



Student Remote Learning Local Procedures

Forbes High School delivers education for a better quality of life, through innovation, enabling our young people to lead extraordinary lives.

Learning from Home

When should I do my work?

The core operational hours for the school are between 8:30 am and 3:30 pm, Monday to Friday. If you are working from home the expectation is that you will be following your timetable and taking regular breaks.

Stage 4 (Years 7 and 8)	Stage 5 (Years 9 and 10)	Stage 6 (Years 11 and 12)
Total 3.5 hours 30-45 min English 30-45 min Mathematics 90-120 other KLAs Other activities: wellbeing, sport, physical activity	Total 3.5 hours 30-45 min English 30-45 min Mathematics 90-120 other KLAs Other activities: wellbeing, sport, physical activity	Students follow usual pattern of study. NESA will continue to provide updates and changes to major projects and/or assessments for specific subjects.
Time Frame	Example- a typical 45 minute online "period" could look this:	
1-2 minutes	1. Students read instructions on MS Teams/Google classroom	
3-5 minutes	2. Class teacher sets quiz for student to complete.	
5 minutes	3. Students watch prerecorded video of teacher explicitly teaching content.	
15 minutes	4. Join team meeting in preferred platform for a livestream and/or chat.	
20 minutes	5. Students work independently approx. 20 min for rest of period.	

How do I work online?

- Students at Forbes High School will be working online using MS Teams and/or Google Classroom.
- G Suite or Microsoft 365 can be accessed by students from the NSW Department of Education Student Portal. [Link to Student Portal](#)
- Google Classroom codes have been shared with each student. If you cannot access your class email your teacher or call the school.
- Students using MS Teams have already been invited to this platform by their teachers.

What should I do each day?

- Eat breakfast, brush your teeth and get dressed in the morning.
- Log into your student portal.
- Review your timetable for the day.
- Check your emails and read messages.
- Check in with your teachers by emailing or posting in your Google Classroom/MS Team.
- Listen to or read the instructions.
- Ask your teacher questions. Contact your teacher via email or call the school for assistance. (We can't help if we don't know!)
- Complete tasks as required to the best of your ability.
- Contribute to online forums and discussions or scheduled team meetings.
- Submit tasks as requested by due dates.
- If you are unwell/sick. Parents need to call the school to indicate that you are unable to complete work for the day.

How do I work safely and respectfully online?

- Find a common space in your house to work outside of your bedroom. Dress appropriately as you could be participating in video meetings.
- Only log in with your details. Do not share your log in with others.

- At FHS we value respectful, responsible and honest communication. We expect students to do their best at all times. If students engage in behavior that is inappropriate staff will apply normal school discipline procedures.
- Top 5 tips for positive online communication:
 1. Be respectful
 2. Be aware of strong language, all capital letters and exclamation marks.
 3. Be careful with humour and sarcasm- it is difficult to interpret and may be considered rude.
 4. Grammar and spelling are always important.
 5. Cite your sources. Copying and pasting information is still not acceptable.

How can I look after my own wellbeing?

- Students can still access school wellbeing supports through their Year Adviser.
- Our school counsellors and Youth Outreach Worker are available for phone consultations.
- Learning and Support Teachers are also available to assist with adjustments and accommodations.
- Our Aboriginal Education Officer is still available to support Aboriginal and Torres Strait Islander families.
- Students can email their Year Adviser or class teachers to ask for assistance. Parents can call the school for further assistance and advice. Following are links to support students and parents during this time.
- Ensure you take regular screen and movement breaks.
- Eat well, aim for at least 10 hours sleep and exercise regularly.

How can I contact my teacher?

- Students can email class teachers. All students should have already received an email from all of their teachers.
- Communicate with your teachers through MS Teams, Google Classroom.
- If students are having difficulty contacting their teacher, parents and carers can call the school for further support.



LEARNING FROM HOME

RESPECTFUL

Communicate with teachers and peers via MS Teams, Google or email
Appreciate everyone's contribution
Work collaboratively with peers/teachers online
Use appropriate language and tone

Set up a common learning space at home
Follow your timetable
Concentrate and complete work as required
Keep work organised

RESPONSIBLE

HONEST

Ask your teacher/parent/carer for help if required
Take responsibility for all actions

Stay in touch with school
Return work on time
Check emails daily and follow direction
Exercise daily 30-60 minutes

DOING YOUR BEST

POSITIVE BEHAVIOUR FOR LEARNING



Quick Links

[Remote Learning Guidelines](#)

[Student Use of Digital Devices and Online Services](#)

[Supporting Student Wellbeing](#)

Acknowledgement

Forbes High School would like to acknowledge the work of colleagues across the state for sharing information to support the creation of this document.