



KINROSS WOLAROI  
— SCHOOL —

The background of the cover is a photograph of the school. In the foreground, there is a green lawn with scattered brown autumn leaves. In the middle ground, a modern, two-story school building with orange-brown walls and large glass windows is visible. To the right of this building is an older, multi-story brick building with a prominent clock tower. The sky is blue with white clouds, and tree branches with autumn leaves are visible at the top of the frame.

# SENIOR SCHOOL REMOTE LEARNING HANDBOOK 2021



# A MESSAGE FROM THE PRINCIPAL



In the face of the ongoing and unpredictable challenges of the pandemic, the school and our community well understand the importance of providing flexible and uninterrupted delivery of our students' educational needs. Our Senior School Remote Learning Handbook for 2021 is designed to provide you with the information you need to confidently and effectively pivot to remote learning.

This plan builds upon the School's successful transition to off-site learning in 2020, with adaptations based on comprehensive feedback from staff, students and parents about last year's experience. It provides our students with a structured school day that also encourages independent and flexible learning.

This document will provide you with information about learning from home, including the responsibilities of students, parents/carers and teachers.

Our Remote Learning Program provides students with direct instruction, online resources and online classes led by teachers and support staff. This includes a simplified timetable for students to follow, with breaks between lessons, opportunities for self-paced learning and regular wellbeing sessions. The plan has been prepared with accommodations in mind for students who face challenges in accessing reliable internet.

More specific information will be directly communicated to you from Mentors, Faculties and Boarding staff. Our current HSC students will be a particular focus as we guide their preparations over these final weeks of their schooling.

The partnership between the school and our families is of great importance during remote learning so we encourage you to reach out to your child's mentor or teacher with any concerns you may have about their learning or wellbeing.

Thank you for your ongoing support as we continue to work together to achieve the very best educational outcomes for our students.

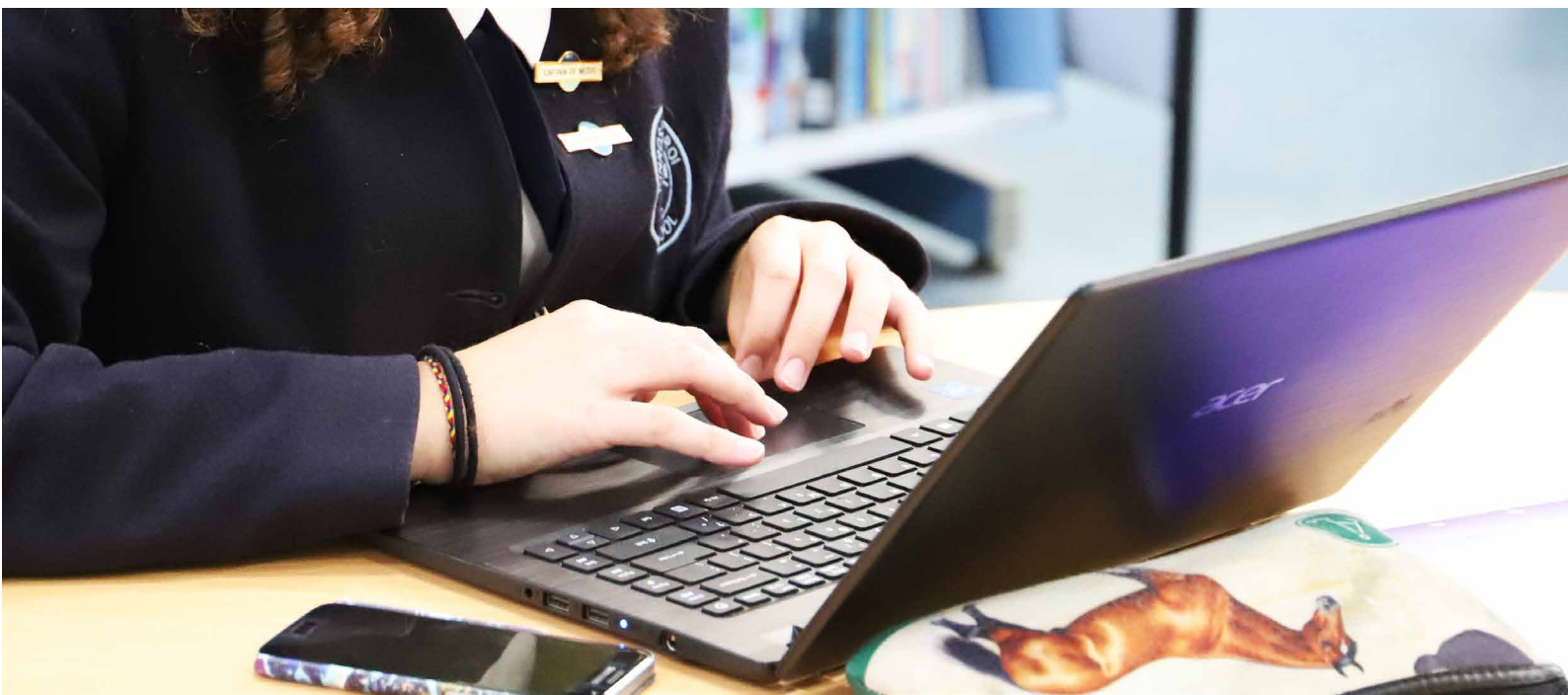
A handwritten signature in blue ink that reads "Andrew M. Parry".

