



# Kandos HIGH SCHOOL

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# Newsletter

Term 1 Week 11 2020

## PRINCIPAL'S MESSAGE

The last few weeks have been a whirlwind with the educational landscape changing rapidly. Changes have caused a great deal of angst for all of our learning community. With school and family routines having to change to accommodate a new model of educational delivery, where we are still working through a solution that will work for everyone. The transition has been at lightning speed and we are still acclimatising to the very different mode of learning. We know we are living in a time of restrictions and in NSW they have been extended to the end of June, which will mean most of term 2. If only we had a crystal ball!

Our Executive team met this week to plan for term 2, a very lengthy meeting with passionate discourse in regards to system, staff, parent and student needs. Underlying the move to the Departments online learning model for our community is the real problem of ineffective internet connectivity or no communication at all in some remote areas, which brings up equity issues. Staff are working on ensuring that students are learning the same content, whether it be uploaded online or via learning packages sent home. We have requested some further loan devices and internet dongles, but there will be a limited supply of these available.

Please see the key points below, we felt we needed to reiterate so we are all on the same page for term 2. This edition of the newsletter has all the resources republished to support us working together in term 2.

- The first day of Term 2 will be a staff Development Day as normal. Staff will be online to start the first day of schooling for students on Tuesday April 28th.
- Staff are available for contact during school hours and specifically for their classes during the scheduled lesson time, please do not message or contact them after hours in particular in the evening or on weekends.
- As staff are working to an offline register and may not be onsite at school, if parents wish to contact them please email via the front office [kandos-h.school@det.nsw.edu.au](mailto:kandos-h.school@det.nsw.edu.au) and we will forward your request to them to resolve.
- During term 2, we will operate on a two week learning cycle. Staff will advise of lesson sequence instructions and work to be submitted via their class online platform, a cover letter will go out with learning packages and an email to the students DoE email account.
- Please note learning packages sent out are being addressed to parents, however sometimes students check the mail before you.

## What's on?

### 2020

**Monday 27/4/20**

School Development Day

**Tuesday 28/4/20**

Students return to school

**Wednesday 29/4/20**

**Thursday 30/4/20**

**Friday 1/5/20**

Study Break Cafe

**Monday 4/5/20**

**Tuesday 5/5/20**

**Wednesday 6/5/20**

**Thursday 7/5/20**

**Friday 8/5/20**

Study Break Cafe

- Coursework and assessment tasks can be uploaded to the relevant class platform or returned to the cabinet out the front of the school, this will not be available during the holidays but will be open on Staff Development Day.
- Learning packages sent home will include a cover sheet to return work indicating the students name, subject and teacher. If you do not use these, please ensure the work is clearly labelled as the office staff are delayed in distributing it to teacher if the details are not clear.
- You will see some changes to assessment tasks, we are moving to more project based learning activities for the completion of coursework with a formative assessment framework.
- Students are still asked to follow their timetable where possible, for a sense of normality and to stay in the routine of schooling. Executive Staff have slightly modified the times to support breaks in between lessons and a session in the afternoon which is self directed.

I would like to wish everyone the best for the upcoming break and hope all our families stay fit and well. Easter will have a greater focus on stay at home activities this year, so enjoy quality time together.

Until next time....

*Dyanna Thommeny*  
Principal



### GRIN BIN WINNERS

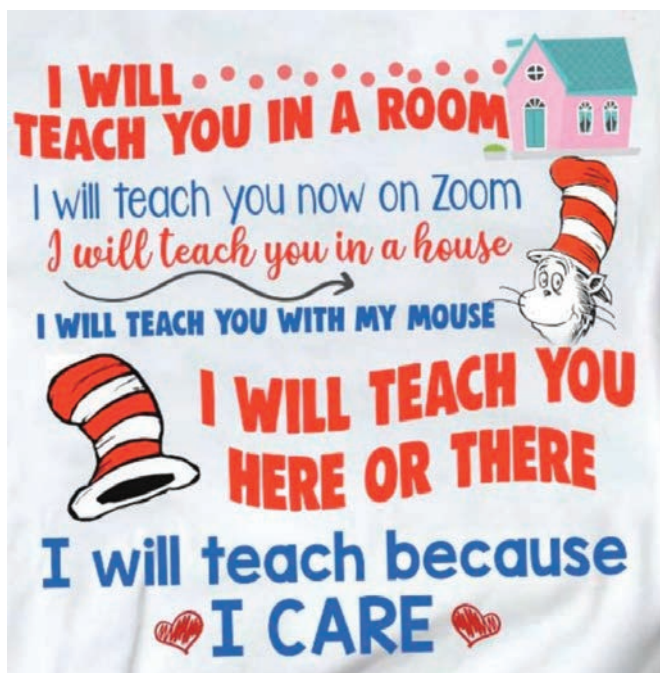
2/4/20

Jaiden Rutter  
Reine Annovazzi  
Bridget Grimshaw  
Zara Field

### \$2 TEACHER VOUCHER

2/4/20

Miss T. Newitt  
Miss E. Kelson  
Miss C. Heilman  
Mrs M. Dunn  
Mrs H. Fuller



The Maths department will be running after school maths tutorials this year.

If you need assistance with your maths work come to

**ROOM 3, TUESDAY 3:30 - 4:30 PM**

This is a free service provided by the teachers to assist Kandos High students and parents. All Students and Parents are welcome to attend.

