



Education Continuity Plan

Monday 23 March 2020

Dear Parents and Carers,

Our school is moving to align with the Government's recommendations for NSW Public Schools. Today, Premier Gladys Berejiklian has asked parents to keep their children at home. Schools will remain open for families that have no option but to send their child to school because they are working.

The NSW school term ends on Thursday 9 April 2020, the day before Good Friday. Schools will remain open for the rest of the school term unless health advice changes. The Premier stated that there will be one single unit of teaching for children at school and at home. As a result, teachers at Lake Cathie Public School have worked collaboratively to prepare meaningful learning tasks to ensure students continue to work towards their stage learning goals.

An online learning environment using Google Classroom has been established to provide a gateway for your child, and your child's teacher, to communicate.

Each day, teachers will post learning experiences to Google Classroom for students to complete over the course of the day. It is the role of parents to support their child in this learning. We encourage students and parents, to post completed work back to Google Classroom so that teachers can view and provide any feedback if needed.

Students should log on at the beginning of the day and locate their tasks. Print the daily tasks or make note of what should be completed. Students should follow the instructions from the teacher and then complete their tasks in their workbook. Completed tasks can be photographed, scanned etc and uploaded to Google Classroom.

All students present at school today have been provided with a 'Learning Online' starter package. This package includes:

- A workbook
- Hard copy of this letter with your child's login in details
- Step-by-step guide for accessing Google Classroom (also available online)
- Your child's username and password

If your child was away today, you can collect your package from the school office OR simply access all resources (except the workbook) from either Facebook or the Parent Sentral App.

So that students are not online all day, it would be ideal that students complete some tasks online and some in their workbook. This will ensure students continue to write and develop their fine motor skills. Any handwritten tasks, artworks or creations can easily be photographed and uploaded to the relevant task on Google Classroom.

The school has made an effort to ensure all students have been added to their specific Google Classroom. Step-by-step instructions on how to access Google Classroom have been provided for all families. We ask that all families support their child by accessing the site. Should you need your child's username and password, please contact the school office.

Learning will be provided daily to your child's Google Classroom. Students should log on each day, ideally between 9.15am and 9.45am, to view the tasks to be completed.

Teachers from each stage will be available throughout the regular school day (8.45am - 2.45pm) to respond to students' questions, concerns, and completed tasks. Teachers will create videos for students' to view, links will be provided for students to access relevant information and activities have been designed to support your child's learning. Teachers will continue to add new learning experiences for students on a weekly basis. We encourage you to support your child under these new circumstances.

If you would like additional learning experiences for your child, the Department of Education has resources available at: <https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-from-home/teaching-and-learning-resources/k-6-resources>

The school will continue to provide regular updates. Please ensure you are accessing the Parent Sentral app, school Facebook page and the school website regularly.

Jock Garven
Principal

LAKE CATHIE PUBLIC SCHOOL

LEARNING FROM HOME

Spirit

Opportunity

Excellence

PREPARE YOUR MINDSET FOR LEARNING

- Wake up at the time you would usually if you were coming to school. Get dressed in neat, casual clothing (not pajamas).
- Say 'good morning' to your family.
- Make your bed, have breakfast, brush your teeth and comb your hair.

YOUR LEARNING SPACE

- Your learning space should be tidy, comfortable and quiet.
- Be respectful of shared spaces.



BE PRODUCTIVE

- Manage your time – use it for learning. You are not on holidays.
- Submit your completed work to your Google Classroom or share it with your parent/carer.

EQUIPMENT

- Log onto Google Classroom and locate your tasks at the beginning of the day (9.15am-9.45am).
- Have your pencil case ready as well as your workbook.
- Use headphones if your teacher has a video for you to watch.
- Remove all distractions such as iPads, phones, TV and toys.

BE HEALTHY

- Drink at least 2L of water every day.
- Take a 5-minute break every 30 minutes by walking around the house, going outside or stretching.
- Have fruit break at 9.00am, recess at 10.45am and lunch at 1.00pm. Make sure you eat healthy food.
- Wash your hands before and after eating.

