



**PHASE 1:**  
**RETURNING TO MTHS**  
**STUDENT HANDBOOK**  
**Q&A**

## Phase 1: Return to School Procedures and Protocols – Student Handbook

From Monday, Week 3, Term 2 (11<sup>th</sup> May, 2020) students at Miller Technology High School will begin returning to school gradually 1 day per week as a part of the NSW Department of Education’s “Managed Return to School” Guidelines (see appendix 1).

What will this look like?

I am in the high school. Which days do I attend?


Year Group	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Year 7	ONLINE	ONLINE	ONLINE	ONLINE	AT SCHOOL
Year 8	ONLINE	ONLINE	ONLINE	AT SCHOOL	ONLINE
Year 9	AT SCHOOL	ONLINE	ONLINE	ONLINE	ONLINE
Year 10	AT SCHOOL	ONLINE	ONLINE	ONLINE	ONLINE
Year 11	ONLINE	AT SCHOOL	ONLINE	ONLINE	ONLINE
Year 12	ONLINE	ONLINE	AT SCHOOL	ONLINE	ONLINE

*MTHS Phase 1 Model*

I am in the IEC, what days do I attend?

### Miller IEC Term 2 Calendar

Miller IEC students will attend school once every 4 days, as part of the NSW Department of Education’s phased return to school. Follow the calendar below from May 11 for Week 3 and 4. Further advice will be given at the end of Week 4. Each colour corresponds with a different level.



TERM 2, 2020					
Week	M	T	W	T	F
1	APR 27	28	29	30	MAY 1
2	4	5	6	7	8
3	11	12	13	14	15
4	18	19	20	21	22

Students to attend school	
	Foundation (FJ, FJ1, FS)
	Level 1 (1J, 1J1, 1S)
	Level 2 (2J, 2J1, 2S, 2S1, 2S2)
	Level 3 (3J, 3J1, 3I, 3S, 3S1)

## I am in the Support Unit, which days do I attend?

If you are a student accessing assisted transport, there have been adjustments to arrival and leaving times. Ms Fisher will communicate these changes to your parents and carers.

Monday		Tuesday		Wednesday		Thursday		Friday
Bass	Flinders	Bass	Flinders	Cooper	Parkes	Cooper	Parkes	On-line Learning

## What will my lessons look like?

If you are in mainstream. When you attend, you will follow the adjusted timetable below.

Timetable – Phase 1 Managed Return to School		
Period/Break	Start	Finish
Period 1	9:00	9:35
Period 2	9:35	10:10
Break 1	10:10	10:40
Period 3	10:40	11:15
Period 4	11:15	11:50
Break 2	11:50	12:20
Period 5	12:20	12:55
Period 6	12:55	1:30
Break 3	1:30	1:50
Period 7/Assembly	1:50	2:25
Period 8	2:25	3:00



Due to the complexity of lesson scheduling, students in Years 7-10 **may not** receive face-to-face teaching from their regular class teacher. Classes will be divided into separate rooms depending on the number of students who attend and the size of the room. Rolls will be marked during all periods



## What do I need to bring?

Please make certain you bring your school Laptop (charged), books and pens. Students are also encouraged to bring their own hand sanitiser if they wish. **Do not share drinks or food** – school bubblers will **NOT** be operational. Water bottles can be refilled at the **WATER FOUNTAINS** located in A Block and E Block.



## Are the buses running?

Yes, buses are running. Students need to promote social distancing where possible on buses. Students will be required to social distance when lining up and moving to the buses at the end of the day.



### I'm in Year 12, Do I still finish at 12.00pm on Wednesday?

No, Year 12 will follow the adjusted timetable and remain at school till 3.00pm on a Wednesday.



### Should I wear my uniform?

Yes. Full school uniform is required. It is starting to get colder, so be prepared and make sure you have a school jumper or jacket for the colder days. You will be advised about any changes regarding this.



### Will the canteen be open?

Yes. However, while bottled water and fruit juice will be available there is a limited food menu.

**Menu includes:** Hot Chicken Caesar Turkish, Chicken Burger, Sweet Chilli Tender Roll or Burger, Sweet Chilli Chicken Caesar Salad Box, Beef Pie, Butter Chicken & Rice, Watermelon bowls, Potato Wedges.



### Will I be able to take my medication at school?

Students who have completed the necessary paperwork will still be able to take their required medication at school. Our First Aid Officer will be present 5 days per week.



### How will I know what rooms to go to?

You will follow an adjusted timetable and only go to the rooms you have been allocated.



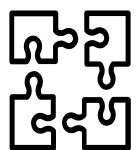
### Will I have my regular teacher?

