



29 July 2021

**UPDATED HOME-BASED LEARNING PLAN - MONDAY AUGUST 2 - FRIDAY AUGUST 27**

Dear Parents and Carers

Based on the recent advice received from Catholic Schools NSW, the NSW Government Health Department and EREA, the following plan has been developed for the ongoing implementation of Home-Based Learning for the next four weeks.

1. Daily Timetable

- Year 11 and 12 students will continue with their normal five one-hour period timetable from Monday to Thursday.
- The protocols established for the delivery of lessons via Microsoft Teams will remain and teachers will be available for 50-minutes of each one-hour lesson to allow teachers and students 10 minutes to prepare for their next lesson.
- Students in Years 7-10 will participate in four one-hour periods from Monday to Thursday. Students will have no classes scheduled for the period after recess. Timetables will be amended so that the period 3 class that was cancelled during the last two weeks will be delivered during the period 4 timeslot.
- This change will remain in place for the next two weeks with an adjustment made for the following two weeks. The timetable will therefore change for Year 11 and 12 as well. (See table below). If this is a little confusing do not worry as the student timetables will change on the College Portal and all they need to do is attend the classes that appear each day.
- Friday will consist of three one-hour periods for Year 7-12, with no classes scheduled for the afternoon for all year groups to allow some screen free time.
- Senior students will be encouraged to use this time in revision style activities away from their screens.
- Teaching staff will continue to participate in faculty-based professional learning and planning meetings during this time on Friday afternoon to evaluate the past week and plan for the week ahead.

Monday - Thursday	
Period 1	9.00am-10.00am
Period 2	10.00am- 11.00am
Recess	11.00am – 11.20am
Period 4	11.20am-12.20pm <i>(No classes for Years 7-10; Year 11 and 12 Period 4 class)</i>
Period 3	12.20pm-1.20pm
Lunch	1.20pm – 2.00pm
Period 5	2.00pm- 3.00pm

Friday	
Period 1	9.00am-10.00am
Period 2	10.00am- 11.00am
Recess	11.00am – 11.30am
Period 3	11.30am-12.30pm
No Classes scheduled PLP and Faculty Meeting Time (See schedule below)	



2. The Trial HSC Examinations have been rescheduled to commence in Week 6 on Wednesday August 18. Separate advice regarding these examinations will be distributed to Year 12 students and their families this afternoon.
3. Pastoral Leaders will be conducting a Microsoft Teams meeting with each Year group on Tuesday mornings at 8.40am and this will be completed in time for the boys to attend their first lesson. These meetings are designed to keep the boys up to date with what is happening as well as provide reminders about expectations. The meetings can be accessed via the link provided in the respective year group Pastoral pages in Canvas.
4. We are continuing to monitor student attendance in lessons and notifying parents and carers if concerns arise. It is important that if a student is unwell and unable to participate in online lessons for the day, that parents contact the College as per normal policy. Parents and carers can email absentees to [info@stedwards.nsw.edu.au](mailto:info@stedwards.nsw.edu.au) or alternatively contact reception on 4321 6400 between 8.30am – 3pm and the administration staff will record student absences.
5. Students are reminded to use their time during the allocated lesson to ask any questions regarding their work. Teachers will not be available to respond to emails outside the hours of 8.30am and 3.30pm.
6. If students experience technical difficulties, they can contact our Information Services department at: [helpdesk@stedwards.nsw.edu.au](mailto:helpdesk@stedwards.nsw.edu.au) or by phone on 4321 6444 between 9am – 3pm.
7. The Learning Conferences that were scheduled on Wednesday August 11 and Thursday August 19 will be rescheduled. With the excessive amount of screen time that teachers and students are experiencing, we believe we need to rethink the timing of these conferences as we plan for the hopeful reintegration to face-to-face teaching. It is also important that we find a more appropriate time that meets the needs of our Year 12 students who will be sitting Trial HSC Examinations and our Year 11 students who are nearing the completion of the Preliminary Course.
8. If the occupation of parents is in the essential services or if a parent believes that it is essential that their son attends school, supervision will continue to be provided at the College on Monday to Thursday for 8.00am until 3.00pm and on Friday from 8.00am until 12.30pm. It is important to clarify that the current stay at home orders clearly explain that students should stay at home unless they absolutely must attend school. Students attending school will engage in parallel learning, following the same lesson structure and online learning activities as students working at home. It is **mandatory for all staff and students** who attend school, to wear a mask at all times while at school and travelling to and from school. Students are required to bring their own mask.
9. Parents are not permitted to attend the College Campus throughout the next four weeks. College staff will be answering calls on 4321 6400 throughout each day between the hours of 8.30am and 3.30pm to answer any questions or refer queries on to the appropriate member of staff. Parents are also able to email [info@stedwards.nsw.edu.au](mailto:info@stedwards.nsw.edu.au). Please be patient as we will endeavour to respond to questions as quickly as possible.

Please do not hesitate to contact me at [principal@stedwards.nsw.edu.au](mailto:principal@stedwards.nsw.edu.au) if you have any questions or would like to discuss the information outlined in this letter.

Yours sincerely

Mark Bonnici

College Principal