ETIQUETTE

- Be polite and appropriate with your language when online in the Google Classroom. ASK for help if you need it, don't leave comments that are not learning related.
- When asking your parent or carer for help, information or permission be sure you say 'please' and 'thank you'.

How to access Google Classroom

Students will access and hand in work via a Stage Classroom.

On a computer

Open Google Chrome

Go to the Department portal <https://education.nsw.gov.au/>

Click on log in and then click on student portal



Students

> Student portal

Students log in with their username and password

Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

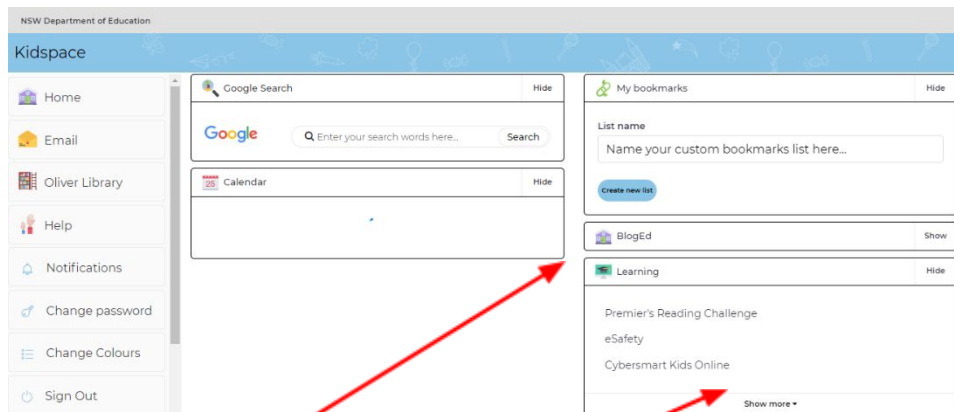
Password

Enter your password

Log in

[Forgot your password?](#)

This will take you to their portal page



Click on Learning and then show more

G Suite will be towards the bottom on the list

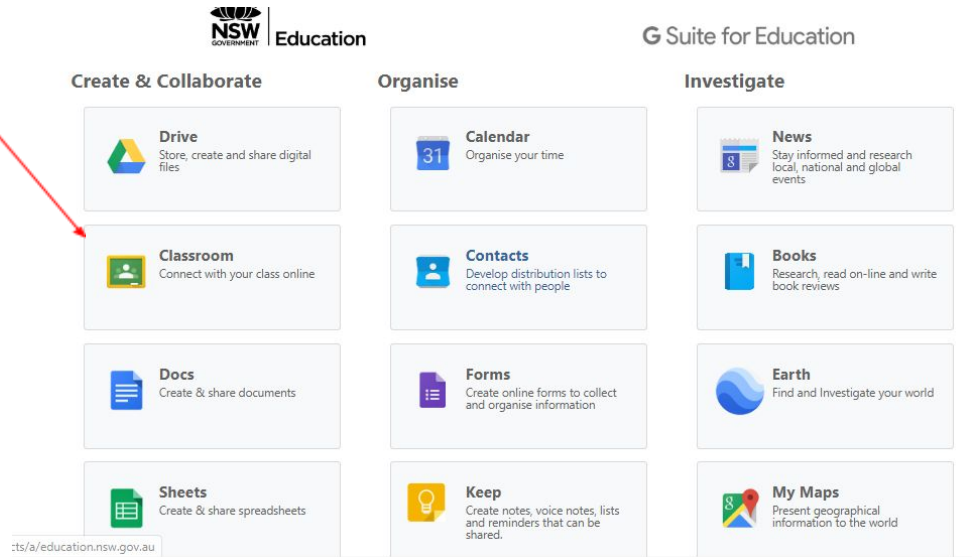
Adobe DoE software download

G Suite (Google Apps for Education)

stem.T4L Learning Library

Click G Suite and a new window will open

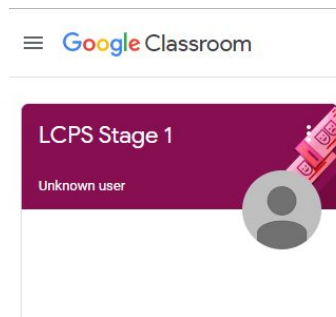
Click on Google Classroom



You may need to verify their email which is username@education.nsw.gov.au and accept terms and conditions as indicated on the cover letter.

