Remote Learning at Plumpton High School

Student and Parent Information

Dear students and parents/carers,

The information contained in this package will enable students to continue learning during the COVID-19 pandemic in Australia. Learning will be online through the platform Google Classroom or through paper-based work packages (for students who do not have internet access at home).

Information is also detailed for those students who are remaining at school during this time.

Attendance at School

- Whilst the school remains open, students are able to attend based on the information provided by the Prime Minister, Premier of NSW and the NSW Education Minister.
- Students will be marked present for all lessons they attend
- Parents/carers of students who remain at home are required to inform the school in writing, by phone or SMS of the reason for absence. If the absence is expected to be longer than one day, please provide the expected timeframe so it can be recorded on our school system. This will negate the need for a daily SMS.

Expectations of Students

- Students logon to Google Classroom or access paper-based work packages as per their timetable each day to complete learning requirements
- All students are expected to complete their assigned learning and submit tasks for teachers to mark by the dates set. This demonstrates that students have:
  - Followed the course developed or endorsed by NESA
  - Applied themselves with diligence and sustained effort to the set tasks and experiences
  - Achieved some or all of the course outcomes
- Seek assistance with their learning when they need support (Google Classroom, email, phone)
- Use appropriate language and keep comments relevant to the learning
- Submit Illness/Misadventure form to your teacher if required (available on website, Facebook, Skoolbag or through the Front Office at school)

Accessing Online Learning Process – Google Classroom

1. Log onto the Student Portal through the link below:
   https://sso.det.nsw.edu.au/sso/XUI/?goto=https://portal.det.nsw.edu.au#login/

2. Enter Student UserID and Password.
   If you do not know what your Username or Password contact the school on 9625 7020 and request that this be reset

Login with your DoE account

User ID

Example: jane.citizen1

Password

Enter your password

Log in

Forgot your password?

Have trouble logging in?

Help for DoE staff

3. Click on "Show More" under the Learning Tab

4. Select "G Suite Google Apps for Classroom"

Premier's Reading Challenge

National Geographic

My School Library (Oliver)

eSafety Kids

Microsoft Office 365

Discovery Kids
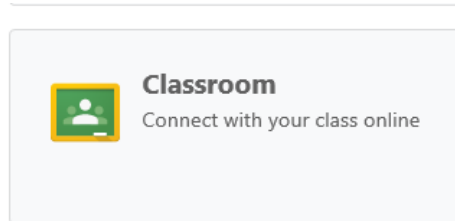
Digital Citizenship

NSW anti-bullying website

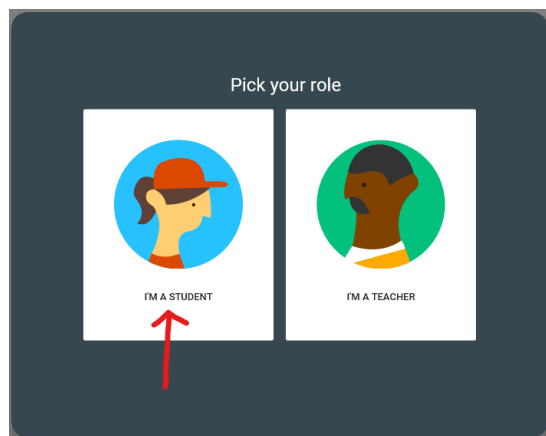ABC LearnOnline

Adobe DoE software download

G Suite (Google Apps for Education)

stem.T4L Learning Library

5. Select "Google Classroom"
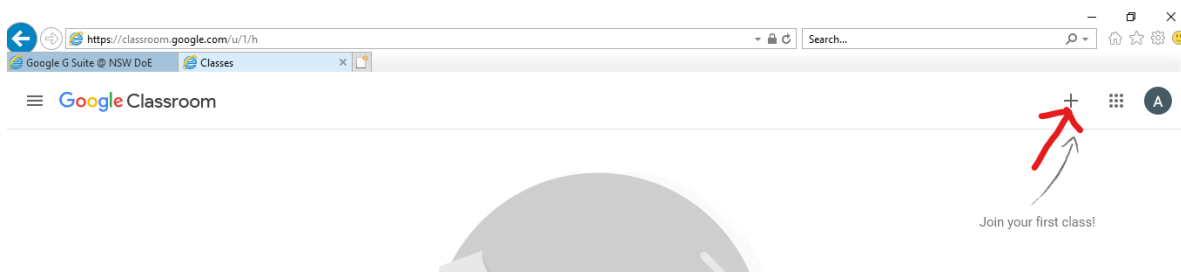
Classroom
Connect with your class online

6. If this is the first time you have used Google Classroom then you will need to accept the User Agreement. Select "I'm a Student"

