



Friday, 20 March 2020

Dear College Families:

Thank you for your willingness to work in partnership with the College in what are somewhat uncertain times.

The following information addresses anything that is specific to the Secondary Years and complements current advice available by clicking [here](#). All updates will be loaded onto this tile for ease of reference for our community.

We have been monitoring information closely and making plans as a staff team to best support our community through this time.

Calendar Impacts

Most excursions and large events will be cancelled. Some off-site excursions/events may continue if no other groups are involved.

Week 9:

- Monday, 23 March: Secondary State Swimming Carnival – Cancelled
- Wednesday, 25 March Year 7 and Year 12 SPMs – revised format (see below)
- Friday, 27 March Chemistry Excursion – Cancelled

Week 10:

- Monday, 30 March: Imago Day

Week 11:

- Monday, 6 April: Easter Service – modified format
- Thursday, 9 April: Cross Country – alternative format
- Thursday, 9 April: Live @ Norwest – cancelled
- Thursday, 9 April: End of Term BBQ – alternative format with appropriate precautions
- Friday, 10 April: Good Friday – Public Holiday

We will continue to monitor for information regarding events in Term 2 and will update closer to the date for these events.

Building purposeful LIVES



Classes and Group Meetings

- House Meetings will proceed with social distancing measures
- Classes: Teachers have been directed to open windows and doors to increase ventilation where possible
- Lunch time groups will proceed with social distancing measures
- Chapel – will not be held in the Auditorium. Alternative formats will be used in with students meeting in Mentor Groups
- Assembly – will not be held in the Auditorium. Alternative formats will be used in with students meeting in Wellbeing Groups

SPMs

The College has decided that the upcoming Student Progress Meetings (SPMs) will be held in a different format. Conversations will now be conducted via telephone at the scheduled time that has been booked via the online SOBS website. We appreciate your patience as teachers make these phone calls and realise that the time you scheduled, may not be the exact time you are telephoned. If a teacher is unable to contact you on your scheduled day/time they will make this call at another time. Teachers will be required to make numerous calls and will not be able to spend longer than the allocated 5 minutes with you. Should you have any further concerns please feel free to email the teacher to discuss anything further in depth. Where possible we encourage students to be involved in the meeting by use of speakerphone setting or similar. Parents should not call teachers. Please note the call may come from a private number. If you need to cancel SPM bookings please use the following email address secondaryspms@nwcc.nsw.edu.au to communicate your apologies.

Buses

If your child catches a Busways bus, Busways have asked that we remind parents about checking their website to see if there are changes to bus runs. The Busways website can be located [here](#).

VET Courses

All VET courses for Y11 VET students will be running this week, and going forward this term, until official alerts/advice to the contrary.

Interest Electives

Some interest electives may continue, subject to a specific risk assessment for each event.

Assessment for Absent Students

All submission tasks will now take place via Canvas. The Canvas course will indicate the time that the task is due. Students are expected to adhere to the published time. Regular College policy with regard to late submission will still apply. Please refer to the Assessment Handbook for information regarding the guidelines around assessment submissions and absence from tasks. In-class assessments will be adjusted to online submission where possible.

In the event that a student is sick then normal College processes for late submission with medical verification will be required. Students should apply for an extension for the task. When students are well they will still be required to complete the assessment task as an integral part of the course completion. Teachers will communicate the revised due date and provisions to submit online via formal notifications.

Whilst we acknowledge that these uncertain times may create challenging circumstances for students they are still required to complete tasks. This is particularly imperative for Stage 6 students who are bound by NESAs requirements to complete tasks within a manner that is equitable for all candidates in the course across the state.

Online Learning Trial

College staff have been trialling various tools for remote learning in the event of government imposed closure. We are very blessed at the College with staff who are well prepared and students who are already familiar with educational technology and using Canvas as a learning management system. More detailed information and advice for students regarding online learning and assessment will be provided if school closure becomes a reality. It may be worthwhile to consider the impact on your data provisions and internet service for your family to ensure students are able to manage connectivity if this becomes necessary.

Care for Others

I would like to acknowledge that for some families this circumstance is having a stressful impact. For many the current situation can cause feelings of uncertainty and concern. If you feel that there is a way that the College can assist during this time please contact the College to discuss your needs. Parents and College staff need to work together to provide care for young people who are more likely to feel worried and uncertain. Less reliable media sites and social media should be avoided in preference of authoritative information which the College has collated on our [website](#) including our own communications.

God bless,

Daryl Hinton
Head of Secondary Years