# REMOTE LEARNING TIMETABLE FOR TERM 2 –

Students substitute their normal lessons into new time slots

Example below 7H

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>YA CHECK IN 9:00 – 9:10 am</b>	AS ROSTERED	AS ROSTERED	AS ROSTERED	AS ROSTERED	AS ROSTERED
<b>PERIOD 1</b> 9:10-9:55 am <i>Brain break - 5 mins</i>	ENGLISH	MATHS	VISUAL ARTS	SCIENCE	LANGUAGE
<b>PERIOD 2</b> 10:00 – 10:45 am <i>Recess 20 mins</i>	TECHM	PDHPE	ENGLISH	ENGLISH	ENGLISH
<b>PERIOD 3</b> 11:05 – 11:50 am <i>Brain break - 5 mins</i>	SCIENCE	TECHM	HSIE	LANGUAGE	SCIENCE
<b>PERIOD 4</b> 11:55 - 12:40 pm <i>Lunch 40 mins</i>	PDHPE	TECHM	HSIE	MUSIC	SCIENCE
<b>PERIOD 5</b> 1:20 – 2:05 pm <i>Brain break - 5 mins</i>	MATHS	LANGUAGE	WELLBEING	SPORT	MATHS
<b>PERIOD 6</b> 2:10 – 2:55 pm	ICT	SCIENCE	MATHS	SPORT	PDHPE
<b>Afternoon Session</b> 2:55 – 3:20 pm	Yrs. 7-10: Suggested reading a minimum of 20 minutes, Longer term assignments, Class activities not completed from today, Extension work – challenge (Project Based Learning Scaffold), Exercise. Planning for tomorrow.			Yrs. 11/12: Assignments, Class activities not completed from today, additional work set by teacher, additional contact with teacher as arranged to assist/get feedback. Self-directed learning – subject reading, note taking, summaries, revision, memorising, practice papers. Exercise.	

# KANDOS HIGH SCHOOL eLIBRARY

Since 2016 Kandos High School has been a part of a Central West eLibrary consortium – hosted by Wheelers Books eplatform. 16 High School across the Central West have joined forces and finances to build an online library environment.

Every student and staff member at Kandos High School has access to this library.

There are two ways to access the eLibrary platform

1. On a computer -  
Go to our elibrary by entering our URL into the address bar <https://kandoshs.wheelers.co/>
2. On a phone or tablet  
Download the **ePlatform** App from the app store  
Once on the ePlatform, users will need to **sign in**.

## USER NAMES

All user names are the same as what is used at school to access computers. Generally this is firstname.lastname – however, some people will also have a number or a middle initial letter.

## PASSWORD

Password is **ebook**

This password is the same for all students and staff of Kandos High School

Once you have logged-in you will be able to access the eLibrary. It is searchable by: Title, author or you can undertake an Advanced Search and filter the text type.

It is easy to borrow a book and you can start reading straight away. If the title is “grey” it means that it is already on loan – it is a simple process to reserve the book and an email will be sent to you to let you know of its availability.

Once you have uploaded the book you can make changes to the format ie: text size, page colour, number of pages on opening, etc... by going to the settings icon.

NOTE: We not only have ebooks. There are audiobooks as well.

If there is a book you would like to read/listen to and it is not in our ecollection, students and staff are able to send a request to me at [helen.m.fuller@det.nsw.edu.au](mailto:helen.m.fuller@det.nsw.edu.au) and I will endeavour to purchase it. Unfortunately, not all books are in these formats, but many are so we will do our best.

Happy reading

*Helen Fuller*  
**Librarian**



# ONLINE LEARNING OPPORTUNITIES AT HOME

## Be Ready For The Day

- Have breakfast before you start
- Try to be active before you start for the day
- Touch base with you friends, communicate with your family
- Check your timetable for the day – organise your learning materials

## Your Learning Space

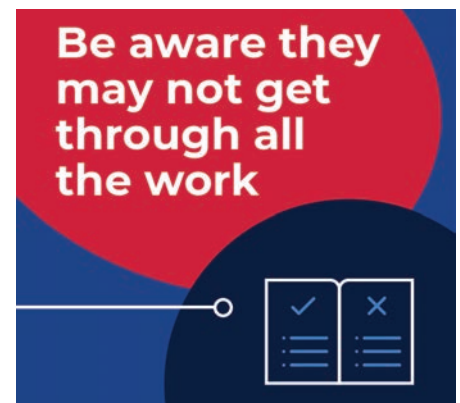
- Turn off the TV – turn your phone to silent/vibrate
- Be considerate of other people if you are sharing a learning space
- Wear comfortable clothes
- Change from your pyjamas/sleeping attire

## Your Learning Materials

- Ensure that your laptop/device is fully charged
- Have spare pens and writing paper if necessary
- Ensure that you have the necessary class codes for online platforms

## For Parents/Carers

- Encourage your child to work in a structured environment
- Define a learning space for your child
- Talk to your child regularly about their learning experience
- Encourage short breaks throughout the learning experiences be aware of the 5 minute break between periods
- Structure recess and lunch breaks
- Encourage social connections with your child's friends but also monitor time spent on social media
- Follow conventional communication channels through the school - contact the front office in the first instance.





# SUPPORTING OUR STUDENTS ONLINE

## Text Books

Please speak with your teacher to see if you require any text books. Due to the size and expense of most of the text books we have made a rule not to mail them out. However we can arrange to have them ready for collection at the office, if you contact us prior.

## Internet and Computer Issues

Engagement of students is our priority and we are working towards a system that meets the needs of our school community for Term 2, as you can imagine it is very complex. We have identified many students as having limited or no access to internet, printers and/or computers. We have ordered additional resources from the DoE, which will hopefully alleviate some of our issues. In the meantime, please don't hesitate to contact the office and request paper versions.

## Microsoft Teams and Email

While you may not be able to take part in the live Teams meetings with your teacher and fellow students, you are still able to use Teams to chat and ask questions. If you are having issues, or have any questions, a simple post in the General channel will make it easy for your teacher to provide you some help.

