



14 August 2020

Dear Parents and Caregivers

**RE: Covid\_19 Update – Auckland at Alert Level 3 until 26 August (to be reviewed 21 August)**

Following the Prime Minister's announcement tonight, we have confirmed our response plan. It is again extremely unsettling and will test every aspect of our school core values. It is with some confidence and relief that the recent work we have done with our staff and students will enable us to navigate some challenging waters ahead. I ask that we all embody the courtesy, commitment and courage to find a safe way forward for all.

● **School closure**

- The school remains closed to all staff and students. Staff will be working from home providing a distance learning programme for all students.

● **Student access to school site**

- Students who need subject resource material, access to lockers and or need to uplift computer loan devices must attend school on **Monday 17 August from 9.30am – 11.30am**. They should report to the school main reception to register before entering the school. Students are reminded to observe hygiene (face masks) and physical distancing protocols while they are waiting to enter the school.

● **Distance Learning**

- Please refer to the attached document which contains all of the information regarding our expectations for students and parents.
- An important change to our previous approach is that students must attend at least one on-line lesson per subject each week. Teachers will confirm the time for this requirement. Also, senior students can expect to receive NCEA deadlines for internal assessment.
- We intend to pay particular attention to our senior students as they prepare for NCEA qualifications.
- We intend reviewing student engagement under the current on-line approach at the earliest opportunity.

● **NCEA internal and External Examinations**

- No changes from NZQA have yet been signalled to the requirements for NCEA. However, here is a reminder of changes made after our last lock down: 1 Learning Recognition (LR) credit is awarded for every 5 credits earned by each student. Students at Level 1 are eligible for up to a maximum of 10 additional LR credits while those at Levels 2 and 3 are eligible for up to a maximum of 8 additional LR credits.
- Internal assessments will continue where possible during distance learning. Deadlines will be set by teachers for digital submissions. Where necessary extensions to deadlines will be given on a case by case basis either during lock down or when we return.
- The timing of both the practice and final external examinations will be dependent upon when we return to school. We anticipate the final examinations currently scheduled for November and December to remain but we may need to adjust the timings and structure of our practice exams currently scheduled for September. As the situation evolves, our planning for NCEA will adjust accordingly with the intent to ensure the best possible outcomes for our students. We will communicate further as soon as any decisions have been made.

- **Weekend Sport**
  - College Sport Auckland has cancelled all sport over the weekend and this is likely to extend for as long as Auckland is in alert level 3.
- **Staying connected**
  - We urge parents and caregivers (particularly of senior students) to monitor their child's engagement within the on-line learning process and to contact the teacher or Dean if they have any concerns. We do ask however, that any communication is restricted to 'working hours' as much as possible so that staff can apportion time appropriately between work and their own family commitments.

As this week ends, I remind all our community of the strength of purpose we have collectively to overcome the challenges of this second wave of Covid\_19. Our courage to lead and respond in these extraordinary times will determine our success for our students and your children.

I wish all our community well as we enter a new week of substantive change.

Yours faithfully

Mr I L Ropati  
**Principal**

**Please see the attached following information on Distance Learning**

# 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.

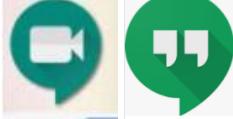
Senior students should be aware that we do expect practice exams to go ahead in Term 3 or early Term 4.

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 others safe online

## The online tools that will be used to communicate with students

	<b>Zoom</b>	<i>Online meeting app teachers may use for weekly lessons</i>
	<b>Google Classroom</b>	<i>Google Classroom will be the app where students find all of their distance learning work for the week</i>
	<b>Google Team and Google Hangout</b>	<i>Google Team or Hangout maybe used by teachers to answer student's questions or to hold online lessons</i>
	<b>Gmail</b>	<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: 021 948 442 before 5pm on Sunday 14 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!***