Pick your role
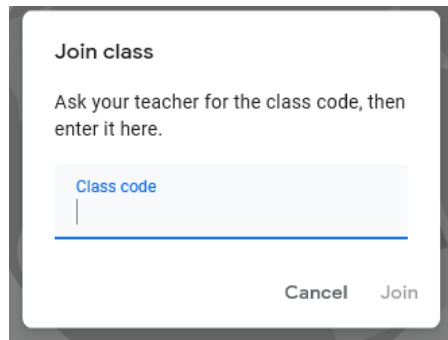
I'M A STUDENT   I'M A TEACHER

7. Click the Plus button in the top Right Hand Corner

8. Enter Class Code and click 'join'

   These may have been emailed to you through your student Portal email. Alternatively you may have been invited previously press 'accept'
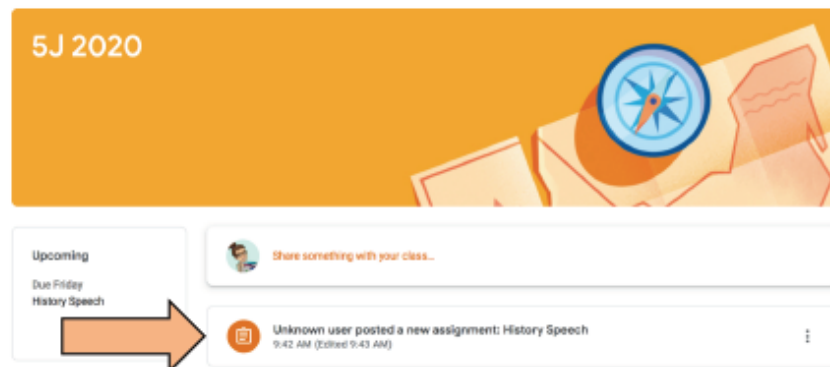

9. You have joined your Google Classroom

Your teacher will upload lessons, instructions, videos and additional resources for you to use at home. You will need to access this by clicking on 'classwork'

HOW TO SUBMIT WORK
on Google Classroom

Step 1: Locate the assignment in your Google Classroom stream, or classwork tab.

5J 2020

Upcoming

Due Friday
History Speech

Share something with your class...

Unknown user posted a new assignment: History Speech
9:42 AM (Edited 9:43 AM)

Step 2: Read instructions on the assignment page.

Due Mar 27

History Speech

Unknown user   9:42 AM (Edited 9:43 AM)

Please the attached instructions for detail on your history assignment. Mrs J.

Class comments

Add class comment...

Your work   Assigned

+ Add or create

Mark as done

Private comments

Add private comment...

Step 3: To start work, click on 'Add or create' and select the relevant file type. If it is a written task, Google Docs is usually the best choice.

If you are uploading an existing file, you can do so by choosing it from your Google Drive or uploading the file from your computer.

= 5J 2020

Due Mar 27

History Speech

Unknown user   9:42 AM (Edited 9:43 AM)

Please the attached instructions for detail on your history assignment. Mrs J.

Class comments

Add class comment...

Your work   Assigned

+ Add or create

⬤ Google Drive
∞ Link
▯ File

Create new

Docs
Slides
Sheets
Drawings

HOW TO SUBMIT WORK
on Google Classroom

Step 4: Complete your work as normal. If you are using Google Docs, Slides Pages or Drawings, your work is automatically saved as you create it.

