

Learning@Home Guidelines for Kaiako

Introduction:

In the event that Learning@HOME is required, SHGC is a Google kura. The use of the Google platform enables all of us to learn and teach anywhere, any time. The Google Classroom feature of the platform has been used for some time and enables kaiako and ākonga to remain engaged in learning from a distance!

This document alongside the [guidelines for ākonga](#) summarises the guidelines and expectations we have of Learning@home.

Supporting ākonga online:

Ākonga should all have access to a device in order to access their Learning@home.

In order to support kaiako workload with Learning@home alongside face-to-face teaching we would like to keep supervision to a minimum; however, as a CCM companion if you are concerned about a student who cannot be at home please discuss this with SLT so we can make alternative arrangements.

Expectations of ākonga:

We encourage ākonga to stick to their routine and commit to their learning. Our expectations of students are:

- Students are not expected to learn online if they unwell
- To act like it is a normal school day - get up, get dressed, have breakfast as normal
- To follow their regular timetable
- To check their email/Google Classroom each lesson and ensure they complete the work that has been set
- To find a space to set up as a good work environment. They are encouraged to hide the distractions when they are in this space - this means turning off their mobile phone when focusing on learning!
- To communicate with their teachers and CCM companion via school email or Google Classroom

Expectations of Kaiako:

- Put your health and wellbeing first - You are not expected to teach online if you are unwell.
- Be mindful of how much work you set - provide meaningful and engaging learning opportunities. The work needs to be manageable and able to be completed in a reasonable time.
- Set work for the lesson on google classroom by the time of that lesson

- Use your email, Google Classroom or other forms of communication to connect with your students
- If a student emails you please endeavour to respond to their needs **within 24 hours**, provided you are well enough
- If a student is sick they can't be expected to work. When they are well enough to return to kura/learning please be kind and support them to catch up on anything necessary
- Focus on keeping up connections and relationships

Extra support for staff:

- Year 12 and 13 students will continue to attend school as normal. If a teacher is not available, they will be supervised, by either a Dean or Deputy Principal, as they study on site (Iti Kahurangi).
- Connect with you Leader of learning should you require further support.

Forms of communication:

- If you are unwell or are required to isolate as a household contact please text or email Janice on 021 247 1890.
- Please notify your ākonga via google classroom if you are unwell/unavailable
- SLT will review and regularly communicate via email and social media channels the Learning@home plans with teachers, students, and whānau
- Daily updates of COVID cases will be provided via email from the Tumuaki | Principal
- Please use the Google Classroom and email to communicate with your students
- Connect with the CCM teacher if you have any concerns about a student
- Add any engagement notes to the Ongoing Care Notes in KAMAR. Note: there is a COVID heading for these.
- Continue to share resources and innovative online practices with your colleagues

Attendance:

Student attendance will automatically be marked as 'F' in Kamar while students are learning@home. Please ensure you click 'finished'.

As a classroom teacher, please monitor the engagement of your ākonga during your regular timetabled classes and through completion of work and use the Ongoing Care Notes in KAMAR to record any engagement notes either as a CCM or subject teacher. Note: there is a COVID heading for these.