You might also like to email your teacher if you would prefer to have the conversation privately. Likewise, it is important to still check your emails daily, as your teachers will email instructions or notices to you if you are not attending live Teams meetings.

## Distribution of Learning Packages for Term 2

As we have received no changes to our guidelines for operations next term from DoE, we have decided that we will send out two weeks of learning at a time in Term 2, which is our normal timetable cycle.

## Updating Contact Details

Please remember to contact the school if ANY of your contact details change. It is important that we have the correct details for staff to be able to contact parents and students.

## Parents and Carers getting help or support

Please don't hesitate to contact the school via email [kandos-h.school@det.nsw.edu.au](mailto:kandos-h.school@det.nsw.edu.au) or call on 6379 4103, if you have any issues. We might be able to help and note the subject or if it's a wellbeing inquiry, our staff will redirect the inquiry appropriately.

As staff are working offsite we ask to please be mindful that staff should only be contacted during the day for support and that if contacted outside of normal school hours that the staff may not respond until the next school day.

## Learning from Home with Limited Internet Access

To assist with learning from home during the current situation, here are some guides on how to set up your computer and make the most of a limited or less reliable internet connection. You might find it useful to try some of these tips to make your learning easier.

- [KHS Student Portal](#)
- [KHS Google Classrooms](#)
- [KHS Microsoft OneNote](#)
- [KHS Microsoft Teams](#)
- [KHS Windows 10 Metered Connection](#)
- [KHS OneNote Automatic Syncing](#)

# DROPPING OFF COMPLETED STUDENT WORK

A school work return system has been set up at the front of the school for students and parents who need to return hard copies of student work to their teachers.

Dropping off school work is available at the front of the office entrance to the school, in Fleming Street, and is accessible from 8am to 4pm Monday to Friday (not during the holidays or weekends).

To avoid confusion, please clearly include the following details on the front of your envelope or cover sheet:

- Student name and year;
- Class(es) or subject(s);
- Teacher's name or teachers' names (if more than one class); and
- Date.

Students can return their work to school by either:

- Using the box outside the front office which will be emptied at 3:00pm daily and date stamped; or
- Mail it back to the school in the schools envelope (at no cost).

For hygiene reasons, **please do not submit work in plastic sleeves or bags or use paper clips.**

We are still open and will continue to be for the foreseeable future. We are taking the current COVID-19 situation very seriously and are committed to implementing the practice of social distancing within our school community, as advised by the Department of Health to minimise the risk associated with the virus.

You will notice that we have been using our front counter to stipulate a safe social distance and are providing hand sanitiser to use, on entering the school. If you do have to come into the office, you may also wish to bring your own pen. We ask that you respect and adhere to these guidelines when visiting the school.

If anyone within our school community are feeling sick or have flu like symptoms please do not enter the school, please call us instead of visiting and we will arrange an alternative to meet your requirements.

Payments can be made through the schools website "Make a Payment" tab at <https://kandos-h.schools.nsw.gov.au>

We ask that if you need to collect anything from school that you phone us prior on 6379 4103, so that we can arrange it to be put aside for pick up, minimising contact and avoiding disappointment if the staff member is not on site.

The staff at Kandos High School would like to thank you for your understanding during this difficult time, we appreciate your support.

# TIPS FOR TALKING TO YOUR CHILDREN ABOUT CORONAVIRUS (COVID-19)

Many children may have picked up on the concern and anxiety surrounding Coronavirus due to extensive media coverage, and through listening to and observing others. Recent changes related to school attendance may also have been distressing to some children. It is important to provide opportunities to answer your children's questions about Coronavirus in an age-appropriate, open and honest way. This may help to reduce any anxiety they may be feeling. The following suggestions may assist you when having these conversations and supporting your children:

- Let them know that it is ok to feel anxious or worried when faced with a stressful situation. Ask them how they are feeling and listen to their response. Reassure them that you are there to help them understand and manage their emotions.
- Ask what they already know about the virus so that you can correct any misunderstandings they may have. Be aware that unnecessary information (eg., the number of people who have died) can be overwhelming.
- Talk about Coronavirus in a calm manner. Your children will look to you for clues about how to manage their worries, so it is important that you manage your own anxieties before discussing the subject with them.
- Give them a sense of control by explaining what they can do to stay safe – eg., washing their hands regularly with soap and water for at least 20 seconds, coughing and sneezing into their elbow or a tissue.
- Allow regular phone or video contact with people they may worry about, such as grandparents, to reassure them that these people are okay.
- Monitor their exposure to media related to Coronavirus as this can increase levels of fear and anxiety. Try to be with them when they are watching, listening to or reading the news to address any questions or concerns they may have.

*Emma Campbell*

**School Counsellor & Provisional Psychologist**



# MANAGING CORONAVIRUS ANXIETY - TIPS FOR TEENS

You might be feeling lots of different things in response to Coronavirus. You might be feeling fear and anxiety because of the uncertainty of the situation, or worried about how the virus may affect you, your loved ones, or your life. Some people might feel confused and frustrated because of how much different information is being shared about the virus, and this confusion may result in feeling angry. It is also normal to feel sad, as you might feel disconnected from important people in your life, or sad that you can't participate in your normal activities. Some people might be choosing not to think about the situation at all, which may be helpful to start with, but sometimes when we ignore or deny our feelings, they can suddenly overwhelm us later. These are all normal reactions to a very 'not normal' time.