Dr Andrew Parry  
Principal

# GETTING STARTED WITH REMOTE LEARNING

Just like learning on campus, there is a planned structure for each day of remote learning, and this has been designed with the best outcomes for student learning and wellbeing in mind. The adjusted daily timetable is on the next page. Here's what you need to know to get started:

- Each school day will begin at 8:40am when students will need to log in to Teams and confirm their daily attendance with their Mentor.
- Students and teachers will continue to follow their Week A and Week B timetable.
- Lesson 1 will begin at 8:45am, with 5-minutes transition between each lesson.
- Lessons will be 50 minutes, apart from the Wellbeing Period after lunch, which will be 15 minutes.
- Students MUST wear a Kinross Wolaroi PDHPE shirt or Kinross Wolaroi Sports Shirt.
- Students will be expected to attend each lesson online, using their laptop and headphones, with their subject resources and equipment.
- Students need a regular place for lessons that is quiet and includes a table/desk and chair.
- Teachers will maintain a record of student engagement in the learning activities and provide timely feedback where required.
- If students fail to complete tasks, in the first instance the class teacher will contact the student. If the task is still incomplete, the teacher will contact the Mentor and Faculty Head who will contact parents/carers.
- Online classes will be recorded for child protection purposes. Any parents with concerns regarding recordings should contact the Office of the Deputy Principal at [hossipa@kws.nsw.edu.au](mailto:hossipa@kws.nsw.edu.au).
- Should a student be unable to complete their assigned online tasks due to sickness or leave, the same procedures apply as during on-campus attendance:
  - Contact KWS Reception for leave of up to two days
  - Leave of three days or more must be approved by the Deputy Principal.