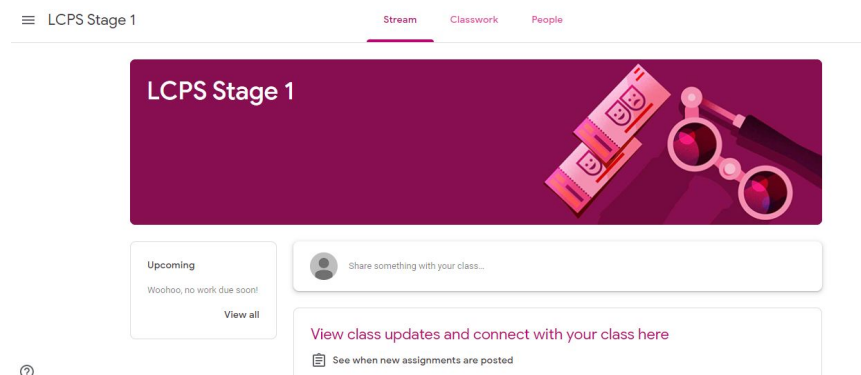
And then click on your Google Classroom to open it.

Here is an example of the Stage 1 classroom.



Early Stage 1	Kindy	code: ayamdko
Stage 1	Year 1 and 2 students	code: wrwpa6e
Stage 2	Year 3 and 4 students	code: hjk5kgr
Stage 3	Year 5 and 6 students	code: t7z4n6t

Students will be able to see work posted in the Stream and Classwork tabs



On a tablet or phone

The Google Classroom app is free and available from the App store or Google store



Students will need to sign in with their email
username@education.nsw.gov.au



And then log in to the portal using their username and password

Login with your DoE account

User ID

Enter your user ID

Example: jane.citizen1

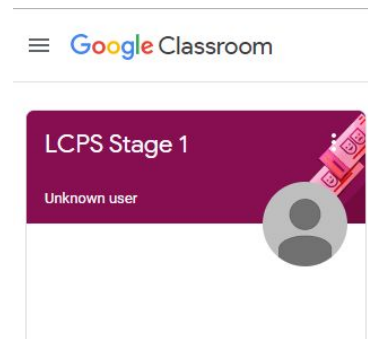
Password

Enter your password

Log in

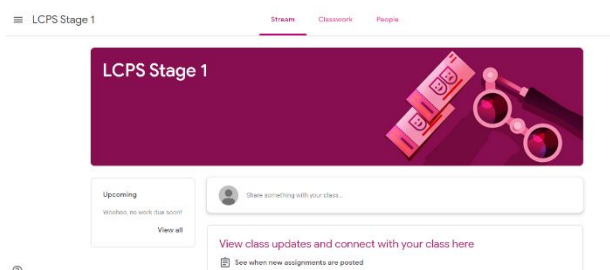
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Early Stage 1	Kindy	code: ayamdko
Stage 1	Year 1 and 2 students	code: wrwpa6e
Stage 2	Year 3 and 4 students	code: hjk5kgr
Stage 3	Year 5 and 6 students	code: 7z4n6t

Students will be able to see work posted in the Stream and Classwork tabs



You will also need to download these free apps for students to complete work online:

Docs



Slides



TROUBLE SHOOTING TIPS

If you can't see the classroom you will need to select the + in the top right corner, click join class and enter the code given for the stage classroom

Google Classroom



Join class

Create class

If Google Classroom does not load make sure you are using Google Chrome – it is free to download if you don't have it.



JOINING YOUR SPECIFIC CLASSROOM

Click the plus sign to join a class and then enter the code below for your stage of learning.



Early Stage 1	Kindy	code: ayamdko
Stage 1	Year 1 and 2 students	code: wrwpa6e
Stage 2	Year 3 and 4 students	code: hjk5kgr
Stage 3	Year 5 and 6 students	code: 7z4n6t

This code will provide your child access to the online learning platform. If you need assistance, please call the school office.