



Advice Guide for Parents and Students

A guide for online learning in the event of school closure for COVID-19

August 2020

REMEMBER:

Student Name:

Student Email Address:

Password:

(If you forget your student password, let us know and we will reset. You have to remember your own password, this is unique to you, write it here)

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Message from the Principal

Unfortunately we must return to the model of learning remotely that we all (students, parents and teachers) managed to do successfully earlier this year. We feel assured that since we did this so well last time, we can rally again.

The home-based learning journey can be a lonely one. Students kept at home need to connect with their teacher and with each other. This is why we are using the tool Zoom-Pro, an online conference call platform, to provide a virtual classroom. Our teachers will be able to check in and see how our students are doing, and answer questions. It is important to us that our students see their teacher's face and their classmates to know that they are not alone, and we are here thinking about them.

We will be following the usual school day, and will try to keep to normal lesson times in order to provide structure and accountability from students. Parents will not have to deliver the teaching at home, so do not worry if you have a regular battle over doing homework and do not know how you could possibly keep your child working for 6 hours at home. We will be doing that.

We understand that you may be concerned over the amount of time your children will be spending in front of a screen. It is inevitable that a lot of teaching will have to happen online, but our teachers will also try and provide activities or projects students can work on offline and can make or write away from the computer. We will then allow them to submit written responses, photos or video of their work for review and assessment.

At the end of this booklet, we have added some excellent advice from the Ministry of Health about talking to your child about the coronavirus. Shutting down schools, and taking away normal daily routine, sports and liberties we take for granted can be unsettling and frightening, and it is important that we, as adults, manage those anxieties.

We look forward to having you all back in school very soon, but in the meantime, this advice booklet will give you some answers as to how teaching your child online in your home will look. We welcome your support, and feedback, and above all your understanding. We have taught this way successfully before, and continue to have a full team working hard to make sure your child is well supported in their learning.



Bruce Tong
Principal



Philip Lee
Head of College

Studying from home

Are you sitting comfortably – because if not, the coronavirus could end up being a real pain in your neck. At school, you are used to walking between classrooms, playing outside, have regular breaks and sitting at desks and chairs that have been designed for your comfort for long periods of study. At home, you will be moving much less.

Here is some advice for setting up your home for study:

Get off the sofa

Although it might be tempting to lie on your couch or your bed for your Maths lesson, working from your sofa is one of the worst things you can do for your back. The position means that your lower back curves inward too much. Maintain spine health by going for a chair or a barstool during school lessons. This will also nudge your brain into realising that you are working, not relaxing.

Make your own school workspace

Arrange a desk or a flat space like a dining room table to be your work area, and be consistent where your designated school space is located. That way you can take breaks from your school area and get the separation between work and home. Clear the desk and make it comfortable as you may be working from there for a while. Have your school books, pens and paper close to hand.

Good screen position

If you're sitting, you might need to elevate your computer. The middle of your screen should be in line with your eyes while you're working, not below. If you are using a laptop, there are some places where you shouldn't have it: never on your lap, definitely not on the coffee table. Instead, your laptop should be elevated approximately 15-30 centimetres above your desk. Use books or boxes to raise it if necessary. Prop up tablets so both hands are free.

Take breaks from your screen

Limiting screen time might be out of the question whilst we are doing online learning, but you should still step away for five minutes once every hour of screen time. Beyond checking the fridge or walking your dog, five minutes of standing up and walking around will reset your body's natural position and prevent you from getting comfortable in the wrong position. Try to take a walk when the opportunity comes.