During this time it is important to remember your wellbeing, and try to do activities which help to support a healthy headspace. Some things that might help include:

- Recognise and accept your feelings: There are lots of different possible responses to the Coronavirus situation and it's ok to feel however you're feeling. If your feelings start to get in the way of your everyday life, then ask for help from a trusted adult or mental health service.
- Don't believe everything you read online: There is so much information online, on the radio, and on television about Coronavirus, and not all of it is true. Hearing about Coronavirus too often might also make you feel more anxious. Taking a break might help you to feel better. If you would like to know factual information about Coronavirus, the Australian Government's Department of Health or the World Health Organisation's websites are good sources of information. Your parents or other trusted adults in your life could help you to understand the information.
- Make time for activities and hobbies that you enjoy: Watching a movie, reading a book, playing with a pet, exercising outside or doing other activities you enjoy can help to keep your life feeling as normal as possible. Doing enjoyable activities can also distract us to give our mind a break and help us to feel calm and happy.
- Try to keep up your routine: Doing your schoolwork is another way to keep things feeling 'normal', and keep your mind busy thinking about things other than Coronavirus. Aim to keep up your normal Monday to Friday routine – get up, go to bed and eat at the normal times, and try following your school timetable so that you're working on a range of different subjects each day.
- Connect with friends digitally: There are heaps of options for apps that allow text or video chat and these are great ways for you to stay in touch with your friends safely. However, spending a lot of time on social media may make you feel more anxious, so set limits for yourself, or set up a schedule with your parents.
- Take some alone time if you need to: Being with your family 24/7 may get tricky at times and lead to arguments or tension. Try to respectfully let others know how you are feeling. If you need to, spend some time on your own so that you can calm down. Return to the discussion later if necessary, and repair any hurt that may have been caused.
- Participate in family activities: This could be a great time for your family to get involved in doing a fun activity together like watching a movie, playing a board game, reading together, gardening, cooking, or just having a conversation about good things that have been happening.

*Emma Campbell*  
**School Counsellor & Provisional Psychologist**

## Are you in danger?

If you, or someone you are with is in immediate danger please call:

 000

or

go to your nearest hospital  
emergency department





# WELLBEING RESOURCES FOR TEENAGERS

If you need to talk to someone...



Name	About	Phone	Online
<b>Kids Help Line</b> 	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 <a href="https://kidshelpline.com.au/get-help/webchat-counselling">https://kidshelpline.com.au/get-help/webchat-counselling</a>
<b>Headspace</b> 	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 <a href="https://headspace.org.au/eheadspace/">https://headspace.org.au/eheadspace/</a>
<b>Youth Beyond Blue</b> 	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 <a href="https://www.youthbeyondblue.com/">https://www.youthbeyondblue.com/</a>
<b>Suicide Call Back Service</b> 	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 <a href="https://www.suicidecallbackservice.org.au/">https://www.suicidecallbackservice.org.au/</a>
<b>Lifeline</b> 	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 <a href="https://www.lifeline.org.au/get-help/online-services/crisis-chat">https://www.lifeline.org.au/get-help/online-services/crisis-chat</a>
<b>QLife</b> 	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 <a href="https://www qlife.org.au/resources/chat">https://www qlife.org.au/resources/chat</a>

# WELLBEING RESOURCES FOR TEENAGERS

If you are looking for online support...

Name	About	Website
<b>Bite Back</b> 	Promoting resilience and wellbeing in 12-18-year old's through activities	<a href="https://www.biteback.org.au/">https://www.biteback.org.au/</a>
<b>The BRAVE Program</b> 	BRAVE-ONLINE is an evidence-based cognitive behavioural therapy (CBT) available online to help children (8-12) and teenagers (13-17) cope with anxiety	<a href="https://www.brave-online.com/">https://www.brave-online.com/</a>
<b>ConnectEDSpace</b> 	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	<a href="https://www.connectedspace.com.au/">https://www.connectedspace.com.au/</a>
<b>Smiling Mind</b> 	Online and app-based program to improve wellbeing of young people through mindfulness meditation.	<a href="https://www.smilingmind.com.au/">https://www.smilingmind.com.au/</a>
<b>MyCompass</b> <b>myCompass</b>	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	<a href="https://www.mycompass.org.au/YoungAdults">https://www.mycompass.org.au/YoungAdults</a>







If you are seeking additional information...

Name	About	Website
<b>ReachOut</b> 	Our mission is to deliver innovative e-mental health services that enable young people to take control of their mental health and wellbeing.	<a href="https://au.reachout.com/">https://au.reachout.com/</a>
<b>Black Dog Institute</b> 	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.	<a href="https://www.blackdoginstitute.org.au/">https://www.blackdoginstitute.org.au/</a>



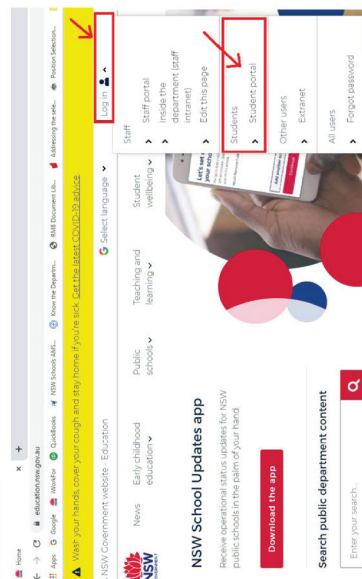
# WELLBEING RESOURCES FOR TEENAGERS

If you are looking for an app...

