



WAROONA
DISTRICT HIGH SCHOOL

Parent & Student Guidelines for Online and Remote Delivery





Welcome

The following guidelines document the Waroona District High School online and remote delivery mode and outline the changes to the delivery of the curriculum. The aim of these guidelines are to minimise the disruption to student learning and curriculum delivery.

Waroona District High School has progressed from “School as Normal” to “Whole School Online Delivery” as of **Monday 30th March 2020**.

Logging into Connect

To log into connect by accessing www.connect.det.wa.edu.au

To sign in as a Student you require the following information:

User Name: Student first name.Student surname

Password: Enter your password

To sign in as a Parent:

User Name: Parent Number (P#####)

Password: Enter your password

If you need your password reset or your child’s password reset, please contact our office on 9782 7000 or email our team at waroona.dhs@education.wa.edu.au requesting a password reset and we will organise this for you.



Online Delivery for all Students

Secondary School Guidelines

- **A Weekly Overview** will be provided in the **Content Section of Connect** and labelled according to the Term and Week eg Term 1 Week 9
- **Follow your regular timetable. A lesson is prepared for each of your timetabled classes** in the form of a Powerpoint and a Connect Discussion. Appropriate resources, messages or additional links are placed on Connect for students to access and engage in the prescribed curriculum. These are labelled according to the Term, Week and Lesson eg Term 1 Week 9 Lesson 1 Monday 30 March.
- **Powerpoint presentations, Connect Discussions** with links to set textbooks, workbooks or approved additional platforms (OneNote, WebEx etc), or information on Connect Discussions is made available **prior to the start of the timetabled class** as if it were being run face to face at WDHS (ie Monday P2 English, a powerpoint would be placed on Connect prior to 9:30am or a notification saying go to OneNote, Teams, Mathspace or other platform.
- **For each timetabled lesson** there is a Powerpoint covering the learning focus, guided practice and independent practice. Teachers may to utilise one Powerpoint over multiple sessions (teaching the same concept over several lessons), but this should be communicated in the Powerpoint title and via Connect discussions.
- The lesson and resources associated with the lesson aligns to the content that would be covered in the **Course Outline** but is modified to meet offsite delivery methods
- **Lesson content and guided practice cover no more than 25 minutes of a lesson and independent practice no more than 15 minutes (40min lesson in total)**. The independent practice activity is strongly encouraged to be completed by students
- **Teachers create and are available for discussions via Connect or approved school platforms for 25 minutes of their timetabled lesson where possible**. If teaching staff are unavailable during this time this should be communicated in advance of the lesson starting to students and methods of feedback are communicated by the teacher (ie I will respond to Connect discussion points in the afternoon after 3:00pm, or communicate via email by 5:00pm each day etc)
- The **PowerPoint and additional materials/resources** will be placed in the **Connect Contents section/Connect Library** for each class within a folder that is dated accordingly.
- Resources that support the Online delivery of that lesson are made available within the **Connect Contents** or where appropriate the **Connect Library** or another approved platform with instructions via Connect (Mathspace, Forms, Quizlet etc.)
- **Each student should be provided with written feedback about their learning at least once per week**. This may be individual or group based feedback
- **There will be adjustments of practical based courses** to capture theoretical components or an adjustment to programs that enable students to perform practical activities at home.
- **Regular assessment of student learning continues**. This may be modified to meet online delivery but feedback on assessments will be provided. **Please use the Procedural Fairness & Declaration of Authenticity Form** when requested by your teacher.