How to structure your School day

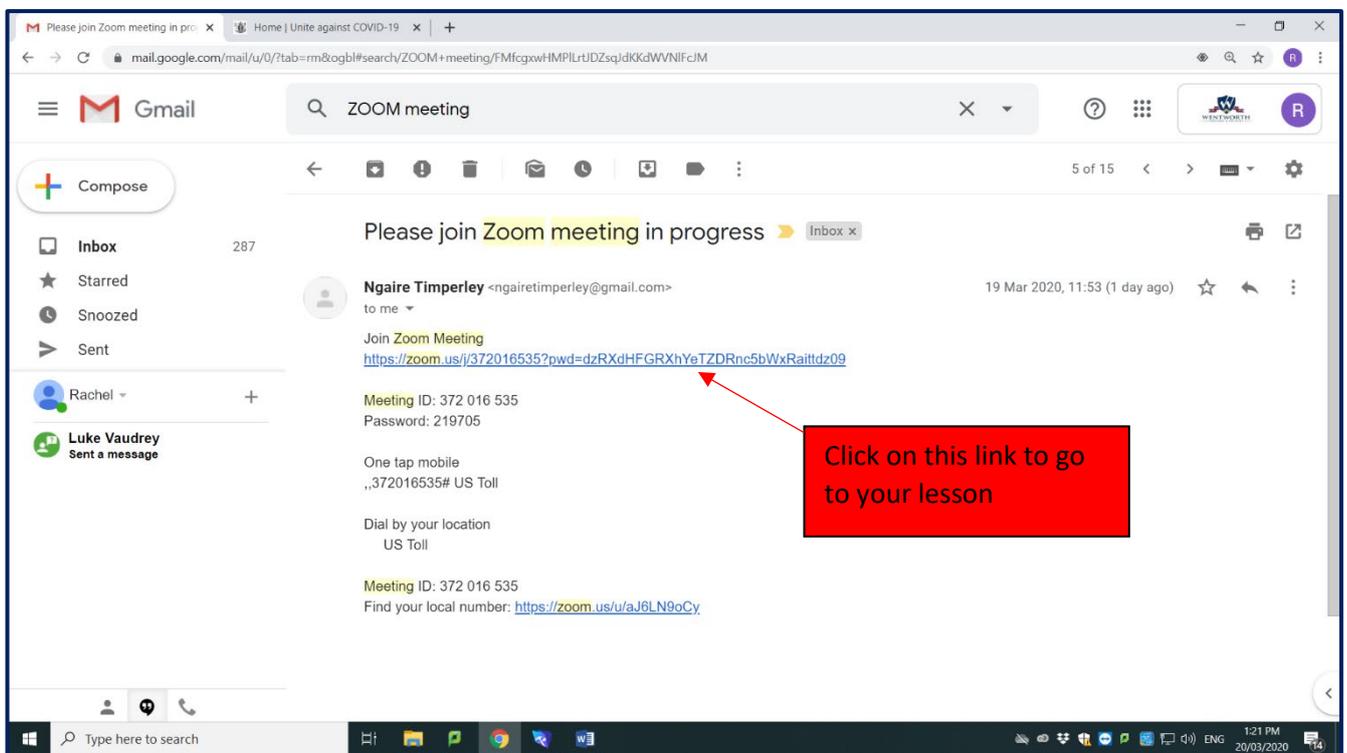
Your school day is divided into a 6 period day. Each period is 50-55 minutes long (except for your Tutor Group class which is a short 10 minute period in your Tutor room). There is a 10 day timetable cycle rather than having the same classes on the same days of the week.

Wentworth will be delivering the normal school day although there will be no Tutor groups or Tuesday Assembly. It is our expectation that students are participating and doing schoolwork, but, in these unprecedented times, if you feel it is better for your family to go for a long walk one morning, we are flexible and fully support this.