# DAILY TIMETABLE

LESSON	ACTIVITY
BEFORE SCHOOL	<ul style="list-style-type: none"> <li>Wake up each day at a reasonable time to avoid rushing</li> <li>Eat breakfast and complete usual morning routine tasks</li> <li>Put on your School PDHPE shirt, Kinross Wolaroi Sports Polo or Kinross Wolaroi House Polo and other comfortable clothing (not pyjamas)</li> <li>Fill water bottle</li> </ul>
STUDENT DAILY PREPARATION 8:15am-8:40am	<ul style="list-style-type: none"> <li>Prepare your physical environment for learning - sit at a desk or table with good posture and lighting</li> <li>Check emails and Teams, have pens and books available, along with computer charger nearby or plugged in</li> </ul>
ROLL CALL 8:40am - 8:45am	<ul style="list-style-type: none"> <li>Your mentor will post a morning message in your Mentor Teams page. Give the daily post a thumbs up to note your attendance for the day. If you do not 'sign in' via this method, you will be marked absent and the School will contact home.</li> </ul>
PERIOD 1 8:45am - 9:35am	<ul style="list-style-type: none"> <li>Participate and engage in all learning activities, including Teams instructions</li> <li>Avoid any distractions (ie. mobile phone, tv, etc)</li> </ul>
5 minute break/transition time	
PERIOD 2 9:40am - 10:30am	<ul style="list-style-type: none"> <li>Participate and engage in all learning activities, including Teams instructions</li> <li>Avoid any distractions (ie. mobile phone, tv etc...)</li> </ul>
RECESS 10:30am-10:50am	<ul style="list-style-type: none"> <li>Step away from your computer</li> <li>Eat something light - avoid heavy meals</li> <li>Take time to refresh e.g. go outside briefly for fresh air and to stretch</li> </ul>
PERIOD 3 10:50am-11:40am	<ul style="list-style-type: none"> <li>Participate and engage in all learning activities, including Teams instructions</li> <li>Avoid any distractions (ie. mobile phone, tv etc...)</li> </ul>
5 minute break/transition time	
PERIOD 4 11:45pm-12:35pm	<ul style="list-style-type: none"> <li>Participate and engage in all learning activities, including Teams instructions</li> <li>Avoid any distractions (ie. mobile phone, tv etc...)</li> </ul>
LUNCH 12:35pm-1:20pm	<ul style="list-style-type: none"> <li>Step away from the computer</li> <li>Eat something more substantial</li> <li>Take time to refresh eg. go outside briefly for fresh air and to stretch/do something active</li> </ul>
WELLBEING 1:20pm – 1:35pm	<ul style="list-style-type: none"> <li>This will be a chance for your Mentor to check in with you individually (or in small groups) once a week, or as a whole group for Fun Friday activities.</li> </ul>
5 minute break/transition time	
PERIOD 5 1:40pm-2.30pm	<ul style="list-style-type: none"> <li>Participate and engage in all learning activities, including Teams instructions</li> <li>Avoid any distractions (ie. mobile phone, tv etc...)</li> </ul>
5 minute break/transition time	
PERIOD 6 2.35pm-3.25pm	<ul style="list-style-type: none"> <li>Participate and engage in all learning activities, including Teams instructions</li> <li>Avoid any distractions (ie. mobile phone, tv etc...)</li> </ul>
After school	EXERCISE, REST AND RELAXATION
Evening	YEAR 7 TO 12 - NORMAL EVENING STUDY ROUTINE

# STUDENT RESPONSIBILITIES

Kinross Wolaroi learners must continue to meet their responsibilities in relation to:

## ATTENDANCE

Ensure you check in with your Mentor at the beginning of each day and attend each timetabled lesson.

## RESPECTFUL INTERACTIONS

- Speak online in the same way that you would be expected to do in a classroom
- Ask questions in the chat bar or via the 'Raise your hand' function rather than interrupt your teacher or others
- Respect the learning of others by letting them focus – do not text or chat during lessons
- Ensure your microphone is muted during lessons unless your teacher asks you to unmute
- Do not use inappropriate or distracting virtual backgrounds

## SCHOOL RULES

Adhere to the rules and behaviours listed in the School diary. In particular, NOT using a mobile phone during a lesson and NOT filming, recording or sharing lesson content with people internal or external to the School.

Online interaction: Normal disciplinary measures will be enforced for any student who does not comply with our Remote Learning Guidelines, particularly with regard to interactions with peers and staff.

## CORRECT DRESS

Dressing appropriately, including wearing a Kinross Wolaroi PDHPE shirt, Kinross Wolaroi Sports Shirt or Kinross Wolaroi Top each lesson.

## ORGANISED AND READY

Participate in lessons with integrity and diligence, including completing all learning tasks to the best of your ability.

During remote learning, I will:

- Come prepared to each lesson, using my laptop and personal headphones, ensuring my camera and microphone are both on and working.
- Have subject resources and hand-writing materials ready to use for each lesson
- Respond to teacher requests in a timely and respectful fashion, complete all set work before the lesson starts, including homework, pre-reading or preparation.
- Dedicate my time to completing course work, assessment tasks and learning activities with integrity and honesty
- Remove other distractions from my device – close email, music or chat apps
- Support my peers and teachers in continuing our learning together

Online interaction: Normal disciplinary measures will be enforced for any student who does not comply with our Remote Learning Guidelines, particularly with regard to interactions with peers and staff.