Name	About	Website
<b>Calm Harm</b> 	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.	Free App Store Google Play
<b>Clear Fear</b> 	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.  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.	Free App Store Google Play
<b>ReachOut Worry Time</b> 	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	Free App Store
<b>ReachOut Breathe</b> 	ReachOut Breathe helps you reduce the physical symptoms of stress and anxiety by slowing down your breathing and your heart rate with your iPhone	Free App Store
<b>Smiling Mind</b> 	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.	Free App Store Google Play
<b>WellMind</b> 	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.	Free App Store Google Play

1. Open Google Chrome or Microsoft Internet
2. Enter URL <https://education.nsw.gov.au/>

Click on Log In – Select Student Portal



3. Enter your User ID & Password here

**Login with your dot account**

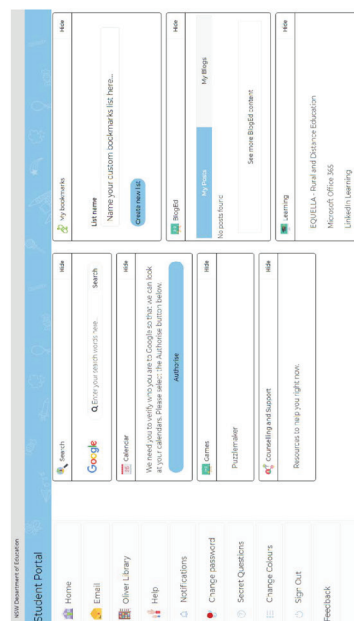
User ID  
Enter your user ID  
Example: janesmith

Password  
Enter your password

[Log in](#)

ESQ004.YOUR.D03300202

4. Once you login, your portal should look like this



### Welcome to your new student portal.

We've upgraded the portal so that you can now use it on your phone or tablet. It has been refreshed with new layouts, colours, fonts and more!

### Home dashboard

The home dashboard is the first page you see when you log in. On it, you'll find useful tools and apps all in one easy to access location, including:

- a search bar using Google's search engine
- a calendar synced from your Google calendar
- games
- counselling and support
- a list of your personal bookmarks
- BlogEd showing a your latest blogs and posts
- learning containing software and apps to support you at school
- search sites for all your research needs
- other sites that don't belong to a specific group
- your student timetable

You can hide these tiles from the home dashboard by selecting the **Hide** button. To expand them again, select the **Show** button.



### Main menu and navigation

The main menu on the left of the page allows you to navigate the site and includes links to:

- your student email
- Oliver Library
- help
- notifications



## Notifications

The notifications tab will show you any messages that you have received from your school. The notification message will disappear once you open the message or mark the notification as 'read', or if the message has expired. Select **learn more** for more details about the notification.

## Notifications

You currently have no notifications

### Change password and update secret questions

When you change your password in the portal, it automatically updates your department login. That means you use the same password to access your computer and shared files on the network. Select **Change password** from the personal menu and follow the prompts on the screen.

The update secret questions tab will allow you to change your secret questions in case you forget your password. You can click on the question mark icon for help with creating your own questions.

The image shows two web forms. The first form, titled 'Change Password', has fields for 'Current Password', 'New Password', and 'Repeat Password', with a 'Save Password' button. The second form, titled 'Choose Your Secret Questions', has a dropdown for 'Select Question 1' and a text input for 'Answer'. Below this is a section for 'Secret Question 2' with a dropdown and an answer input. At the bottom is a 'Save Secret Questions' button.

### Department of Education password policy

- Passwords are case sensitive and must use both letters and numbers.
- Minimum length is 8 characters.
- Use a mix of uppercase and lowercase letters.
- Special keyboard characters are allowed ( @#\$%^&\*+? ).
- Do not use more than 2 repeating (AAA) or adjoining characters (ABC).
- Do not use nulls or blanks.

## Calendar

The calendar will sync directly from your Google calendar. The calendar will use Google's 'quick add' feature. You can quickly create an event for a specific time by entering the event name, date and time into the field and it will automatically be added your calendar.

Recurring event examples:

Weekly: Tennis practice Tuesday at 7pm weekly

Monthly: Dinner at Mum's the first Wednesday of every month

Yearly: Dad's birthday May 17 each year

Note: If you do not specify an end date, the event will repeat everyday for the year.

### Conditions of use

Your use of email and the department's online systems may be monitored.

You are not permitted to use these services to knowingly search for, link to, access or send anything that is offensive, obscene, pornographic, threatening, intimidating, abusive or defamatory.

Be aware that your email is kept and the websites you visit are recorded. The emails and website records are official documents. These may be used in investigations, court proceedings or for other legal reasons. For example if someone claims a student has misbehaved online, these records may be checked.

If you go beyond this point it will mean you agree with these conditions. By agreeing you accept to follow school and departmental policies for online behaviour.

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

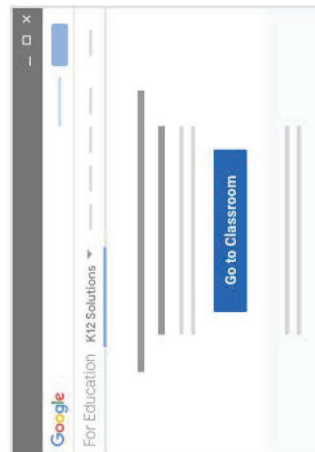
To sign into a Classroom the student will have been sent an email to their school email account ([you@education.nsw.gov.au](mailto:you@education.nsw.gov.au)).

**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.



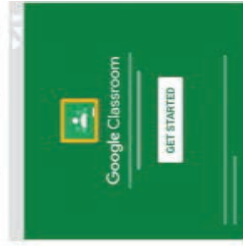
2. Enter your username ([you@education.nsw.gov.au](mailto:you@education.nsw.gov.au)) and click **Next**.



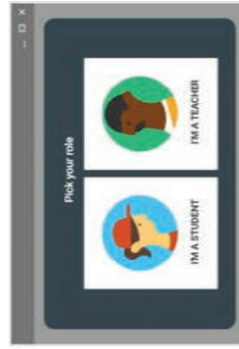
3. Enter your password and click **Next**.



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.