Secondary School minimum timetable requirements

- Teachers are available on Connect discussion or an approved online platform accessed via Connect for 25 minutes of their normal class. Where this is not possible teachers will communicate a time and method for how they will provide feedback in a timely manner (ie everyday via Connect or by 5:00pm via email)
- Students will be asked as a minimum to complete 25 minutes of their normal class and optional 15 minutes of independent practice for secondary school students. During the 25 minute lesson students are encouraged to interact live with their teacher via Connect or approved platform if the teacher is utilising this function

TIMETABLE STRUCTURE FOR SECONDARY STUDENTS AT HOME

- Students should establish a timetable/routine for online learning that mirrors their current Waroona DHS timetable.
- Students should engage in a lesson for 30-40minutes
- The example timetable shows how students should divide their time

LT = Learning Time -Students engage with online lesson; Teachers may be available online for discussion via Connect/Approved Waroona DHS platform to assist students; If not, teachers will outline via Connect how they will support students

PT = Practice Time - Students engage in independent practice

RT = Rest Time (Student break; Teachers unavailable for support unless otherwise communication on Connect)

ENTER YOUR WAROONA DHS TIMETABLE BELOW...

P	Monday	Tuesday	Wednesday	Thursday	Friday
P1	8.50am - 9.15am LT	8:40 – 9:10 am LT	8.50am - 9.15am LT	8.50am - 9.15am LT	8.50am - 9.15am LT
	9.15am - 9.30am PT	9.15am - 9.30am PT	9.15am - 9.30am PT	9.15am - 9.30am PT	9.15am - 9.30am PT
P2	9.30am - 9.55am LT	9.30am - 9.55am LT	9.30am - 9.55am LT	9.30am - 9.55am LT	9.30am - 9.55am LT
	9.55am - 10.10am PT	9.55am - 10.10am PT	9.55am - 10.10am PT	9.55am - 10.10am PT	9.55am - 10.10am PT
P3	10.10am-10.35am LT	10.10am-10.35am LT	10.10am-10.35am LT	10.10am-10.35am LT	10.10am-10.35am LT
	10.35am – 10.50am PT	10.35am – 10.50am PT	10.35am – 10.50am PT	10.35am – 10.50am PT	10.35am – 10.50am PT
	RECESS RT	RECESS RT	RECESS RT	RECESS RT	RECESS RT
P4	11.10am - 11.35am LT	11.10am - 11.35am LT	11.10am - 11.35am LT	11.10am - 11.35am LT	11.10am - 11.35am LT
	11.35am - 11.50am PT	11.35am - 11.50am PT	11.35am - 11.50am PT	11.35am - 11.50am PT	11.35am - 11.50am PT
P5	11.50am - 12.15pm LT	11.50am - 12.15pm LT	11.50am - 12.15pm LT	11.50am - 12.15pm LT	11.50am - 12.15pm LT
	12.15pm-12.30pm PT	12.15pm-12.30pm PT	12.15pm-12.30pm PT	12.15pm-12.30pm PT	12.15pm-12.30pm PT
P6	12.30pm-12.55pm LT	12.30pm-12.55pm LT	12.30pm-12.55pm LT	12.30pm-12.55pm LT	12.30pm-12.55pm LT
	12.55pm-1.10pm PT	12.55pm-1.10pm PT	12.55pm-1.10pm PT	12.55pm-1.10pm PT	12.55pm-1.10pm PT
	Lunch RT	Lunch RT	Lunch RT	Lunch RT	Lunch RT
P7	1.40pm-2.05pm LT	1.40pm-2.05pm LT	1.40pm-2.05pm LT	1.40pm-2.05pm LT	1.40pm-2.05pm LT
	2.05pm-2.20pm PT	2.05pm-2.20pm PT	2.05pm-2.20pm PT	2.05pm-2.20pm PT	2.05pm-2.20pm PT
P8		2.20pm-2.45pm LT	2.20pm-2.45pm LT	2.20pm-2.45pm LT	2.20pm-2.45pm LT
		2.45pm-3.00pm PT	2.45pm-3.00pm PT	2.45pm-3.00pm PT	2.45pm-3.00pm PT