## WELLBEING

Use breaks to leave your desk and move around, stay hydrated or have something to eat

Schedule some physical activity each day – walk the dog, have a run, do some chores – this will improve your focus at lesson times.

# PARENT RESPONSIBILITIES

**In working in partnership with the School, Parents/Carers are expected to provide support by:**

- Defining a space for your child to work in, ideally in a public and quiet space with minimal distraction
- Ensuring students are dressed appropriately, including wearing a School Kinross Wolaroi PDHPE shirt, Kinross Wolaroi Sports Shirt or Kinross Wolaroi Top
- Establishing routines and expectations, consistent with the Daily Timetable, that will assist and encourage your child with remote learning
- Discussing what respectful interactions 'look like' with teachers and peers, when taking an active role in helping your child process their learning
- Beginning and ending each day with a check-in to help them manage stress
- Encouraging physical activity and/or exercise each day
- Monitoring the balance between on-line and offline activities
- Keeping your child social but setting rules around their social media interactions

## TEACHER RESPONSIBILITIES

**Kinross Wolaroi teachers will:**

- Continue to deliver high-quality teaching and learning
- Facilitate a combination of real-time and self-paced lessons
- Utilise online learning platforms, including Teams for both content and online lessons
- Provide meaningful and authentic learning opportunities for students
- Set clear and consistent expectations for students, including interactions online

**This will be achieved by:**

- Providing clear lesson guidance for each lesson of the regular timetable. eg. Using Teams or OneNote
- Uploading all learning resources to the Teams platform
- Engaging students through carefully designed, authentic and meaningful learning opportunities
- Providing meaningful learning activities, which develop a range of skills
- Maintaining regular connection with students and providing opportunities for peer-to-peer learning and collaboration
- Monitoring course work and providing feedback on learning activities
- Catering for students with additional learning needs, with support from the Learning Support Team



# RESOURCES AND SUPPORT

## YEAR 11 AND 12 STUDENTS

The School acknowledges the importance of providing additional care, support, guidance and feedback to our Year 11 and 12 students – in particular, Year

12 preparation for the upcoming Trial and HSC Examinations. Year 11 and 12 students will be expected to remain in constant dialogue with their teachers and should complete approximately 2 ½ hours homework/assessment preparation each night.

The School will provide separate updates from NESA, regarding any changes to the HSC Practical Examinations and course work if and when they come to hand.

## TAFE CLASSES

For any questions regarding TAFE, please contact Mrs Yolanda Morcom [ymorcom@kws.nsw.edu.au](mailto:ymorcom@kws.nsw.edu.au)

## MUSIC LESSONS

Arrangements for Remote Instrumental Lessons should be made directly with the Instrumental tutor. For any questions or concerns, please contact your tutor or Ms Katherine Howarth [khowarth@kws.nsw.edu.au](mailto:khowarth@kws.nsw.edu.au)

