

University of Canberra High School Kaleen

Dear Parents / Carers,

I hope this email finds your families well. I am writing to provide some important information about how UCHSK will structure the *At Home Learning* program over the coming weeks.

UCHSK led *At Home Learning* will begin this Friday, the 20th of August, with a Pastoral Care (PC) Google Meet at 10am. It is very important students make every effort to be online and present in this session, as it will provide guidance on how all future UCHSK *At Home Learning* will proceed. The link to this Google Meet can be found in their PC Google Classroom. Following Friday's PC session, students will be required to check in with their PC teacher, through the PC Google Classroom, at **10am every day**. This will be our mechanism for recording daily school attendance. If your child is marked absent from PC, you will receive an absence text message before 3pm that day.

Of the utmost importance is that students develop positive daily routines during the *At Home Learning* period. The attachments to this email provide a structure for *At Home Learning* that all UCHSK teachers and students will be guided by, as well as some practical suggestions on how to build a positive learning routine in your home environment.

Attached to this email are four important documents. We would greatly appreciate you talking through these documents with your child prior to *At Home Learning* commencing this Friday.

1. The *UCHSK Term 3 Student and Teacher Schedule*. This provides a guide to students on how to structure their day and sets out the times of the day that teachers will be available to students.
2. The *UCHSK Term 3 Class Line Rotation*. This document outlines times scheduled for different class lines. Its purpose is to ensure there are no clashes between different classes when delivering live, online teacher instruction. Students will be notified of any scheduled, live, video conferences via individual Google Classrooms. These will not necessarily occur every time a specific line appears on the Class Line Rotation. Students are encouraged to engage with this lesson structure, to provide them with a sense of high school timetable normality.
3. The *UCHSK Online Learning PBL Expectations*. This sets out the expectations we have of our students when they are engaging in learning online and aligns with the Positive Behaviours for Learning focus at UCHSK.
4. The *UCHSK Setup For Success, Resources & Expectations*. This provides both students and parents / carers with some useful information and resources to support the transition to *At Home Learning*.

We do understand that many are juggling a wide range of challenges at this time and not every family's routine will look the same. Throughout the *At Home Learning* period, all scheduled teacher instruction (video conferencing or pre-recorded instructional videos) and associated learning activities will be made available online and will be accessible at any time. This allows those students who can't engage at the times set out in the UCHSK *At Home Learning* Schedule, to access their learning at a time that suits. All UCHSK teachers will be contactable online at scheduled times of the day. However, they will endeavour to return all correspondence at the next appropriate opportunity, should students or families make contact outside of these scheduled times.

Teachers have been working hard to ensure a streamlined and consistent approach to the communication and delivery of learning activities during the upcoming *At Home Learning*

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period. Our intent is to ensure clear understandings amongst our students, reduce email clutter and the overwhelming nature of *At Home Learning*. Students will be provided some important information in PC sessions on Friday, on how to manage their Google Classrooms. However, it is very important for both students and parents / carers to understand that the *Classwork* tab in Google Classrooms will be their key reference point for understanding the scheduling of learning activities.

I am also particularly mindful that your child may be feeling anxious, distressed or overwhelmed with the information they are seeing on the internet and they may need some guidance to help them find the most-appropriate information. Keep in mind that young people can express their feelings in many ways. I encourage you to speak openly with your young person about what they are feeling.

If your child requires extra help and assistance, school psychologists are available to provide support through telehealth. To access the service, a booking request may be made via an [online form](#) or by calling [6205 1559](tel:62051559) between 9:00am and 4:30pm. UCHSK has also compiled a range of useful wellbeing resources for students and families on our website [here](#) and additional resources are available on the [Education Directorate website](#). UCHSK students can also reach out for support using the *UCHSK Student Wellbeing Support Request* on the front page of our website.

The UCHSK Website at: <http://www.kaleenhs.act.edu.au/> and our school Facebook page will provide families with regular updates to *At Home Learning* and COVID-19 information. I encourage families to regularly review this information, to keep them informed of any changes that may impact their child. Should you have any questions about the information shared above, or *At Home Learning* for your child, please reach out to your child's PC teacher via email to raise these concerns.

Kind Regards,

Daniel Mowbray
Principal