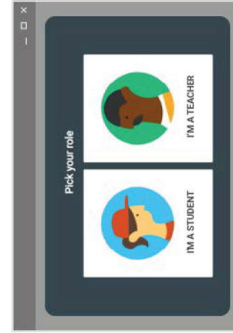
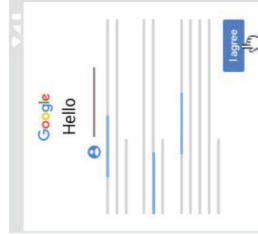
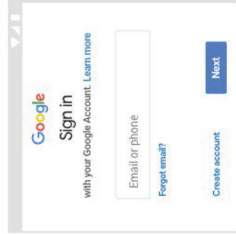
4. Enter your username (you@education.nsw.gov.au) and tap **Next**.

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**.

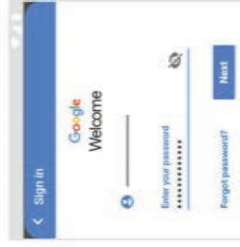
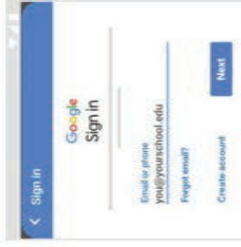
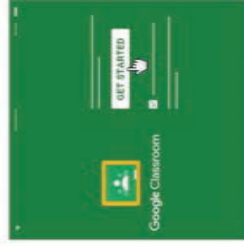
2. Tap **Get Started**.

3. Tap **Add account**.

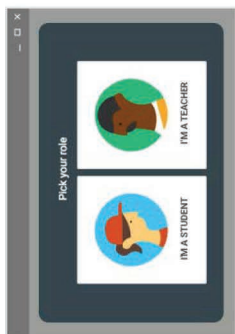
4. Enter your username (you@education.nsw.gov.au) and tap **Next**.

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.

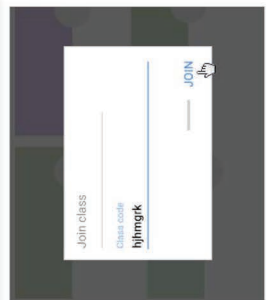
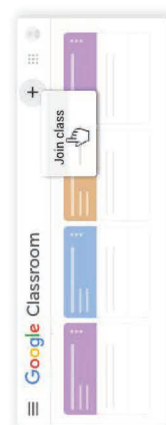
#### 2. Forgot or lost the class code? Code won't work?

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, hjhmgk or g5gdp1.



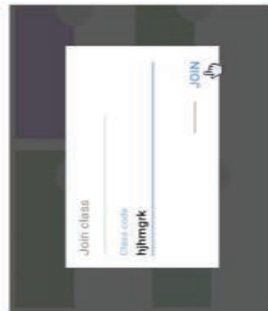
### Accept an invitation from your teacher

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, hjhmgk or g5gdp1.

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



<V1.0 03/2020>

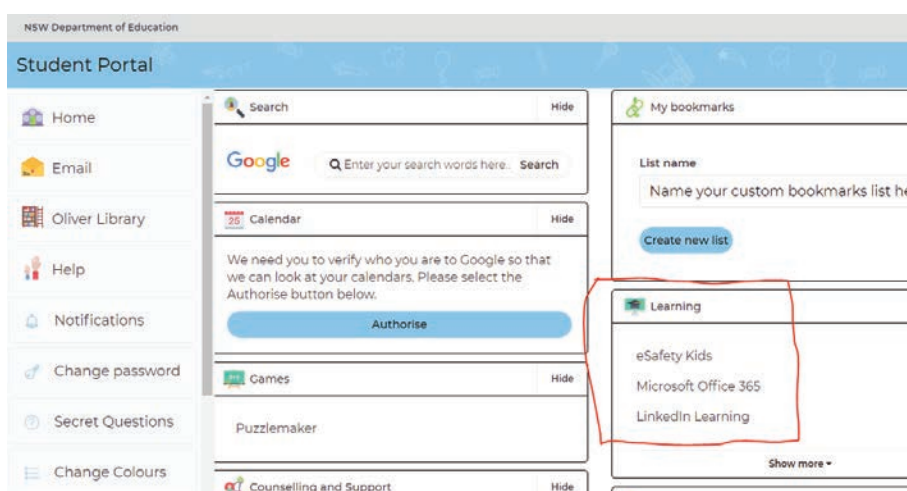


## Student How-To Guide Accessing Microsoft OneNote



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

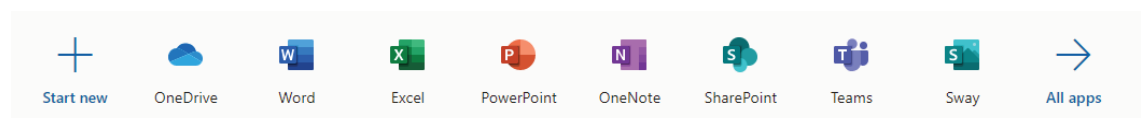
**Step 1:** Students should log onto their student portal using their username and password. They will then find the following page:



Under the 'Learning Tab', click on 'Microsoft Office 365'.

**Step 2:** After choosing 'Microsoft Office 365', students will find themselves at the home page of the suite of Microsoft programs.

To access OneNote, students must click on the purple 'OneNote' icon shown in the following image:



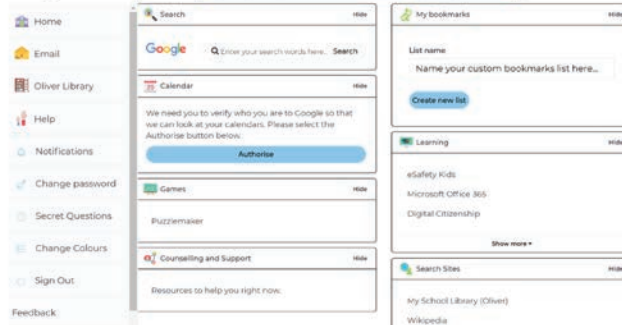
Alternatively, they can find their assigned OneNote Class Notebooks under the 'Shared with me' tab further down the page.