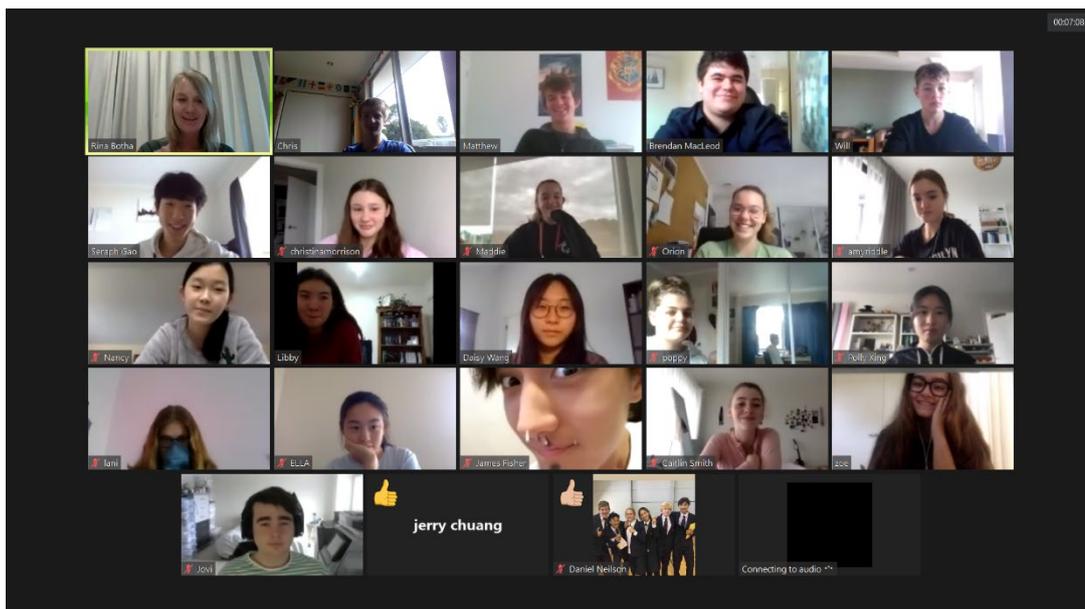
Before 8.40am	Wake up	Eat breakfast, make your bed, get dressed, we do not want to teach you in your pyjamas
8.40 – 9.35	Academic Time – Period 1	Dial in to your lesson using the link sent to you by your teacher
9.35 – 10.30	Academic Time – Period 2	Dial in to your lesson using the link sent to you by your teacher
10.30 – 10.40	Tutor Group	No Tutor group – free time
10.40 – 11.00	Morning Break	Help with a chore (wipe down kitchen surfaces, wipe light switches and desk tops etc, gather some laundry) Have a snack, go for a 10 minute walk, let the dog out, get some fresh air, drink some water...
11.00 – 11.55	Academic Time – Period 3	Dial in to your lesson using the link sent to you by your teacher
11.55 – 12.50	Academic Time – Period 4	Dial in to your lesson using the link sent to you by your teacher
12.50 – 1.40	Lunch	Try to get outside, eat lunch, call a friend, help in the home. Since you have had computer time with your classes this morning, rest your eyes and brain by trying not to use electronic devices during this break.
1.40 – 2.30	Academic Time – Period 5	Dial in to your lesson using the link sent to you by your teacher
2.30 – 2.35	Break	
2.35 – 3.20	Academic Time – Period 6	Dial in to your lesson using the link sent to you by your teacher
Suggested after school routines		
Afternoon Fresh Air		You've been inside all day, make an effort to get outside, go out on bikes, walk, go to the beach. Self-isolation does not mean you cannot go for a walk.
Quiet time		Homework, reading, puzzles, electronics, iPad games, spend time with your family, listen to music, relax – no gaming at least 2 hours before bed.
Dinner		Look after yourself and eat well to stay healthy.
Bedtime		Keep to your usual weekday bedtime routine. It is still a school week and you need to be fresh for each day and to rise early enough for your period 1 lesson at 8.40am.

Online lessons – How it will work

1. Get comfortable at a desk or flat space (dining room table etc) with your laptop or device, books (including your textbook if you have one for this subject), pens, paper and a drink. Ideally, you need a camera and microphone but it is not essential.
2. Log in to your school email account.
3. Prior to your lesson, your subject teacher will have emailed you a Zoom conference call link to your school email account (i.e. studentname@wentworth.school.nz). Log in to your school email account. You will need to click on that link and join your teacher and classmates online. We are following school timetable times, so log in at the start of each period. An email invite will look like this:



4. This is what your classroom will look like:



5. End conference call, and go to Google Classrooms to get your work.

Useful tips for using Zoom

- If you don't have a microphone on your device, there is a chat panel you can open to ask your teachers questions.
- Your teacher can share documents to work on whilst in video session, use the whiteboard, chat, and even split up students into break up rooms for group work.
- Keep yourself on mute unless you need to ask a question as otherwise your whole class will hear your household noises (toilet flushing, dog barking, Mum or Dad on a call etc)
- As a student, you just need to watch a lesson.

What your lessons will look like

All teachers have been planning on how best to deliver their subjects online. This is an idea of how your subject lessons will be delivered, but are fluid and subject to change as we evolve the online learning experience. The roll will be taken in Zoom.

