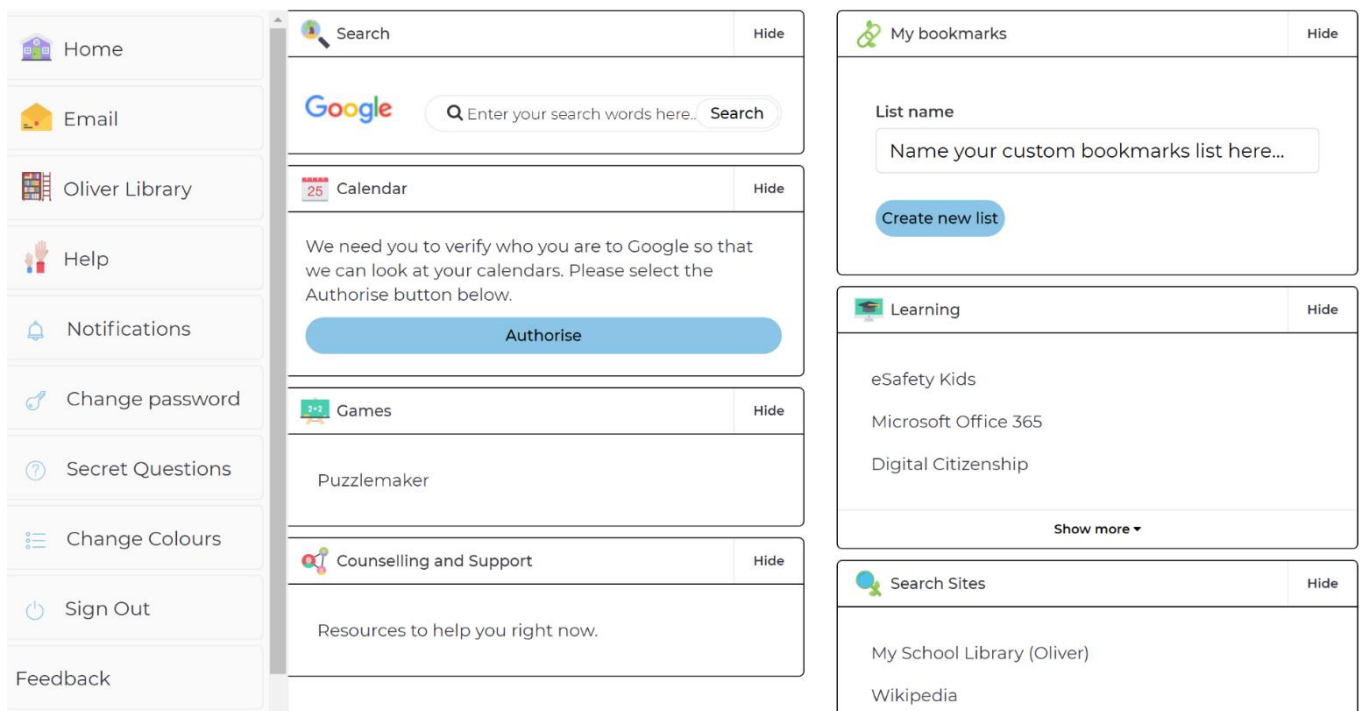
Enter the class code your teacher gave you and click Join. A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or **g5gdp1**.

If you haven't received a class code, please email your teacher.



Note: Parents and guardians can't access Microsoft Teams or their child's assignments due to privacy laws. Guardians can receive email summaries if their child's teacher allows it.

