



Engadine West Public School

Learning from Home Procedures

The Engadine West PS Learning from Home Procedures reflect and align with:

- [NSW Department of Education learning from home hub](#)
- [NSW Department of Education COVID-19 website](#)
- [NSW Department of Education Digital Citizenship website](#)
- [Australian government online safety website](#)

All schools should have in place a plan that can be efficiently activated in the event of the school or number of schools impacted by a pandemic or event.

There may be situations that arise when a large number of students/staff are required to learn/work from home. Students/staff may be required to remain in self-isolation for a period of approximately 14 days or a period where the school is directed under public health advice to only remain operational for children of essential workers if an outbreak of COVID-19 were to arise in the local area.

The school will be advised if transition to remote learning is required and will be provided with appropriate support.

Implementation – supporting student learning

- Family contact lists are kept up to date, easily accessible.
- Families will be contacted via Schoolbag, Facebook and Seesaw should there be a short timeframe for notification of learning from home. Information will be posted on the school's website.
 - *As directed by NSW Health, our school will be moving to learning from home from (insert date). The school will remain open for children of essential workers. Your child's class teacher will contact you via Seesaw as to the continuation of learning for your child. If your child DOES NOT have access to a device for online learning, please contact the school office 9520 8134.*
 - *As directed by NSW Health, our school will be closed (insert date/s) for deep cleaning due to a positive COVID-19 case on site. Your child's class teacher will contact you via Seesaw as to the continuation of learning for your child.*
 - **Schools must report all information received regarding confirmed cases of COVID-19 IMMEDIATELY** to the Incident Report and Support Hotline on 1800 811 523. This includes any advice received by the school of any member of the school community who has tested positive to COVID-19. All reports received will be reviewed with NSW Health and advice provided to the school on any actions required. Response protocols for COVID-19 cases:
<https://education.nsw.gov.au/inside-the-department/covid-19/school-staff/response-protocols>

The following sites provide support information for teachers when learning from home procedures are in place <https://education.nsw.gov.au/teaching-and-learning/learning-from-home>

- [Learning sequences for teachers](#)
 - [Learning packages for teachers and students](#)
 - [K-6 useful links for programming](#)
 - [K-6 statewide staffroom for teachers](#)
 - [ABC educational programs and resources](#)
 - [GetActive@home](#)
 - [Art Bites](#)
- Kindergarten to Year 2 students' learning from home will be delivered via Seesaw.
 - Years 3-6 students' learning from home will be delivered via Google Classroom.
 - During learning from home teachers will monitor student/family contact and follow-up on any student/family who is not connecting online each day. The deputy principal and learning support staff will support this process.
 - Online face to face class meetings will be held via Zoom with NSW Department of Education protocols in place.
 - Additional support for staff can be found in the K-6 Statewide Staffroom and the Learning from Home group on [Yammer](#).

Implementation – supporting staff

- All staff have access to updated [COVID-19 guidelines](https://education.nsw.gov.au/inside-the-department/covid-19/school-staff) <https://education.nsw.gov.au/inside-the-department/covid-19/school-staff>
- Principal to communicate daily with updates
- All staff have completed the working from home health and safety checklist and communication agreement
- All staff are aware of their roles and responsibilities when teaching from home
- Vulnerable staff are supported appropriately
- Organised and agreed working arrangements are in place for all staff, including access to the school (if permissible) and working from home
- EAPS information is provided to staff and communicated on posters
- All staff regularly checked on, particularly those in quarantine or self-isolation

Online safety information can be found at [eSafety.gov.au](https://www.esafety.gov.au) which includes specific advice regarding COVID-19 including:

- [Online safety kit for parents and carers](#)
- [Online safety booklet for parents and carers](#)
- [Advice for school leaders keeping schools and learning safe online](#)

Evaluation

The principal is responsible for updating these procedures annually.