



Distance Learning – Information for parents and students

Following the recent government announcement, Howick College will move to a distance learning programme from 9.30am Monday 17 August.

If students need to collect anything from the school site, including loan devices, they should come to the main reception between **9.30am and 11.30am on Monday 17 August** and a staff member will be available to help them access lockers, textbooks or other resources.

Different to last time, all students MUST attend at least one on-line lesson per subject each week. Senior students can expect to receive NCEA deadlines for internal assignments.



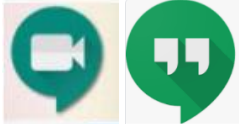

Senior students should be aware that we do expect practice exams to go ahead in Term 3 or early Term 4.

Teachers will set work, expect deadlines to be met and provide feedback. It is essential that students complete all set work in order to minimise disruption to their learning and ensure progress. Students who do not complete set work will fall behind and risk not being ready for internal assessments or exams later in the year.

How distance learning will work

- At the start of each week by 9.30am each of your child's teachers will have created an assignment for them to complete in Google Classroom
- The weekly assignment will also provide a time and day which students MUST attend an online lesson
- Students will be expected to turn in their completed work by the deadline set for each task
- Each subject will provide approximately 2-4 hours of learning each week
- Students are expected to follow our contract regarding technology use to keep themselves and other safe online

The online tools that will be used to communicate with students

	Zoom	<i>Online meeting app teachers may use for weekly lessons</i>
	Google Classroom	<i>Google Classroom will be the app where students find all of their distance learning work for the week</i>
	Google Team and Google Hangout	<i>Google Team or Hangout maybe used by teachers to answer student's questions or to hold online lessons</i>
	Gmail	<i>All students have a Google based school email which can be used to contact teachers or Deans</i>

Essential workers requiring their children (under 14 years only) to attend school, should call Dr. Bennett: 021948442 before 5pm on Sunday 14th August.

Advice for students – How best to study

1. Create a study space where you can get work done
2. Remove external distractions, including your phone from your work area
3. Consider contacting other students to discuss the work
4. Organise your time: schedule your studies by writing a timetable and be disciplined
5. Take breaks: it is important that you schedule regular breaks away from the screen
6. Ask for help when you get stuck: email your teacher or join the online chat each week
7. Turn in work on due dates
8. Look after your physical and mental health
9. Maintain contact with friends at school digitally, but avoid visiting them
10. Don't forget to help out your other family members

Advice for parents – How to support your child when distance learning

1. Ensure that your child has access to a suitable, quiet workspace with a device and the internet
2. Ensure the camera and audio functions are working and are compatible with Google apps
3. Ensure your child has joined the Google Classrooms available for each of their subjects
4. Review your child's assignments each week when their teachers email you a summary
5. Engage in conversation about the weekly assignments set each week for each subject:
 - What are you learning about in....
 - Which subject are you focused on today?
 - How will you know you have completed the assignment for....
 - What are some questions you have about your assignment for...
 - Have you turned in all of this week's assignments?
6. If your child needs subject specific support they should contact the respective teacher by email or Google Hangout at the designated time each week
7. If you or your child require further support including contact with a school counsellor or youth worker, you should email their house Dean in the first instance:

House	Dean Name	Email
Bacot	Dianne Fenner	Dianne.Fenner@howick.school.nz
Bell	Craig Dryden Deriza Beresford	Craig.Dryden@howick.school.nz Deriza.Beresford@howick.school.nz
Ingham	Neera Sundrum	Neera.Sundrum@howick.school.nz
Irvine	Emma Jones	Emma.Jones@howick.school.nz
MacDonald	Sonja Petkovic	Sonja.Petkovic@howick.school.nz
Minerva	Laura Allen (for two weeks) Mark Hodson	Laura.Allen@howick.school Mark.Hodson@howick.school.nz

We hope we are all back to school soon, until then stay safe and well!