	Year 7-9	Year 10-11	Year 12-13
Maths	Zoom live lessons to check in with class and teach. Maths worksheets and assignments set in Google Classroom	Zoom live lessons to check in with class and teach. Maths worksheets and assignments set in Google Classroom	Zoom live lessons to check in with class and teach. Maths worksheets and assignments set in Google Classroom
English ESOL	Worksheets will be set online and teachers can access and follow progress. Education Perfect, Google Classroom, Read Theory, Quill and Zoom live lessons to check in with students	Worksheets will be set online and teachers can access and follow progress. Education Perfect, Google Classroom, Read Theory, Quill and Zoom live lessons to check in with students	Google classroom is already being used successfully. Zoom live lessons to check in with class and teach new content.
Science Marine Studies	Zoom live lessons to check in with class and provide direction. All classes all have Google Classroom up and running efficiently with regards to communication of tasks - on here we will place Powerpoint presentations, links to useful videos & webpages such as Fuse School and BBC bitesize	Zoom live lessons to check in with class and provide direction. All classes all have Google Classroom up and running efficiently with regards to communication of tasks - on here we will place Powerpoint presentations, links to useful videos & webpages such as Fuse School and BBC bitesize. There will be some practicals that can be completed at home - such as those involving Acids & Bases which will keep the variety and interest for some classes.	Zoom live lessons to check in with class and provide direction. All classes all have Google Classroom up and running efficiently with regards to communication of tasks - on here we will place Powerpoint presentations, links to useful videos & webpages such as Fuse School, BBC bitesize and Best Choice - this is an online textbook by the University of Auckland with many questions. Students work through this with certain milestones.
Global Perspectives History Economics Geography Business Studies	Zoom live lessons to check in with class and teach some concepts. Work and activities set in Google Classroom	Zoom live lessons to check in with class and teach some concepts. Work and activities set in Google Classroom	Zoom Live Lessons to check in with class and teach some concepts. Work and activities set in Google Classroom

PE	We acknowledge that practical PE will be difficult to teach – however, we will be asking students to keep an activity log, regularly updated on Google Classroom. Through this we will be providing them with links to a wide variety of types of activity they can be doing. It will probably be good for parents too!	AS and A2 PE, IGCSE PE we will use a combination of Zoom and Google Classroom. For core PE classes we will be using Google Classroom.	AS and A2 PE, IGCSE PE we will use a combination of Zoom and Google Classroom. For core PE classes we will be using Google Classroom.
Music	We acknowledge that practical music will be difficult to teach		
	Live Zoom lessons will cover Music theory and topics. Teacher will share worksheets, Youtube links to performers and these will be discussed in live lessons. Composition can be started in Musicscore that students will email to be marked and commented on. End of topic tests set.	Live Zoom lessons will cover Music theory and topics. Teacher will share worksheets, Youtube links to performers and these will be discussed in live lessons. THEORY booklets (level 2) will be covered live on Zoom to answer questions about the exercises. Performance skills would have to be recorded on the student's device and emailed to the teacher for suggestions on performance standard. Composition can be started in Musicscore that students will email to be marked and commented on. End of topic tests set.	Live Zoom lessons will keep everyone on track and used to check in. TOPIC for the examination essay would be partly private student research, then shared on google documents (through Google Classroom) for cross editing and compilation in preparation for the November examinations. COMPOSITION work will continue to be on student's own laptops and emailed to Mrs Poppe for suggestions and comments, as they are used to doing at this stage. PRACTICAL MUSIC will be recorded for progress and interpretation on a phone or iPad and emailed to Mrs Poppe for an update on progress. Most solos and ensemble pieces have begun to be planned for the entirety of the year (to be submitted in October)
Art	Materials are being sent home with students so students have adequate supply of paper etc for their work. Set drawing assignments will be in Google Classroom, and the teacher has filmed herself demonstrating techniques and will supply exemplars. Due to an overwhelming	Resources on Google Classroom and supplies sent home to complete a lino cut at home. Watercolour assignment, completed at home with materials we have supplied the students and with online support from the teacher. Live demos on Zoom. Students will be	Already familiar with accessing Google Classroom for exemplars and digital resources. Students have been supplied with extra materials and they will be asked to submit progress photos for feedback. Live lessons on Zoom for

