



NAENAE COLLEGE ONLINE LEARNING GUIDELINES TO SUPPORT STUDENTS LEARNING ONLINE FROM HOME

General Expectations

1. Student personal physical, mental, emotional health and well-being are the most important thing right now.
2. Be kind and patient with each other. Manaaki each other.
3. Make sure you keep important contact numbers and emails for the college to hand and check teachers have your up-to-date contact details. Email addresses for teachers are available on our website.
4. The Ministry of Education is working to make sure as many families and whānau as possible are connected and do have a device to use.
 - If you have not received a device through this process, we encourage you to let us know.
 - Know how to link up with Naenae College and our school's systems (parent portal, website).
 - Please ask for help if you need it – any sort of technical or personal help.
 - Engage with the programmes your child's teachers will be providing and let us know how it is going.
5. This is not "business as usual". We are all adapting to new and innovative approaches – we will all need to be patient with the technology and each other.
6. We will provide a structure for learning and the support of online learning – use this to create a new normal for learning from home.
7. Keep expectations real – progress will be slow to start with as we all learn to adapt. We **will** get there together.

Your Child's Classes


1. We expect at least ONE face-to-face contact with each class per week. We will take the roll on KAMAR for this class and will follow up by phone with students not digitally present to support them.
2. Teachers will be available during your child's timetabled classes on the revised class times below.
3. Each subject will provide clear learning expectations for the week to support learning.
4. Follow-up time is provided in the timetable to connect if additional direction or support for your child is required.
5. If you are not making contact for learning or are not completing learning activities, we will follow-up – always seeking to understand first and then help.
6. While many students are being supported to be able to work digitally from home, we will be aware of those who for whatever reason may be having challenges engaging. We will provide alternative learning support.

Communicating with staff

- With the exception of phone contact, please use normal school staff hierarchy for communication: (1) subject teachers (2) your child's LAR teacher (3) then the College's Senior Leaders – APs and DP.
Staff contact: <https://www.naenae-college.school.nz/community-whanau/staff/>

Revised Timetable structure

- Students are expected to follow their existing class timetable. (Access this through the Parent Portal)

| | | |
|---|---|--|
|  <p>Naenae College Kia Ihi Kia Maru</p> | <p>USERNAME: *</p> <input type="text" value="Username (Required)"/> <p>PASSWORD: *</p> <input type="password" value="Password (Required)"/> | <input type="button" value="Sign On"/> |
|---|---|--|

Home Notices Calendar

- Timetabled class times will provide the learning structure for all students.
- The timetabled class times have been simplified and revised to the following:

Here are two examples of a Junior and Senior student timetable using the new times

Monday to Friday – every day follows these times.

| FIND YOUR TIMETABLE ON THE PARENT PORTAL | JUNIOR STUDENT EXAMPLE | | | | |
|---|---|---------|-----------|----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Period 1 9.30 am – 10.20 am | 10SCI | 10PEH | 10HPS | 10MDS | 10ENG |
| <i>Transition time</i> | | | | | |
| Period 2 10.30 am – 11.20 am | 10MAT | 10MAT | 10SST | 10MAT | 10SCI |
| <i>Transition time</i> | | | | | |
| Period 3 11.30 am – 12.20 pm | 10SST | 10ENG | 10PEH | 10HPS | 10MDS |
| <i>Transition time</i> | | | | | |
| Learning Advisory Roopu time 12.30 pm – 1.00 pm | LAR | | LAR | | LAR |
| Lunchtime | | | | | |
| Academic support / Well-being follow-up time: 2 pm – 3 pm | As required, you can make arrangements for further support from teachers at this time. You can also self-manage further learning or well-being activities in this space. See the COVID-19 Wellbeing Guide - https://learningfromhome.govt.nz/wellbeing | | | | |

| FIND YOUR TIMETABLE ON THE PARENT PORTAL | SENIOR STUDENT EXAMPLE | | | | |
|---|---|---------|-----------|----------|--------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| Period 1 9.30 am – 10.20 am | PED301 | SCI302 | ENG300 | MAT302 | PSY301 |
| <i>Transition time</i> | | | | | |
| Period 2 10.30 am – 11.20 am | ENG300 | MAT302 | PSY301 | PED301 | SCI302 |
| <i>Transition time</i> | | | | | |
| Period 3 11.30 am – 12.20 pm | PSY301 | PED301 | SCI302 | ENG300 | MAT302 |
| <i>Transition time</i> | | | | | |
| Learning Advisory Roopu time 12.30 pm – 1.00 pm | LAR | | LAR | | LAR |
| Lunchtime | | | | | |
| Academic support / Well-being follow-up time: 2 pm – 3 pm | As required, you can make arrangements for further support from teachers at this time. You can also self-manage further learning or well-being activities in this space. See the COVID-19 Wellbeing Guide - https://learningfromhome.govt.nz/wellbeing | | | | |