



**NEGS**  
MORE THAN  
A SCHOOL

125  
YEARS  
1895-2020

# REMOTE LEARNING

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## Family and Student Handbook

*Whatsoever you do, do it heartily.*



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## **Rationale**

This handbook outlines how we are proceeding as we move to remote delivery of learning for the immediate future. In order to ensure consistency, continuity and compliance the following document has been constructed to provide some guidelines as to the structure of remote learning whilst the students are at home.

## **Introduction to Teaching and Learning remotely**

Although our students are not physically present at school, they are still expected to maintain a consistent approach to their academic studies via remote learning. Our staff continue to prepare learning activities for students to access online or digitally to ensure that their educational needs are met whilst they are at home. Hard copy formats can also be provided for students if online facilities can not be accessed regularly or reliably. Please email our Academic Administrative Assistant, Helen Smith using the email [attendance@negs.nsw.edu.au](mailto:attendance@negs.nsw.edu.au) to request hard copies of work for all classes. It is important that students and families understand that remote learning is a different way to do school, not a holiday, as discussed in this [radio interview with Professor John Fischetti](#).





## How to access remote learning at NEGS

The place for students to go for all the information is **Google Classroom**. It is imperative that students check this daily. All work will be posted on Google Classroom. Each post will indicate what students need to complete for the timetabled period. Students are to continue to complete their work in the relevant subject book or on their laptop, as they would have done in class or as otherwise instructed by the teacher.

### **NOW THAT THE SCHOOL HAS MOVED TO REMOTE DELIVERY PLEASE BE AWARE THAT:**

- NEGS uses ONLY the GSuite for online course delivery: Google Classroom and Google Meet.
- Google Classroom is a learning management system (LMS) for streamlined delivery of online learning including assignments, collaboration and feedback.
- ALL NEGS students and staff are set up with Google accounts. This is ideal for online delivery because the students are already familiar with the platform and have used it at school to access and submit work. This makes the process of moving lessons online uncomplicated and incurs no cost for any party.
- GSuite does not need the installation of ANY apps, licensing, extra bandwidth or reams of instructions.
- Students can work offline if consistent internet access is an issue. [Here are the instructions for working offline using GSuite](#)
- GSuite for Education comprises tools that work on any device, which allows teachers and students to create, communicate and collaborate.

### **TEACHERS AND STUDENTS HAVE ACCESS TO TOOLS THAT ALLOW:**

- Collaborative word processing, presentation and website creation
- Easy delivery and management of assessment tasks
- Time and task management
- Unlimited online storage

### **AS WITH ANY SOUND TEACHING PRACTICE STUDENTS WILL BE PROVIDED WITH:**

- Clear instructions regarding the learning activity
- Clarity as to when and how students should submit work
- Access to any resource materials via Google Classroom

## Communication & Expectations when it comes to remote learning at NEGS

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- Communication with teachers will be by Google Classroom and NEGS email
- Any communication with students will be completed by teachers during normal working hours
- Do not expect immediate responses to emails or Google Classroom messages as teachers are involved in a number of professional obligations throughout the day
- With respect to exam turnaround and marking times - these may increase whilst teachers are transitioning to remote delivery, marking and returning of tasks
- Parents can elect to sign up for Guardian email summaries via Google



## Information for Parents

### HERE ARE SOME GUIDELINES FOR PARENTS DURING REMOTE LEARNING

Provide support for your children by:

- Establishing routines and expectations for learning
- Defining a space for your child to work in and ensuring that their computer is placed in a shared or visible area of the home for live online lessons.
- Regularly monitoring communications from teachers
- Beginning and ending each day with a check-in using the sorts of questions parents would normally ask if they had been at school all day (e.g. What did you learn today?)
- Taking an active role in helping your children process their learning
- Encourage physical activity and/or exercise
- Supervise your child's online engagement and check in with your child regularly to help them manage stress
- Monitoring how much time your child is spending online
- Keeping your children social during isolation, but set rules around their social media interactions
- Ensure that your child follows the school's dress requirements for online learning when engaging in live video conferencing.
- Consider using filters to help manage your child's online access.
- Parents should refer to the resources in the Government's eSafety Toolkit and can be accessed at [www.esafety.gov.au/toolkit-schools](http://www.esafety.gov.au/toolkit-schools)

## Provide support for your child's wellbeing

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### BEING CONFINED TO HOME FOR AN EXTENDED PERIOD OF TIME CAN CAUSE STRESS AND CONFLICT.