When a student logs into their **portal** (<https://portal.det.nsw.edu.au/group/senior>), this is what they are greeted with:

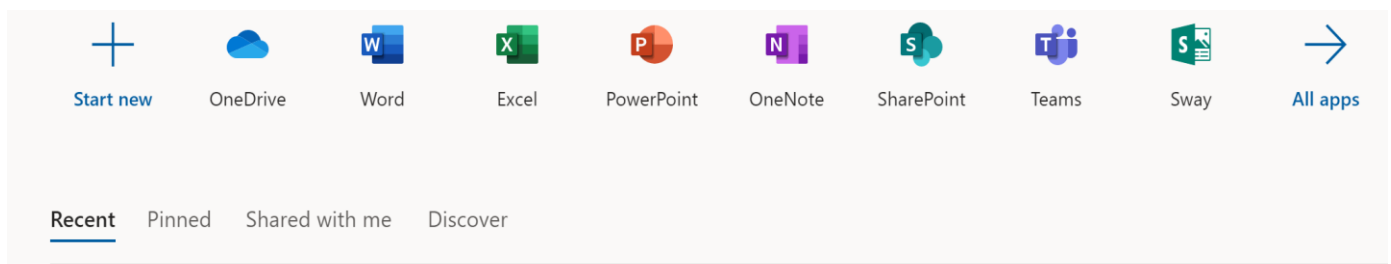


The screenshot shows a student portal dashboard with a left-hand navigation menu and several main content boxes. The navigation menu includes: Home, Email, Oliver Library, Help, Notifications, Change password, Secret Questions, Change Colours, Sign Out, and Feedback. The main content area is divided into several sections:

- Search:** A Google search bar with the text "Enter your search words here..." and a "Search" button.
- Calendar:** A section with a "Calendar" icon and a "Hide" button. Below it is a message: "We need you to verify who you are to Google so that we can look at your calendars. Please select the Authorise button below." with a blue "Authorise" button.
- Games:** A section with a "Games" icon and a "Hide" button. Below it is a "Puzzlemaker" link.
- Counselling and Support:** A section with a "Counselling and Support" icon and a "Hide" button. Below it is the text "Resources to help you right now."
- My bookmarks:** A section with a "My bookmarks" icon and a "Hide" button. It contains a "List name" field with the placeholder text "Name your custom bookmarks list here..." and a blue "Create new list" button.
- Learning:** A section with a "Learning" icon and a "Hide" button. It lists "eSafety Kids", "Microsoft Office 365", and "Digital Citizenship", with a "Show more" link at the bottom.
- Search Sites:** A section with a "Search Sites" icon and a "Hide" button. It lists "My School Library (Oliver)" and "Wikipedia".