Online Delivery for all Students

Primary School Guidelines

- Primary students will receive a mix of photocopied work or bookwork plus online learning
- **A Weekly Overview** will be provided in the **Content Section of Connect** and labelled according to the Term and Week eg Term 1 Week 9
- **Lessons will be prepared** in the form of a Powerpoint. Appropriate resources, messages or additional links will be placed on Connect for students to access and engage in the prescribed curriculum. These will be labelled according to the Term, Week and Lesson eg Term 1 Week 9 Lesson 1 Monday 30 March.
- **Powerpoint presentation**, with links to set textbooks, workbooks or approved additional platforms (eg Dojo) will be made available **prior to the start of the day**.
- **PowerPoints** placed on Connect **for each lesson** will cover the learning focus, guided practice and independent practice. Teachers may utilise one Powerpoint over multiple sessions, but this should be communicated in the Powerpoint title
- The lesson and resources associated with the lesson aligns to the content that would be covered in the **Course Outline** but is modified to meet offsite delivery methods
- **Lesson content will include guided practice and independent practice**. Lessons will vary in length eg spelling will be a short lesson. The independent practice activity is strongly encouraged to be completed by students
- **Teachers are available for discussions via Connect or approved school platforms such as Dojo**. If teaching staff are unavailable during certain times this will be communicated in advance by the teacher (ie I will respond parent enquiries in the afternoon after 3:00pm, or communicate via Dojo by 5:00pm each day)
- The **PowerPoint and additional materials/resources** will be placed in the **Connect Contents section/Connect Library** for that class within a folder that is dated accordingly.
- Resources that support the online delivery of that lesson are made available within the **Connect Contents** or where appropriate the **Connect Library** or another approved platform with instructions via Connect
- **Each student should be provided with written feedback about their learning at least once per week**. This can be individual or group based feedback
- **There will be adjustment of practical based courses** to capture theoretical components or an adjustment to programs that enable students to perform practical activities at home
- **Regular assessment of student learning continues**. This may be modified to meet online delivery but feedback on assessments will be provided. Dojo may be used for this purpose.



Primary School minimum timetable requirements

- Teachers are available on Connect or Dojo or an approved online platform accessed via Connect at most times.
- Students will be asked as a minimum to complete all Literacy tasks each day, Maths tasks 3-4 times per week and HASS, Science and Art at least once per week. Students are encouraged to interact live with their teacher via Connect or Dojo or another approved platform if the teacher is utilising this function
- Feedback to students/parents will be provided on a regular basis

TIMETABLE STRUCTURE FOR PRIMARY STUDENTS AT HOME

- Students should establish a timetable/routine for online learning
- The example timetable shows how students should divide their time

LT = Learning Time -Students attend and engage with online lesson; Teachers may be available online for discussion via Connect/Approved Waroona DHS platform to assist students; If not, teachers will outline via Connect how they will support students

PT = Practice Time - Students engage in independent practice

RT = Rest Time (Student break;

P	Monday	Tuesday	Wednesday	Thursday	Friday
LITERACY BLOCK 8.50am-10.50am	8.50am -9.50am LT 9.50am - 10.30am PT 10.30am- 10.50am RT	8.50am -9.50am LT 9.50am - 10.30am PT 10.30am- 10.50am RT	8.50am -9.50am LT 9.50am - 10.30am PT 10.30am- 10.50am RT	8.50am -9.50am LT 9.50am - 10.30am PT 10.30am- 10.50am RT	8.50am -9.50am LT 9.50am - 10.30am PT 10.30am- 10.50am RT
	RECESS RT	RECESS RT	RECESS RT	RECESS RT	RECESS RT
NUMERACY BLOCK	11.10am - 12.10pm LT 12.10pm- 12.40pm PT 12.40pm- 1.10pm RT	11.10am - 12.10pm LT 12.10pm- 12.40pm PT 12.40pm- 1.10pm RT	11.10am - 12.10pm LT 12.10pm- 12.40pm PT 12.40pm- 1.10pm RT	11.10am - 12.10pm LT 12.10pm- 12.40pm PT 12.40pm- 1.10pm RT	11.10am - 12.10pm LT 12.10pm- 12.40pm PT 12.40pm- 1.10pm RT
	Lunch RT	Lunch RT	Lunch RT	Lunch RT	Lunch RT
SCIENCE HASS ART BLOCK	1.40pm -2.20pm LT 2.20pm- 3.00pm PT	1.40pm -2.20pm LT 2.20pm- 3.00pm PT	1.40pm -2.20pm LT 2.20pm- 3.00pm PT	1.40pm -2.20pm LT 2.20pm- 3.00pm PT	1.40pm -2.20pm LT 2.20pm- 3.00pm PT



