

15 February 2021



Dear Parents and Caregivers

Today we have been working on the planning for our remote teaching and learning programmes with our staff. Remote teaching and learning will start tomorrow (Tuesday 16<sup>th</sup> February 2021). **Year 12 students will structure their learning day according to their school timetable.** Mrs Christine McKnight (Assistant Principal) is overseeing the Year 12 remote teaching and learning programme. If you have questions about the programme in general, please make contact with Mrs McKnight: [cmcknight@onetreehillcollege.school.nz](mailto:cmcknight@onetreehillcollege.school.nz).

The remote teaching and learning programme for Year 12 students will be on a digital platform that is available to all students through their school Office 365 account.

## REQUIREMENTS

The IT requirements you will need at home to access the remote teaching and learning programme are:

- Internet connection
- Device (laptop, tablet or computer)

## PROCESS

The remote teaching and learning process will be as follows:

1. All instructions and subject overviews will be published on the Year 12 Notebook (*Level 2 Digital 2021*). Your son/daughter will be given access to this One Note Notebook this afternoon via an email to their school email.
2. Your son/daughter will need to check their school email address for the link to the *Level 2 Digital 2021* Notebook.
3. Access to the *Level 2 Digital 2021* Notebook and to school email (outlook) is via Office 365 <https://login.microsoftonline.com/>. Each student has their username (firstname.lastname) and password for Office 365.
4. School work will be set in the *Level 2 Digital 2021* Notebook. Students need to carefully check each of their subject's pages for instructions.

## DAILY TIMETABLE

We have attached a **daily timetable that follows a five period day structure** (6 periods for students who undertake an 8.00am class at school). For most students there are five one-hour learning slots per day. Students will follow their normal school timetable each day. We do suggest that students take some time tomorrow morning reviewing each of their subjects on the *Level 2 Digital 2021* Notebook and the tasks and live sessions (Zoom or Teams Meet) required to create daily plans. Notification of any live sessions and instructions for students will be posted in the *Level 2 Digital 2021* notebook in the Weekly Outline on the subject Home Page. Students should make note of the days and times for these sessions. Students will need to refer to their school timetable for lesson scheduling. Please note Tuesday 16<sup>th</sup> February is Day 7 and Wednesday 17<sup>th</sup> February is Day 8 and so forth.

## ATTENDANCE

We will be following Ministry of Education advice regarding marking attendance records. There is no need to check in or advise that your child is completing their school work at home.

## EXPECTATIONS

We are aware that remote learning can be difficult and will impact on families. Where possible we ask that parents create a learning space for their son/daughter that has a table/desk and a chair – with access to a power supply. We suggest that students do not use laptops in bed.

Although we have suggested a daily timetable, the daily structure of time in your household is at your discretion as we do not want to add to the stresses already placed on your household through this difficult time. A balance of screentime, freetime and physical activity is important to maintain your child's mental wellbeing. Our counsellors are available to speak with students and parents should you have any wellbeing concerns.

It is important to note that we do not expect parents to be teaching their children. Your son/daughter's teachers are all working and available to assist your son/daughter should they need any help.

## COMMUNICATION WITH TEACHERS

We ask that students email their subject teacher if they have any questions or need help with the set tasks. Teachers will be working during the normal school day hours, however they may not be able to respond to emails immediately. The subject line of an email must state: Student first and last name, whanau class and subject:

If your son/daughter has technical problems or cannot remember their username/password they are to email [office@onetreehillcollege.school.nz](mailto:office@onetreehillcollege.school.nz)

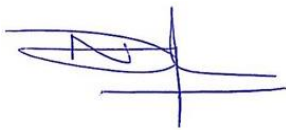
## **NCEA**

The school has been following the advice and instructions of the Ministry of Education and NZQA with regards to NCEA assessment. It is important that students remain in communication with their teachers about assessment matters. We will continue to work closely with NZQA on the planning for NCEA assessment.

We continue to closely monitor the developing situation around the COVID-19 global pandemic and we are following all Ministry of Health and Ministry of Education requirements.

Updates will be emailed to parents and posted to the school website to keep you informed as new information comes to hand and plans are made for a move to Alert Level 2 or 1 and a return to school.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Mr Coughlan', written over a horizontal line.

Mr Coughlan

PRINCIPAL