- Talk to your whole family about current social issues to help them understand what is happening at the moment and why, in order to reduce their anxiety.
- Help your children think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation as well, with your support.
- Remind them that isolation will not last forever. It is merely a precaution at the moment.
- Encourage regular exercise for the whole family using any equipment you have at home or accessing any of the apps available for download.
- Encourage your children to keep in touch with family members and friends via telephone, email or social media (where appropriate)





## Information for Students

### HERE ARE SOME GUIDELINES FOR STUDENTS DURING REMOTE LEARNING:

- Establish a daily routine and use your existing timetable to plan your 'school' day at home
- Create an effective learning space in a common area such as the kitchen or lounge room that is safe, quiet, comfortable and free of distractions [https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/curriculum/learning-from-home/media/documents/Learning\\_Environment\\_Checklist.pdf](https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/curriculum/learning-from-home/media/documents/Learning_Environment_Checklist.pdf)
- Regularly monitor Google Classroom, Engage and emails to check for announcements and feedback from teachers
- Complete the work as set by your teachers
- Completing tasks with integrity and academic honesty, and making sure that you are doing your best work
- Doing your best to meet timelines, commitments and due dates
- Communicating proactively with your teachers if you cannot meet deadlines or require additional support
- To maintain a healthy wellbeing remember to take breaks throughout the day and participate in some exercise or another activity away from the computer screen (reading, creative activity, play).
- Maintaining a familiar schedule with food and water is encouraged
- Complying with any school policies such as Behavior Management, Anti-Bullying, Acceptable use of information technologies, Student Code of Conduct as they still apply to the way that you behave and interact with the teacher and students in an online environment.
- Seeking out and communicating with school staff as different needs arise (e.g. Contacting IT to get assistance with login information or asking for hard copies to be posted)
- Understand that personal or sensitive information should not be shared online
- Know that your teachers will be in contact with parents/caregivers if you are not submitting work as requested
- For any video conferencing please make sure you are wearing a NEGS uniform shirt/jumper or regular school uniform, and that the computer is not set up in a bedroom for the duration of the Google Meet. Students not adhering to these requirements will not be able to participate in video conferencing with staff. Students must be mindful of their surroundings when participating in video conferencing with their teachers and peers, in particular the privacy of others who share their home.



## FAQ

### Q: WHAT DO I DO IF I HAVE FORGOTTEN MY GOOGLE LOGIN?

A: Please contact [it@negs.nsw.edu.au](mailto:it@negs.nsw.edu.au) for assistance

### Q: WHAT IF I CAN NOT ACCESS THE INTERNET EVERY DAY?

A: Teachers will have work posted by 8:45am each morning of the school week. If necessary you can download any information or files and then work offline in the Gsuite (Google docs etc)

### Q: HOW DO I SUBMIT WORK IF IT NEEDS TO BE HANDWRITTEN AND/OR CAN NOT BE COMPLETED ONLINE?

A: Students should scan or take a photograph of the work and post this to Google Classroom or email it to the classroom teacher.

[How to Use The Classroom App If You're A Student](#)

Key work can be posted to the school, but liaise with your teacher before doing so. Keep the work in your folder or book so that the teacher can mark it later if necessary.

### Q: WHEN WILL SCHOOL WORK BE POSTED FOR MY LESSONS EACH DAY?

A: School work will be posted on Google Classroom by 8:45am each morning for all students to access.

### Q: WHAT DO I DO IF I AM NOT RECEIVING WORK FOR A CLASS FROM GOOGLE CLASSROOM?

A: Contact the classroom teacher by email in the first instance and wait 24 hours for a reply before contacting your Year Advisor.