Student Responsibilities and Checklist for Online Learning

Student Responsibilities

1. Follow Digital Citizen Guidelines when participating on online learning (ie using appropriate language in discussions, wearing appropriate clothing); Please know our behaviour policy will still apply
2. Log into Connect to access lessons and follow instructions that are placed on the Connect class
3. Participate in online learning
4. Students engage in online lessons via Connect and that they complete independent work or study assigned to them to extend their learning
5. Submit assessments based on the assessment and teacher instructions
6. Complete the Procedural Fairness and Declaration of Authenticity form when completing assessments if the task requires it to be completed and submit it with the assessment (secondary)
7. Seek feedback and engage in online learning and be an active participant in their own education
8. Ask for help when it is needed

Checklist

STUDENT ONLINE DELIVERY CHECKLIST	
PRE-LESSON	
1. I have set-up my at home timetable/schedule for online learning (template and how to set this up on the next page)	
2. I have a clean space that I can sit and work from, clear of distraction	
3. I have read the digital citizen guidelines and know appropriate and expected behaviour for participating in online learning	
4. My ICT device is charged and ready to use	
5. I have turned off other devices that are not needed and may be distracting	
6. I am able to log onto Connect to access my classes	
DURING LESSON	
7. I have logged onto Connect when my normal schedule class would run	
8. I have checked Connect library/Connect Section/Connect Discussion (Secondary), Dojo (Primary) for information and resources for my lesson	
9. I ask for help from my teacher if I am unsure of what to do or cannot find or access my lesson	
10. I engage in my lesson for 30-40minutes	
11. I follow teacher instructions and rules for online classroom safety	
12. Where I can or when I am asked that I contribute to a class discussion or forum	
POST LESSON	
13. Where I can I am completing independent practice/study/homework once my online learning is finished	
14. If I miss my scheduled lesson, I find the time to complete the lesson or let my teacher know	
15. I take regular breaks from my device as scheduled	
16. I take time to eat healthy and hydrate	
17. I take time to do exercise	
18. I stop, pause and say all will be okay and enjoy time with my family each day	

It is important that students set-up a routine for their independent learning away from school site. Teachers will provide lessons based on the normal school timetable structure, but with a reduction in lesson activity time due to the nature of online learning and fatigue that comes with using an ICT device. Students should set up a timetable/routine using this document and substitute their current school timetable into the blank periods and engage in their learning during those periods



Physical Resources Delivery

(Photocopied Work Packages)

In the event that a student does not have access to ICT or online resources teachers will provide physical resources for curriculum delivery to students. Parents/students must collect and return the resources to/from the school as indicated below:

- Teachers will create physical work packages **for identified students who do not have ICT or online resources** to be able to access the curriculum (students to be identified).
- Work packages are to include the equivalent of one school week worth of content/activities and resources that would normally be covered in timetabled classes for this duration (teachers may choose to provide work packages/work booklets that cover more content than one week). **Each week will have the Weekly Overview as the front page.**
- The package of work will contain **at least one task/activity that must be returned** by the student that enables the teacher to provide the student with feedback on their learning.
- Ongoing work packages will be prepared for a further week as needed. Powerpoint resources that have been provided online may be printed and sent out with the new package of work.
- **Parents are able to collect from 12pm to 3pm each Monday.**
- **Parents are to return work packages each Friday in the envelope provided, between 12pm to 3pm.**