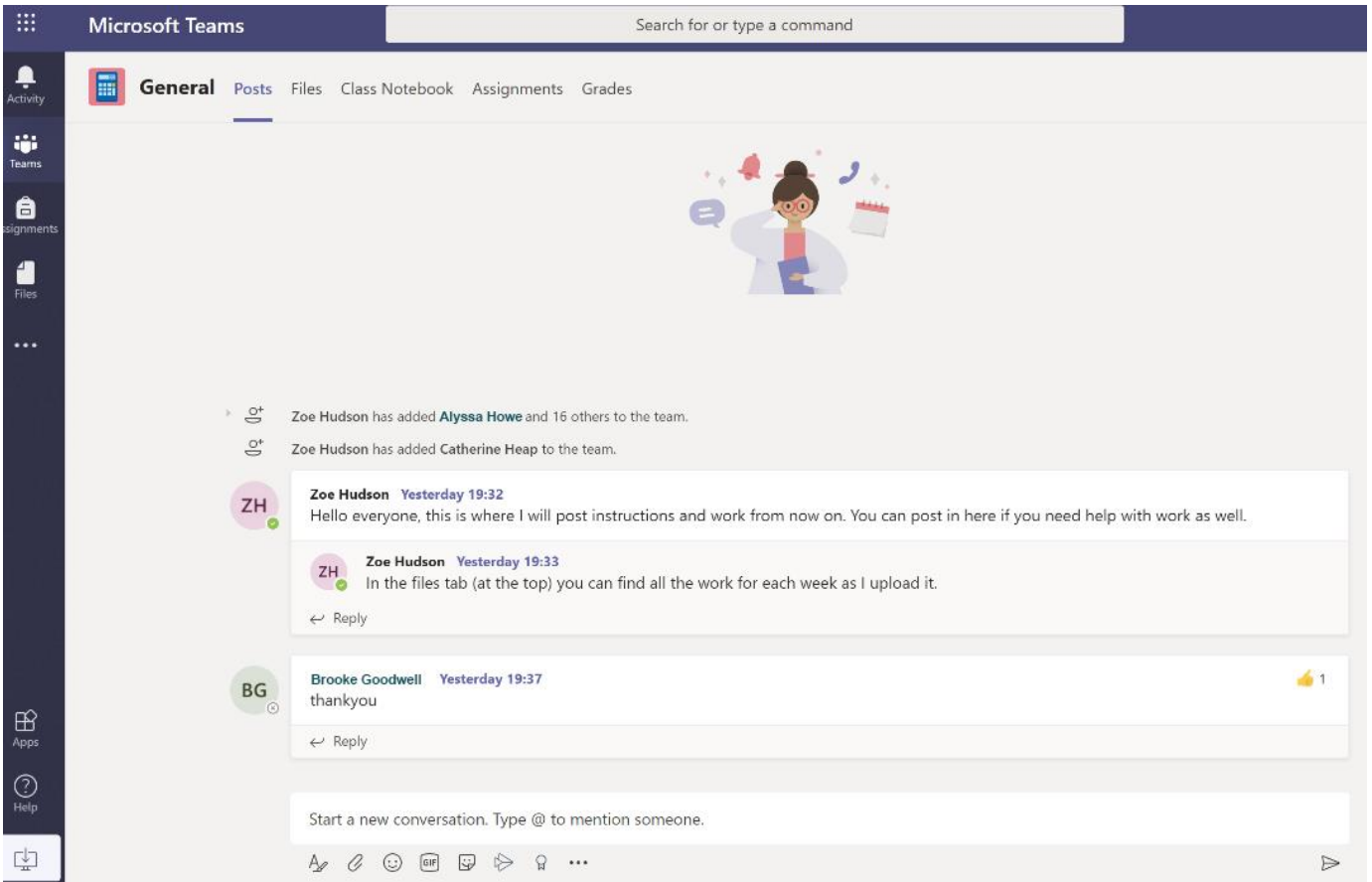
Note: Students can also type **student portal login doe nsw** into Google search to get to their portal.

When they click on **Microsoft Office 365** (in the **Learning** box), they are greeted with this:



The screenshot shows the Microsoft Office 365 home screen. At the top, there is a row of icons for various services: Start new, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and All apps. Below this row, there are four tabs: Recent, Pinned, Shared with me, and Discover.

When they click on Teams, they are greeted with this page. This particular student has a Teams message from Miss Hudson and another student has replied:



This link will give you the ins and outs:

<https://schoolsequella.det.nsw.edu.au/file/b10ce367-721c-4638-a163-cfdcf95ced74/1/AccessingTeams.zip/StudentsAccessingTeamsatHome.pdf>

The opening page looks like this:

Accessing your Microsoft Teams in NSW Public Schools

Accessing MS Teams using the desktop or mobile App

Windows MacOS iOS Android Linux

1. Find the appropriate **Microsoft Teams App** for your device from <https://teams.microsoft.com/downloads>
2. Install the correct app to your device and run it
3. Sign in with your **department email address** **A** and choose **Next**.
4. The **DoE log on screen** **B** will appear. Sign in with your department credentials
5. All of the **Teams** that you are **enrolled in** will then appear!

Signing into MS Teams with a desktop browser

Chrome Edge Firefox Safari

1. Use a **modern browser** in Windows, MacOS or Linux
2. Browse to your DoE Portal at: <https://portal.det.nsw.edu.au>
3. Sign in with your department credentials **B**
4. Select **Microsoft Office 365** from inside the **My Learning** box
5. Choose **Teams** from the list of apps

Need help using Microsoft Teams? - Try the Quick Start Guide

NSW GOVERNMENT

NSW Department of Education