	response saying 'no paint at home please', we will mainly be doing pencil art apart from a formal painting assignment for Year 9s. Live demos and direction on Zoom.	required to submit progress photos.	demonstrations and direction.
Design Technology	Live Zoom lessons to show students how to complete each task. Google Classroom: each lesson will have a description posted of what we cover in each lesson with images/ Youtube videos and resources to support this. Most levels are working through a project where they already have an example slide and directions available from start to finish. Card and equipment will be given to take home.	Live Zoom lessons to show students how to complete each task Year10 Instrumental drawing. All examples on Google Classroom. Students will be given a portable board to take home. Year 11 Students are drawing concept ideas in their pads. Folders and equipment will be taken home.	Live Zoom lessons to show students how to complete each task. Google Classroom: each lesson will have a description posted of what we cover in each lesson with images/ Youtube videos and resources to support this. Most levels are working through a project where they already have an example slide and directions available from start to finish. Students are drawing concept ideas in their pads. Folders and equipment will be taken home. Students can also do revision from text books and the teacher will provide the answers.
Computer Studies	Google Classroom, Education Perfect and live Zoom lessons for e-teaching	Google Classroom, Education Perfect and live Zoom lessons for e-teaching	Google Classroom, Education Perfect and live Zoom lessons for e-teaching
Spanish	Google Classroom, Education Perfect and live Zoom lessons for e-teaching	Google Classroom, Education Perfect and live Zoom lessons for e-teaching	Google Classroom, Education Perfect and live Zoom lessons for e-teaching
Wednesday Activities	Years 7-9 enjoy Wednesday afternoon activities, normally reserved for lessons in drama / cooking and dance. Due to the practical nature of these lessons, we have decided to give this period as free time to our students. It is to be used as creative time, so ideas include, and are not limited to, reading, playing family board games, playing lego, playing a musical instrument, bake a cake or help an adult prepare dinner, go for a nature walk, do crafting or drawing, do sudoku, do some gardening, a jigsaw puzzle, or journal your experience learning from home. Share photos of your activities or creations with your activity teacher. The best home activities will earn House points!		

A Guide to Google Classroom

Think of Google Classroom as your child's digital link to learning. Teachers use Google Classroom to share assignments, homework, news, and much more with students.

The good news is many students are already using Google Classroom with their teachers already and will understand how it works.

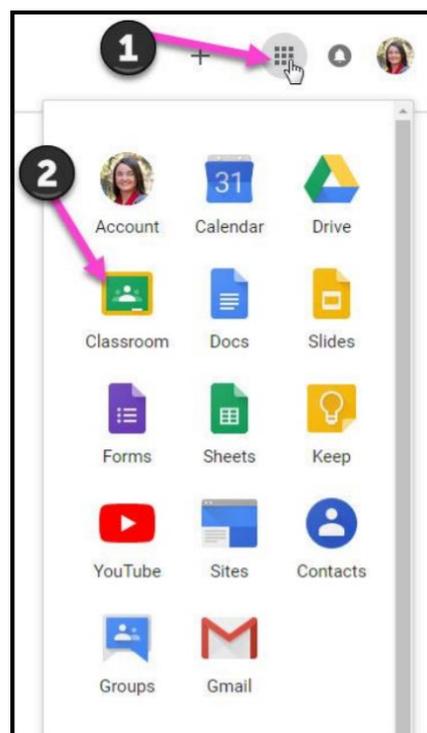
Logging on:

Students all have a Wentworth email address and have a secure login and password that is unique to them. Check with his/her teacher to obtain this private information OR ask them to add you as a parent via email.