Recent Pinned Shared with me Discover



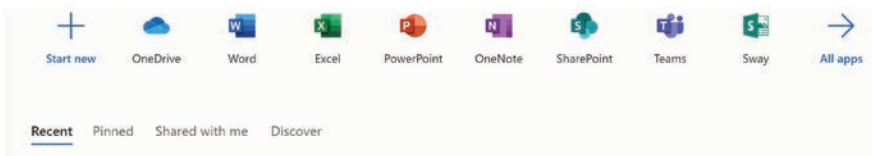
**Note:** Parents and guardians can't access Microsoft Teams or their child's assignments due to privacy laws. Guardians can receive email summaries if their child's teacher allows it.

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

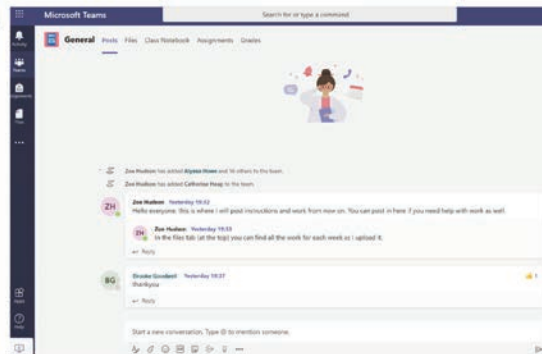


Note: Students can also type **student portal login doe nsw** into Google search to get to their portal.

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

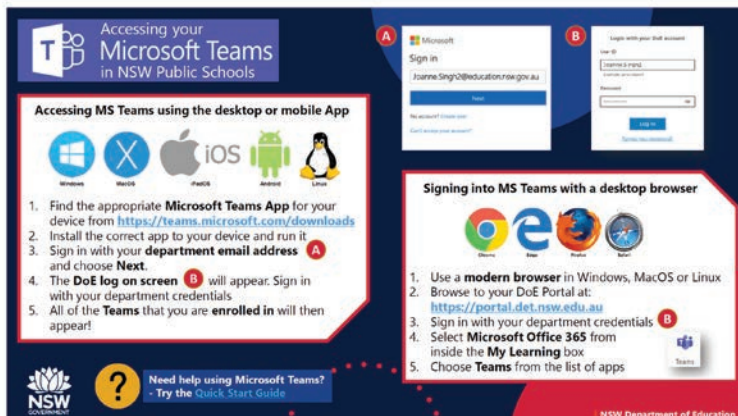


When they click on Teams, they are greeted with this page. This particular student has a Teams message from Miss Hudson and another student has replied:



This link will give you the ins and outs: <https://schoolsequella.det.nsw.edu.au/file/b10ce367-721c-4638-a163-cf4cf95ced74/1/AccessingTeams.zip/StudentsAccessingTeamsat-home.pdf>

The opening page looks like this:





**Kandos**  
HIGH SCHOOL

## Windows 10 Metered Connection



Windows 10 has a "metered connection" option for internet connections that have a low download quota, or slower speeds. This turns off some of the automatic background processes that might be using your internet connection without you even being aware. Some examples of what it can turn off include:

- Some automatic downloads for Windows updates. Critical security updates will still automatically download and install, however.
- Some automatic downloads for app updates. Apps installed via the Windows Store will not download updates automatically. You can open the Windows Store and update apps manually if required. This does not apply to non-Windows Store apps that manage their own update procedures, such as Chrome etc.
- Sharing of Windows Update files with other people on the internet. To make updates faster to download, Windows will by default offer to share updates you have downloaded with other Windows users via the internet. A metered connection disables this sharing.
- Some automatic updates for start menu tiles. If you have a smart tile for weather forecasts in your start menu, this will likely not update automatically on a metered connection.
- Some application behaviour that requires updates from the internet. Other applications may use this setting to determine whether they automatically retrieve information from the internet. For example, OneDrive client will stop syncing automatically on a metered network. This can be turned back on manually if required.

To set up your home internet as a metered connection, follow the Windows 10 Metered Connection Settings:

1. Open settings via pressing the 'Windows Key' and clicking the cog icon.



2. Click 'Network & Internet':

**For Wifi:**

1. Click 'Wifi' from the list on the left.
2. Left click on the network that you're connected to.



**For Ethernet (if you're connected to the internet using a cable):**

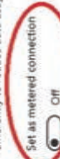
1. Click 'Ethernet' from the list on the left.
2. Left click on the network that you're connected to.



3. Scroll down until you find "Metered connection" and ensure the checkbox has been switched to 'Off'

**Metered connection**

If you have a limited data plan and want more control over how much data you use, you can make this connection a metered network. Some apps and services may behave differently to reduce data usage when you're on a metered connection.



If you set a data limit, Windows will set the metered connection to 'Off'.



<V1.0 03/2020>

OneNote is an important platform for Kandos High School. Teachers can use this to send out work for students, and any changes that students make to the work is immediately sent back to the teacher for marking and feedback. With a slow internet connection, however, this could cause some issues. Instead, turn off the automatic syncing. Manually syncing your notebooks at times when your internet connection is less used will make it easier to get batches of work to and from teachers without a constant syncing process.

Instructions are below:

- **Windows OneNote App** – Automatic Syncing Settings
  1. Step one is to open your OneNote application (on the desktop).
  2. Once open, click the three small dots at the top right of OneNote underneath the X button and choose 'Settings' (found here):



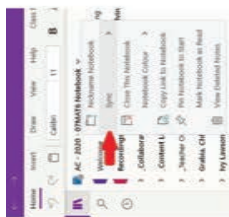
3. From the settings list choose 'Options'
4. There will be an option called "Sync notebooks automatically", please ensure this is switched to 'Off' like so:



*You will know that auto-syncing has been disabled as underneath your name (top right of OneNote) it should now say "Saved offline (auto-sync is off)".*



5. To manually sync your Notebook, right click on the name of your Notebook (top left), select "Sync" and then choose to either sync this or all your Notebooks.



