

WYNDHAM COLLEGE

"Working Together to Widen Horizons"

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27th March 2020

Dear Students,

From Monday 30th March 2020, Wyndham College will be operating with a minimal number of staff on site. Regular physical classes will not run here at the College, however, all students are expected to continue engaging with your regular classes online through the Google Classroom and student emails, as well as through other online platforms as directed by your class teacher.

Minimal supervision will be available for students who are on site if you are not able to remain at home to continue your studies. All mainstream students who attend the College will be supervised in C10 and C11, while Support Unit students will be in C2 when at the college. Students, while here on site at the College, will be required to remain in one of these supervised rooms for all sessions, including study/free sessions. Connect rolls will be marked in these classrooms.

If your parents/carers have not made contact with the College to advise that you are learning from home, you will be recorded as an unexplained absence on the Connect roll. Please ask them to call the College if you are learning from home.

The Canteen remains closed, so students who come to the College need to bring their own food and refreshments each day. The Library is now also closed.

Due to the reduced number of students in attendance here on site, toilet access will also be limited to the D-Block student toilet facilities.

If you do not have a computer and/or internet access, you need to let your teachers know so arrangements can be made to supply you with technology or a printed package of lessons.

NESA has advised that all Year 12 students who meet requirements will be eligible for a Higher School Certificate this year. In order to meet requirements, we expect all students to engage in the learning provided by their teacher and complete all required work and assessments. If you have a major work/performance as part of your courses, you must continue to work on this to the best of your ability. These courses have diaries, logs or portfolios as part of the work, which you can be working on individually. Please do not organise to meet together physically when working on group performances, however, you may choose to use an online meeting platform to do this.

The College is still operating through online teaching and learning until the start of the school holidays on Friday 10th April.

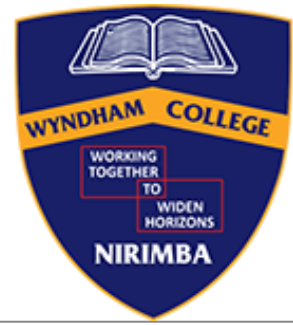
As information and situations are changing rapidly, we ask that you regularly check our normal communication channels for updates – email, Facebook, Instagram, Wyndham College website.

Please find a *Guide for Students Using Video Conferencing for Remote Learning* over the page and ask you to adhere to these protocols.

We thank you for your support and understanding during this unusual time.

Karen Smith

Principal



For Students Using Video Conferencing (VC) for Remote Learning

Before you get started with video conferencing (VC)

- Make sure that the room you are going to film in is clear of things that might embarrass you. Specifically, look at your walls and try to pick one that has a plain background that people will not take offense at or find humour in.
- Try before you go live! For example you can set up a Zoom meeting with no one in it except yourself. This way you can see what others see before you go live, and make alterations to make the image look better – for example <https://zoom.us/test>
- Tell others in your house what you are doing. Here your parents can help with controlling your siblings ... if your parents know and understand what it is you are trying to achieve, then they will help make sure that it all goes smoothly.
- Sit still and quietly for a moment and listen to the sounds around you ... if you can hear noises, then there is a high chance that people in your meeting will too. Before starting, see if you can find a quieter place or attempt to control what is happening in your surrounding environment.
- Consider using headphones so that you can hear clearly.
- **Remember that you are going to be in an educational environment! Dress appropriately and act accordingly as the same rules at school apply in a virtual environment.** There are consequences that will be enforced by teachers.

When in VC meeting

- Make sure you are on time for your VC meeting.
- Start with your camera off and microphone muted and wait to be invited by the teacher.
- Understand that the rules used at school also apply in a virtual classroom, and poor or unacceptable behaviour will carry consequences.
- Students should comply with technology and social media guidelines which is the norm being used by your school. <https://www.digitalcitizenship.nsw.edu.au/>
- Get familiar with the tools ... use the “Chat” feature to ask questions of your teacher. This way your teacher can answer you directly and communicate the response to the whole group.
- Use the nonverbal feedback tools to alert teachers of your understanding in the VC meeting - hands up for questions, tick if they are saying yes, etc.
- Participate in the learning activities.

After the VC meeting

- Make sure you use the Leave Meeting menu to exit the meeting when it is finished
- Follow Up the learning activities and complete all assigned tasks.