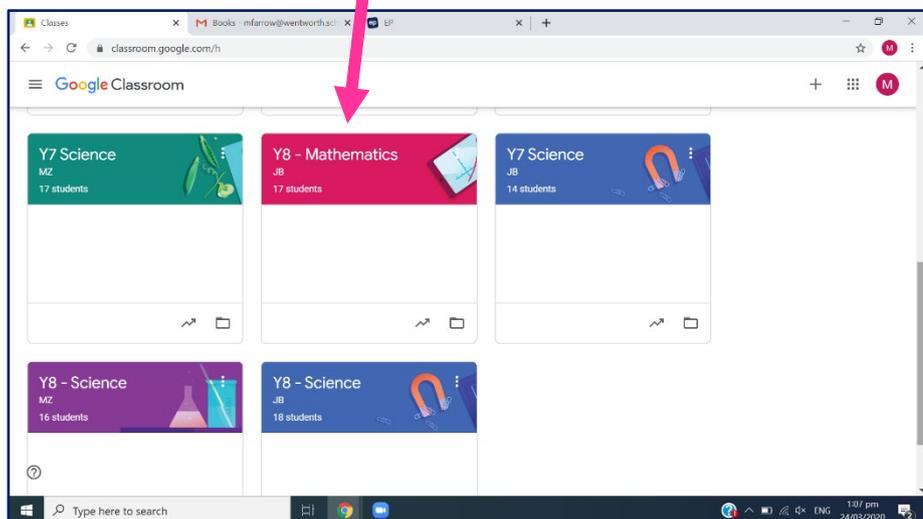
- 1 Type www.google.com into your web address bar
- 2 Click on SIGN IN in the upper right hand corner of the browser window
- 3 Type in your Wentworth Email address and password & click "next."
- 4 Now you'll see that you are signed in to your Google Apps for Education account.
- 5 Click on the 9 squares (Waffle/Rubik's Cube) icon in the top right hand corner to see the Google Suite of Products. The Google Classroom icon appears here.

Navigating the classroom

- 1 Click on the (1) waffle button and then the (2) Google Classroom icon.



- 2 Click on the class you wish to view.



3 Page tools.

The screenshot shows the Google Classroom interface for a class named 'Year 8 English MZ 2020'. The page includes a header with navigation tabs (Stream, Classwork, People, Grades), a class banner with the class code '23r2xpl', and a main content area with an 'Upcoming' section (showing 'No work due soon') and a post from 'Tunde Palosne Buday' about a Zoom meeting. A legend at the bottom identifies the numbered callouts:

1 Menu of Classes	6 Waffle Button (App Directory)
2 Current Class	7 Your account
3 Announcements Page	8 Upcoming Assignments
4 Assignments	9 Updates from your teacher
5 Teacher(s) & Classmates	

4 Assignment details.

The screenshot shows the 'Classwork' tab in Google Classroom. It displays a list of assignments under the heading 'Benchmark Tests', including 'STAR Math Benchmark Test - BOY' due on Sep 3. Below this, there is a section for 'Daily Lesson Files' with an assignment titled 'For the Week of September 2 - 6' due today. The assignment details show a schedule for Monday through Friday and four attached PDF files: 'Day 1 - Multistep Equatio...', 'Day 2 - Variables on Both...', 'Day 3 - Infinite & No Solu...', and 'Day 4 - Algebraic Propor...'. A legend at the bottom identifies the numbered callouts:

1 Classwork Tab	5 Topics available	9 Assignment Status
2 See your Grades	6 Topic Headings	10 Attached files/links
3 See Due Dates	7 Assignment Title	11 Click to view assignment
4 View your files	8 Assignment Due Date	

Getting help

Unless otherwise instructed and a more nationwide lockdown happens, teachers will be in school delivering lessons from the classroom. Otherwise, they will work from home and deliver lessons from home.

The school will be open with administrative staff here.

Communicate with your teacher via email and Google Classroom.

If you are having technical difficulties joining your classroom on Zoom, call the school office on **09 424 3273**.

If you have any barriers to accessing learning online (no access to a device at home etc), please speak to the school. There are ways we may be able to support you.

Homework and Self Study Tips

Self studying, which involves studying without direct supervision or attendance in a classroom, is a valuable skill to learn, and will help you in the future as you prepare for examinations. So let us use this as a good learning exercise. Get this right, and you can see a drastic improvement to grades, material understanding, and confidence.

Useful Links for Parents and Students



Cambridge International School

You should familiarise yourself with the Cambridge curriculum. Check both of the websites below. The first link gives you general info about Cambridge International Exams and then the second is BBC Bitesize, a useful revision course for the curriculum:

- Cambridge International Exams <http://www.cambridgeinternational.org/>
- For Years 11-13, Cambridge has given free access to Resource Plus to support remote teaching and learning. Resource Plus includes high-quality videos, ready-made lesson plans and teaching materials for a limited number of English, Maths and Science syllabuses at Cambridge Upper Secondary and Cambridge Advanced stages. These materials will help our students continue to learn even while schools are closed. <https://www.cambridgeinternational.org/support-and-training-for-schools/support-for-teachers/teaching-and-assessment/resource-plus>
- BBC Bitesize - Curriculum and subject info <https://www.bbc.com/education/levels/z98jmp3>
- There are many online learning resources available to support the Cambridge curriculum, and this is an opportunity to do independent learning and explore sites that you will find useful to you.

