

# Guidelines for WGHS Staff Working Remotely

## General

- Look after your own health and well-being as a priority
- Stick to the basics – think about what is necessary and essential. Avoid busy work
- Focus on maintaining relationships with your students and making sure they feel connected
- Keep it simple and be consistent - Use Google Classroom for learning activities, Google Meet if you need to have face to face video chats, and school emails or KAMAR emails for any other correspondence with students
- Make sure your work is either available to students at the beginning of the week or by 10am each day
- Consider setting 2-3 small tasks a week that you can get students to respond to, so you know who is engaging with the work and how they are doing with the learning at home. Make sure there are varied deadlines across the week
- Make sure your communication to students is clear with realistic expectations of what is to be completed and by when
- Make it clear to students and parents when you will be available online for feedback, discussions and/or Google Meet
- Don't stress yourself or students out about NCEA Assessments – we will be able to gather naturally occurring evidence should we need it later

## Subjects/Courses

- Check in with your TIC/HOD so that there is consistency across what is being delivered to students
- You are not expected to provide a full 60-minute lesson each day – it's about engaging students not overloading them
- Do provide good learning opportunities for students to help advance their learning
- Nominate a time for students in your class to contact you for feedback/discussions and any questions they might have
- If students are already working on an NCEA internal and it is practicable to continue this, do so. More information around NCEA Assessments will be provided

## Form Teachers

- Schedule a time and organise for students to connect with you and each other Check in with your form class twice a week
- Complete the distance learning engagement survey twice a week via google classroom (link to follow)

## Accessing information

- Use the Shared Drive PLD Folder>PD Snacks for more support from working from home
- WGHS Weebly <http://wghsteachers.weebly.com/>