Due to social distancing requirements, your lesson may not always be delivered by your regular classroom teacher. Classes will have limited number of students and teaching staff will be split across these smaller class groupings.



### I'm in Year 12, How do I meet with my teachers?

On non-scheduled days, Year 12 students can attend pre-arranged workshops tutorials or make appointments with their teachers to use facilities or to borrow equipment. All students must **sign in and out**, electronically, at the main administration office.



### Do Year 12 students still have study periods?

You will have study periods on your timetabled day. The library will be open to catch up on work and to complete assessment tasks. Social distancing measures will apply at **ALL** times.



### I am receiving a printed work package; can I collect it on the day I attend?

Yes. You can pick up your work package on your scheduled day.



### What will lunchtime and recess look like?

Limited playground areas will be available. Students will be required to social distance. Students will not be permitted to share sporting equipment.



As mentioned earlier, the canteen will be open, however a limited menu will be offered. Students will be required to follow social distancing markings on the ground in the canteen areas. **Do not share drinks or food** – school bubblers will **NOT** be operational. Water bottles can be refilled at the **WATER FOUNTAINS** located in A Block and E Block.

### Will the Library be open?

The library will not be open for students during lunch and recess. Only year 12 students will have access to the library during their study periods.



### Can I attend if I am unwell?

No. If you are unwell, stay home. If you come to school and are unwell, your parents, carers and emergency contacts will be called to collect you. If you are unwell during the school day, you will not be able to remain in the clinic. Your parents will be expected to collect you from school if you are unwell. It would be appreciated if as an additional precaution, your parents could check your temperature before leaving home.



### What is happening with online learning during phase 1?

On **non-timetabled days (at home)**, **ONLINE LESSONS** utilising Google classroom activities or learning booklets will continue. You should follow your **regular timetable**, but you will end the school day at the 12.55pm (Mondays) and 1.30pm (Tuesday, Wednesday, Thursday and Friday). In the afternoon you are able to determine your own learning needs. Some suggested activities for you to do include:



#### **Years 7 to 10**

- Reading: a minimum of 20 minutes
- Wordflyers
- Longer term assignments
- Class activities not completed from the morning
- Extension work - as provided or of your own design.

#### **Years 11 to 12**

- Assignments
- Edrolo
- Class activities not finished from morning lessons
- Additional work set by the teacher
- Additional contact with the teacher as arranged to assist in major works
- Self-directed learning - subject reading, note taking, summaries, revision, memorising and practice papers.

### What happens if my family decide it is best for me to stay home?

You will be expected to attend school on your allocated school day, unless you are unwell. No online work will be provided on that day. Students not in attendance on their scheduled day at school should continue with the existing work provided on Google Classroom or in the work packages provided.



### When will school return to normal?

We're not sure how long Phase 1 will continue for, but we will let you know as soon as we can! We are forward planning in preparation for the next phase or to be moved back into Phase 0. See the appendix for each phase.



### What is happening with assessments?

#### General Advice on School Base Assessments: Year 7-12

- Assessment tasks scheduled in Term 2 and 3 will go ahead as planned (refer to Year 7-12 Assessment Procedures and Policy).
- Following NESA guidelines, students will be provided with adequate written notice of any changes in assessment tasks or scheduling.



#### Year 12 Assessment Schedules

- Clearly marked *Revised HSC Assessment schedule* will be distributed to, and signed by students, Week 4, Term 2.
- Amended HSC assessment schedules may include assessment tasks which contain exam style conditions during in class assessment tasks.

#### Practical Lessons

- Year 12 students will be participating in practical lessons, including VET and subjects involving major projects/works. Teachers will determine if there is a need to swap theory and practical lessons within a timetabled lesson. Further advice regarding cleaning of practical equipment will be provided by teachers of each subject area.
- Year 12 students on **non-timetabled** days can attend pre-arranged workshops/tutorials or make appointments with their teachers to use facilities or to borrow equipment. All students must **sign - in** and **sign - out** electronically, at the main administration office.
- Students in Years 7-11 may participate in practical lessons, this includes electives. This will be a faculty - based decision.

#### HSC Projects, Body of Works and Performances

As per NESA Advice, Head Teachers will provide information about in-school marking processes for Visual Arts, Industrial Technology and Design and Technology. The due dates for externally marked Society and Culture Personal Interest Projects and Music submitted works remain unchanged.

**Year 12 HSC Trials**

HSC Trials will still take place, as scheduled.

**HSC Minimum Standards Testing**

Minimum Standards Testing will continue to occur and will be coordinated by the Learning and Support Teacher coordinator.

**2020 VET Mandatory Work Placement**

Students are **no longer** required to undertake NESA-mandated VET work placements.