- **Office OneNote App** – Automatic Syncing Settings

1. Step one is to open your OneNote application (on the desktop).
2. Right click on the name of your Notebook (top left), select "Notebook Sync Status".



OneNote



3. Ensure that the "Sync Manually" button has been ticked.



4. When you are ready to sync your Notebook, click either "Sync Now" on each individual Notebook or choose "Sync All":





# AUSTRALIAN YOUNG WRITERS' CREATIVE WRITING COMPETITION

**THEME: MENTAL HEALTH MATTERS**

You can write a play, a poem or story..the style is up to you. However, your creative piece should be about what you feel, think of, or have experienced about mental health issues. If you want to write about a mental health problem or mental illness, that's OK but we encourage you to take the opportunity provided to promote better mental wellbeing.

## WINNING PRIZES & AWARDS:

Upper Primary (Years 5 – 6) – **Prize \$100.00**

Lower Secondary (Years 7, 8 & 9) – **Prize \$150.00**

Upper Secondary (Years 10, 11 & 12) – **Prize \$200.00**

**Submit your creative piece  
by 31<sup>st</sup> July 2020**

<https://www.mhfa.org.au/CMS/australian-young-writers-creative-writing-competition>

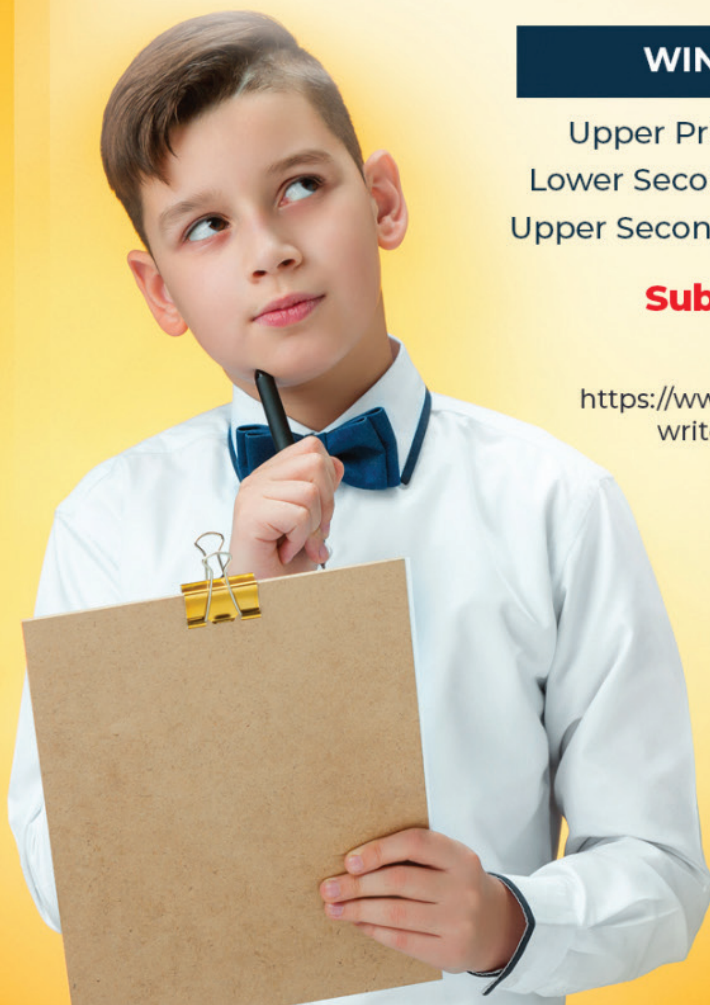


Mental Health  
Foundation Australia



**NATIONAL  
MENTAL HEALTH**

*Month 2020*



Mental Health Foundation Australia  
Suite J, 450 Chapel St, South Yarra, Victoria, 3141



[admin@mhfa.org.au](mailto:admin@mhfa.org.au)  
[www.mhfa.org.au](http://www.mhfa.org.au)



1300 643 287  
(1300 MHF AUS)



## Youth Week 2020 and Autumn School Holidays

<http://www.midwestern.nsw.gov.au/community--recreation/youth-council22/youth-week-2020/>





## UPCOMING PAYMENTS & PERMISSION NOTES

Just a reminder that payments and permission notes are due for the following:

- Course Fees and Voluntary Contributions
- All of our excursions scheduled for term 2 have been postponed, we are hoping to re-schedule these for later in the year. Further advice will be forthcoming next term.



### PARENT PAYMENTS

Cash, cheque or EFT payments can be made directly at the school office. Alternately, parents have the option to pay by using an online option, the Parent Online Payments (POP), via Kandos High School's website, by clicking on the "[Make a Payment](#)" tab and following the instructions.

## Connecting Kandos

The Kandos High School community bus will leave Kandos and Rylstone every Wednesday morning (including school holidays) to go to Mudgee TAFE and Mudgee township.

This is available for students of KHS and all community schools.

### - Leaving Kandos High School

8.40am (\$10 per person, \$5 per student)

### - Leaving Rylstone Community Hall

9.00am (\$5 per person, \$5 per student)

### - Also picking up at Lue Public School

9.15am (\$5 per person)

### - Departing Mudgee township (return)

1.40pm

### - Departing Mudgee township (Coles bus stop)

1.40pm



Any enquiries please see KHS front office.

*Kandos High School and Community Bus proudly sponsored by*

# BOWDENS SILVER