## LEARNING SUPPORT FOR STUDENTS WITH ADDITIONAL NEEDS

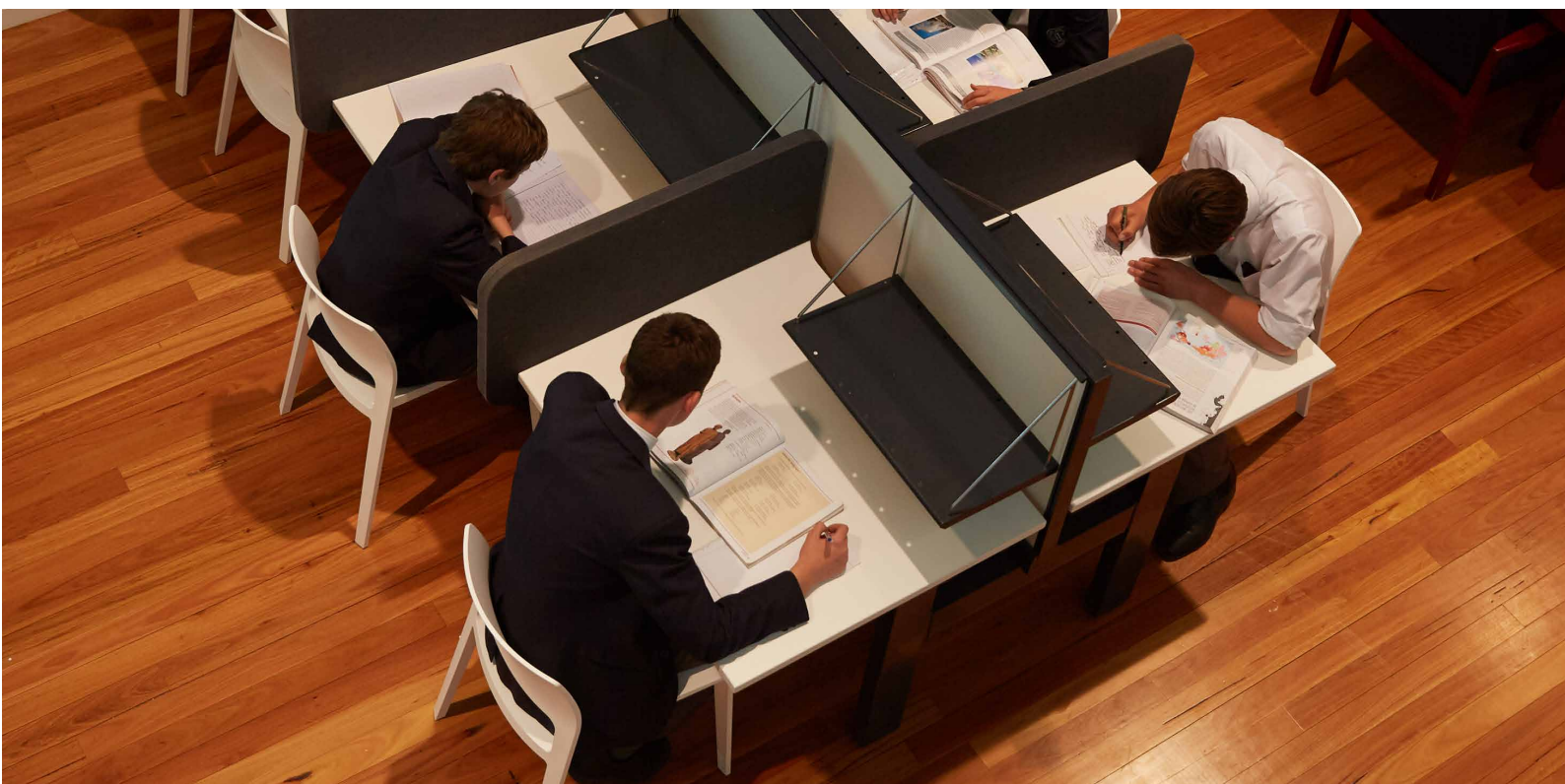
The Learning Support team will continue to assist all students with additional needs throughout remote learning. Learning Support staff will be liaising with subject teachers to provide continuity of support and scaffolding of class work. Students who are on adjusted patterns of study will continue to receive work appropriate to their learning needs.

Please direct any enquiries to the Learning Support Co-ordinator, Ms Tina Moshkanbaryans at [tmosh@kws.nsw.edu.au](mailto:tmosh@kws.nsw.edu.au)

## LIBRARY

Online resources from the Library can be accessed by a tab on each year group's Teams page. Students will have access to:

- Quick link research tools for databases such as Gale and Encyclopedia Britannica
- ClickView for curriculum-related videos
- Turnitin for online submission of assessments
- The Wheelers e-book library
- The Wheelers audio book library
- Online bibliography tools
- Quick links to many useful websites
- Online versions of The Sydney Morning Herald, The Age and The Financial Review



# KEY CONTACTS

**Principal**

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**Senior Years Co-ordinator**

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**ICT HELP**

For assistance with Online Platforms, such as access to Teams or School Email account, please contact our Help Desk 02 5319 0222 or email [support@kws.nsw.edu.au](mailto:support@kws.nsw.edu.au). (Please include student name, year group, and best contact phone number in email to support).