### Q: AM I STILL REQUIRED TO SUBMIT WORK IN THE LAST WEEK OF TERM 1 EVEN THOUGH THE SCHOOL IS CLOSED?

A: You are required to complete school work remotely until the end of Term, which is Friday 3rd of April; however, Year 12 will be completing their practice Half Yearly Exams up until Thursday the 9th of April. Teachers will be available via email and Google Classroom during this week.

### Q: WHAT DO I DO IF I CAN NOT ACCESS THE INTERNET WHEN AN ASSESSMENT TASK IS DUE?

A: Communicate with your teacher via Google Classroom, Engage or email as to the problem so you can discuss when you will be able to hand the work in. Assessment tasks have precedence over classwork, however, you should still be completing both.

**Q: WILL I BE MARKED ABSENT?**

A: The school must have evidence that students are engaging in online learning by returning tasks as requested by their teachers. In order for your child to be marked as present whilst engaging in remote learning, the school requires the daily (Mon-Fri) completion of the Attendance Form by each student in addition to evidence that they are completing the tasks set by teachers. Our Attendance Officer will send out this form to students each school day via Engage.

**Q: WHAT DO I DO IF I NEED TO COMPLETE AN ASSESSMENT APPEAL, DUE TO SICKNESS OR AN INABILITY TO COMPLETE AN ASSESSMENT TASK, DUE TO CIRCUMSTANCES OUTSIDE OF MY CONTROL?**

A: Usual school appeal policies still apply. Inform your teacher, in the first instance, of the issue and then complete paperwork by requesting a copy of the Academic Appeal form from the Academic Administrative Assistant at [attendance@negs.nsw.edu.au](mailto:attendance@negs.nsw.edu.au).

**Q: I AM IN YEAR 12, WHAT IS HAPPENING WITH THE HSC?**

A: All current advice from New South Wales Educational Standards Authority is available at the following site:

<https://www.educationstandards.nsw.edu.au/wps/portal/nesa/about/news/novel-coronavirus>:

As of the 31st March the current advice from NESA is as follows:

"The [Higher School Certificate \(HSC\)](#) is going ahead in 2020.

A [COVID-19 Response Committee](#) is addressing developing issues as a matter of urgency.

## **Advice to students**

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Keep learning, do your assessments, make progress on your major projects.

Look after yourself, whether you are at school or at home.

Reach out to family, friends and your teachers if you need to.

Go to [UAC COVID-19](#) updates for information about entering university in 2021."

# CONTINUOUS LEARNING GUIDE

## *for Students*



*Establish a daily routine to support your learning*



*Identify a comfortable, quiet space so you can work effectively and successfully*



*Check online communication regularly*



*Complete assignments with integrity and academic honesty, showing your learning*



*Communicate with your teachers regularly*



*Use our values: responsibility, excellence, and integrity to help you make decisions and choices*



*Communicate and support your friends and classmates regularly*



*Take breaks, play, be active*



*Speak with adults at home or through school if you need support or help*





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# GOOGLE MEET / HANGOUT

*Etiquette Guide : A suggested guide for students*



## MUTING

When you enter the Meet/ Hangout, mute yourself (if you are already not muted).



## BE ON TIME

Be on time and prepared with your device charged. Close all materials and tabs of other classes. make sure all tech works 5-10 minutes before the class.

## QUESTIONS

When you have a question, type in the text box and wait for your teacher to call on you



## PRESENTATION

Consider your surrounding and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate for school.



## CONTRIBUTING

When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.



## CHAT RESPONSIBLY

Use the chat function responsibly. Only type when needed so the teacher can respond to question promptly

## YOUR TURN

Wait for the teacher to call on you to unmute yourself. Only one student should contribute/ talk at a time



## SIGNALS

Use hand signals:  
Thumbs up = YES  
Thumbs down = NO  
Hand by ear = Can't hear  
Raise hand = Have a comment



## WHERE TO LOOK!

Look into the camera when you are talking



## STAY ATTENTIVE

Pay attention to your teacher or other students who are speaking



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