	PHASE 0	PHASE 1	PHASE 2	PHASE 3	PHASE 4
<p><b>At all times</b></p> <ul style="list-style-type: none"> <li>Schools are safe places for students, teachers and staff.</li> <li>All students engage with a single unit of work.</li> <li>Keep up-to-date with your school's communications to make sure you receive important messages about timetable changes.</li> <li>Any identified cases of COVID-19 will continue to be managed in line with health advice, including temporary school closures where necessary.</li> </ul>	<p><b>Schools are open for families who need it.</b></p> <ul style="list-style-type: none"> <li>Families are encouraged to keep their children at home wherever possible, with no student to be turned away.</li> <li>Students who attend school are supervised only, not in their regular classes.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school at least one day per week.</b></p> <ul style="list-style-type: none"> <li>Schools have discretion for establishing which group attends on which day, with a preference to group siblings/families together.</li> <li>Families who need to send their child to school every day may continue to do so and no child will be turned away.</li> <li>Classes are split across different spaces and break times can be staggered.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school at least two days per week.</b></p> <ul style="list-style-type: none"> <li>Schools have discretion for establishing which group attends on which days, with a preference to group siblings/families together.</li> <li>Families who need to send their child to school every day may continue to do so and no child will be turned away.</li> <li>Classes are split across different spaces and break times can be staggered.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school five days per week, with social distancing measures.</b></p> <ul style="list-style-type: none"> <li>Students with increased health risks may continue to learn at home to suit their individual needs.</li> <li>Students remain in the same classroom for the day, break times can be staggered to reduce mixing between class groups.</li> <li>No excursions or inter-school activities.</li> <li>Continued enhanced cleaning and hygiene supply arrangements.</li> </ul>	<p><b>Students at school five days per week, with full school activities.</b></p> <ul style="list-style-type: none"> <li>Normal school breaks and entry/exit processes will resume.</li> <li>Infection control procedures will continue on a school by school basis.</li> <li>Communication to staff, students and families regarding NSW Health advice will continue.</li> <li>Continued communication to the Early Childhood Education sector regarding NSW Health Advice.</li> </ul>
	<p><b>Learning from home</b></p> <p>Practical resources and guides to support students are available at the department's <a href="#">Learning from home hub</a>.</p>	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school one day a week.</li> <li>You are encouraged to keep your child at home for the rest of the week wherever possible.</li> <li>Check with your school to see which day of the week your child/children should attend.</li> <li>Use the school canteen and uniform shop where appropriate hygiene measures are in place.</li> </ul>	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school two days a week.</li> <li>You are encouraged to keep your child at home for the rest of the week wherever possible.</li> <li>Check with your school to see which two days of the week your child/children should attend.</li> <li>Use the school canteen and uniform shop where appropriate hygiene measures are in place.</li> </ul>	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school every day.</li> <li>Access community services run on school sites, where they are not restricted by Public Health Orders.</li> <li>Use the school canteen and uniform shop where appropriate hygiene measures are in place.</li> <li>Walk your child/children into and out of school while maintaining social distancing.</li> </ul>	<p><b>You can now</b></p> <ul style="list-style-type: none"> <li>Send your child/children to school every day.</li> <li>Participate in school excursions and inter-school activities.</li> <li>Use playground equipment at schools.</li> <li>Drop your child/children off at school as you would normally do.</li> <li>Participate in school based activities such as volunteering in classes and assemblies.</li> <li>Use services that usually operate at your school like canteens and other community run activities.</li> </ul>
	<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Keep your child/children at home if possible.</li> <li>Support your child/children to continue learning at home.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>	<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.</li> <li>Maintain social distancing by avoiding gathering outside of school gates.</li> <li>Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.</li> <li>Support your child/children to continue learning at home on remote learning days.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>	<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.</li> <li>Maintain social distancing by avoiding gathering outside of school gates.</li> <li>Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.</li> <li>Support your child/children to continue learning at home on remote learning days.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>	<p><b>You must continue to</b></p> <ul style="list-style-type: none"> <li>Follow your school's advice regarding changes to drop off and pick up, including staying in your car when dropping off and picking up your child/children if safe to do so.</li> <li>Maintain social distancing by avoiding gathering outside of school gates.</li> <li>Make sure your child/children have access to lunch and snacks, noting some canteens may not be operating at this stage.</li> <li>Support your child/children to continue to learn at home if they are required to learn remotely.</li> <li>Communicate with your school via email and phone wherever possible.</li> <li>Follow the health advice and keep your child/children at home if they are unwell.</li> </ul>	

## A managed return to school

Guidelines for families