**Highly
Recommended**

Let's talk about COVID-19 (Coronavirus)

(Adapted from *A Parent Resource*. National Association of School Psychologists, 2020. <https://www.nasponline.org/>)

We can cope with anxiety by listening to accurate information.

Talk to adults for guidance on how to react to stressful events, such as COVID-19. Parents, caregivers, family and teachers will be able to reassure you at this time.

Stay informed and realistic so that you feel in control. Do not be fooled by fake news or social media to find answers. Ask an adult if you are worried.

Don't worry

- If no one in your family has COVID-19, nor has had close contact with anyone with COVID-19, then you and your family are fine.
- The right people are working hard to keep New Zealanders safe, including the teachers at school.
- Talk about your feelings – saying it out loud might give you the appropriate perspective.
- Don't read everything if it is making you anxious. The situation is changing every day; maybe only look at it every 24 hours, not every hour.



Dr Michelle Dickinson (Nanogirl) has a great informational video for kids about COVID-19.

See it here <https://www.youtube.com/watch?v=OPsY-jLqaxM>

Tips – if you are feeling anxious:

- Do some deep breathing exercises. (This works for adults too.) Gently hold your thumb with your hand, breathe slowly in and out, and count out loud, “1”. Move your hand to hold your pointer finger, breathe slowly in and out, and count “2”. Move to your hand to hold your middle finger, breathe slowly in and out, and count “3”, and so on. You can move across just one hand and count to “5”, or both hands to count to “10”. Google how to do mindfulness exercises. Lie on the floor with your hand on your tummy and feel your breath move in and out?
- Sparklers has a range of calming activities you could try <https://sparklers.org.nz/>

Have family time

- You may want to talk about concerns, fears, and questions. Make time for this in your family.

Maintain a normal routine

- Keep to a regular, predictable schedule - daily routines help us with a sense of control and will continue as normal.
- Keep up with schoolwork and co-curricular activities if they are running, but don't worry if you are feeling overwhelmed, email a teacher if you need to.

Avoid blaming others

- Sometimes people blame others for events they cannot control, but this is not correct behaviour.
- Avoid stereotyping any one group of people as responsible for the virus.
- Report any bullying or negative comments you are aware of to an adult.
- Be aware of the influence that other adults with different attitudes on COVID-19 have on your beliefs. Some people have different values from the ones that you and your family have.

Monitor social media and TV

- Limit your television viewing, Internet access and social media involvement. Try to avoid watching or listening to information that might be upsetting.
- A lot of COVID-19 information on the Internet may be based on rumours and inaccurate information.

Review and model basic hygiene and healthy lifestyle practices

- Talk in your family about what you can do to help prevent infection.
- Wash hands multiple times a day for at least 20 seconds each time (singing Happy Birthday slowly takes about 20 seconds) and dry your hands thoroughly.
- Cover your mouth with a tissue when you sneeze or cough, and throw away the tissue immediately; or sneeze or cough into the bend of your elbow.
- Do not share food or drinks.
- Practice giving fist or elbow bumps instead of handshakes. Fewer germs are spread this way.
- Do not touch your eyes, nose, and mouth.
- Encourage everyone to eat a balanced diet, get enough sleep, and exercise regularly to develop a strong immune system for fighting off illness.
- Keep in contact with the school like your Dean or Tutor and let them know if there have been any changes within your family.

Tips for managing your own mental wellbeing

- Media coverage or public discussion of COVID-19 may affect you. It's normal to feel distressed and experience symptoms of stress in this time.
- As much as possible, spend time in places that feel safe and comfortable.
- Tell yourself that how you are feeling is a normal reaction and will pass- it is nothing to be afraid of.
- Reach out to your usual supports – family and friends and classmates. Sharing how we are feeling and offering support to others is important.
- Keep to the usual routines – mealtimes, bedtime, exercise and so on.
- Keep active – seeing friends, even on FaceTime, can improve your general wellbeing and help distract from distressing feelings.

We will communicate with families during this time through our weekly newsletter, and email when necessary.

Please follow Covid-19 advice by visiting

www.covid19.govt.nz



www.wentworth.school.nz

09 424 3273