Step 5: When you complete your work, you need to 'turn it in' so your teacher can access it. You can do this by pressing the 'Turn In' button.
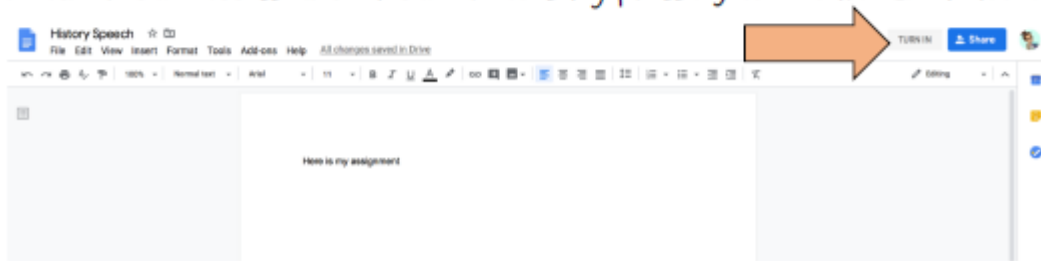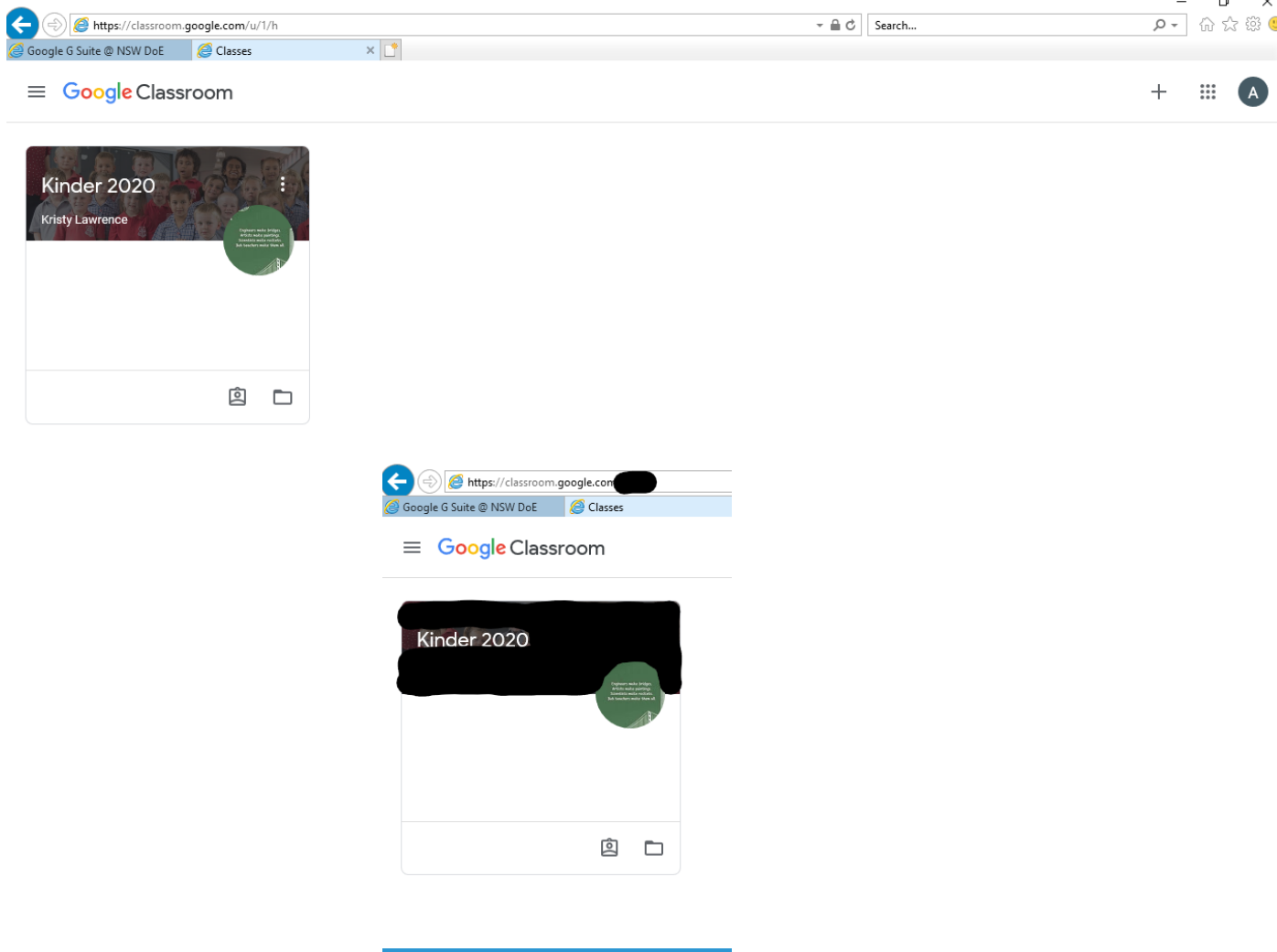
Step 6: Press the 'Turn In' button again to confirm.
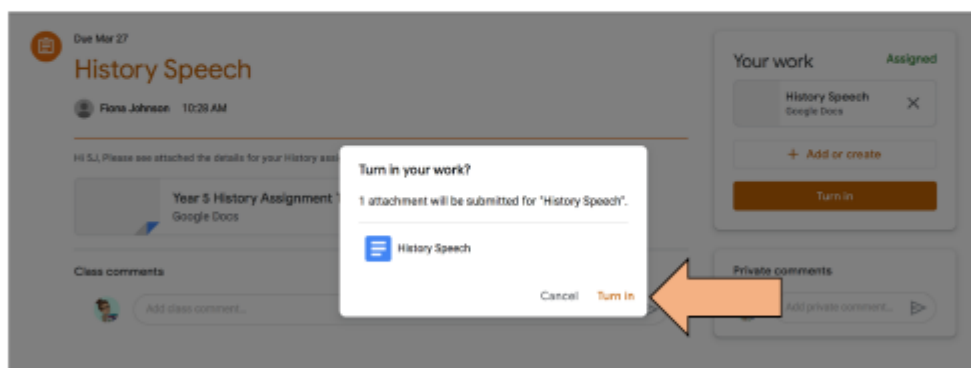
Future Log on

The next time you log on, follow steps 1- 5 and select your relevant Google Classroom (Year 7 & 8 may have work for each subject in a 'class' Google Classroom and not multiple Google Classrooms).

Accessing paper-based work packages

1. Available to any student who is not attending school and has no access to the internet at home or a suitable device to complete online learning.
2. Parent/Carer/Student makes contact with school by phone 9625 7020 or email Plumpton-h.school@det.nsw.edu.au and provides:
    o Student(s) name
    o Student(s) Year (e.g. Year 7)
    o Best contact to inform parent/student that the work package is available.
3. The school will contact you when the work package is ready to collect from the Front Office.
4. Student / parent collects and signs for the work package from the Front Office.
5. Student completes the work package.

6. Upon completion parent / student returns the work package clearly labelled with the name and year group of the student, to the school.
7. Teachers will mark the work and provide feedback.
8. Marked work and feedback will be made available to be signed for and collected from the school Front Office.

Timetables

All students are expected to follow their regular timetable at home where possible. Each class on their timetable should occur during the allocated times as indicated below, including break times.

Period	Time
1	8:40 - 10:00am
2	10:00 - 11:15am
Lunch 1	11:15 - 11:45am
3	11:45 - 1:00pm
Lunch 2	1:00 - 1:30pm
4	1:30 - 2:45pm

Should you require a copy of your timetable please contact the Front Office by phone: 9625 7020 or email: Plumpton-h.school@det.nsw.edu.au

Communication

The school will continue to communicate information to parents through its current channels:

- School Website: https://plumpton-h.schools.nsw.gov.au/
- Plumpton High School Facebook site: https://www.facebook.com/plumptonhs/?ref=bookmarks
- School Newsletter (through the website): https://plumpton-h.schools.nsw.gov.au/
- Text Message
- Email: Plumpton-h.school@det.nsw.edu.au
- Google Classroom
- Phone: 9625 7020
- Skoolbag

Parents wishing to contact the school can do through the usual communication channels.