



CECIL HILLS HIGH SCHOOL

2020 Online Learning & Wellbeing Handbook

for students and parents

At Cecil Hills High School, we believe in success and aim for excellence in learning, teaching and leading. Our diverse learners are respectful, responsible and successful and connect online with their teachers to succeed and thrive. They focus on positive behaviour for learning principles and form productive relationships to work with their teachers. Our teachers use flexible, future-focused and innovative teaching practices to develop 21st Century learners. Our comprehensive and inclusive wellbeing framework supports the cognitive, emotional, social, physical and spiritual wellbeing of students, which measurably improves individual and collective wellbeing. We aim to create a safe and healthy online learning environment where students are recognised, respected and valued.

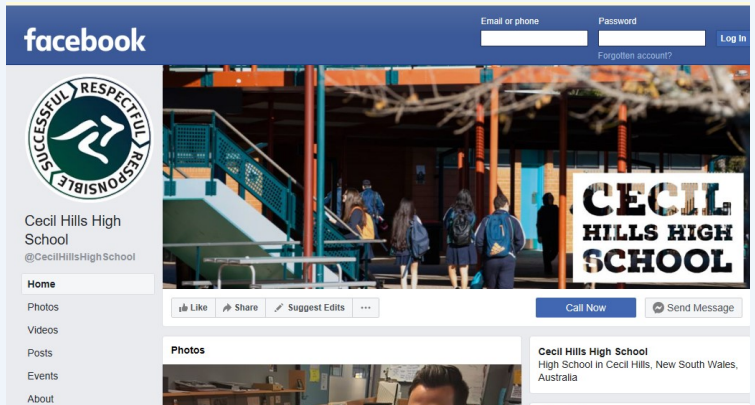
Communication

It's important for all of us to keep connected as a school community using the following channels.

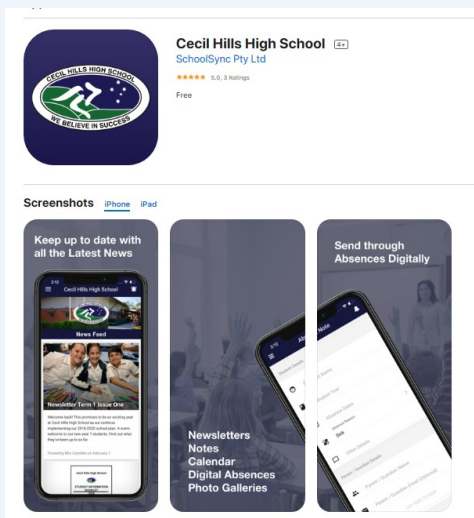


Visit the CHHS website at <https://www.cecilhillshigh.nsw.edu.au/>
This has links to important policies and documents.

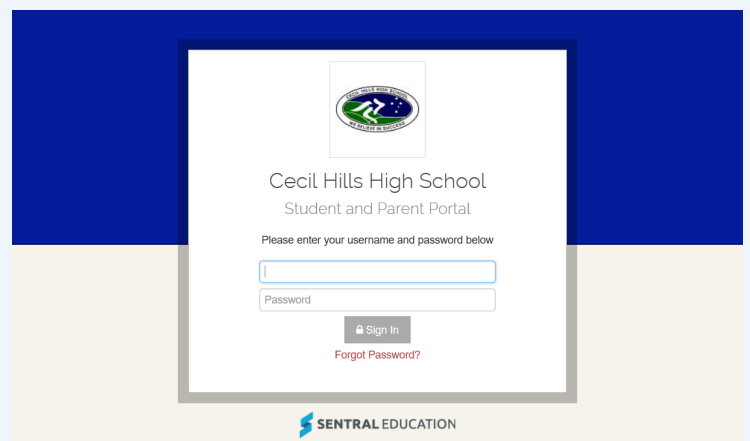
The CHHS Facebook page has regular updates and information:
<https://www.facebook.com/CecilHillsHighSchool/>



Download the free school app to receive alerts.
Press the App Store or Play Store icon on your device and search for "Cecil Hills High School".
You can also subscribe for Email Updates.



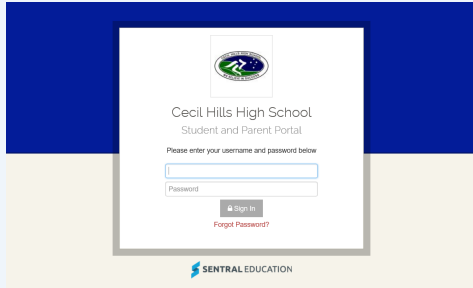
Register or log in to the Parent Portal to stay up to date with news and resources. This will allow you to access information regarding school reports, individual timetables and more.
<https://web3.cecilhills-h.schools.nsw.edu.au/portal/login>



Online Learning

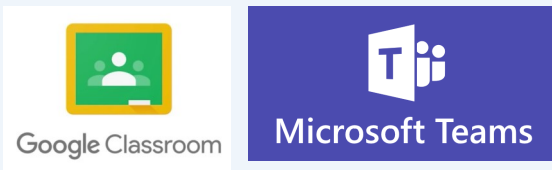
Students should follow their usual daily timetable routine.

1. Log on to the Student Portal for daily messages: <https://web3.cecilhills-h.schools.nsw.edu.au/portal/login>



2. Be online at 8.35am during Connect for messages from your teacher and Year Advisers.

GRADE	CODE
Year 7	Google Classroom: lfyw2sq Microsoft Team: ym72m4a
Year 8	Microsoft Team: vm93kro
Year 9	Google Classroom: umfy4gz
Year 10	Google Classroom: qrznyb6 Microsoft Team: 7pdyex8
Year 11	Google Classroom: qbhhecc Microsoft Team: 2q0suzg
Year 12	Google Classroom: nxiafjr



3. Check Moodle at the beginning of each lesson at: <https://www.cecilhillshigh.nsw.edu.au/moodle> where instructions will be available (which may include a link to other online learning platforms such as Google Classroom or Microsoft Teams).



4. Make sure you regularly check your education email at: <https://portal.det.nsw.edu.au>

How to engage with online learning

FOCUS EXPECTATIONS OF ONLINE LESSONS

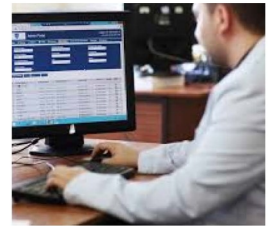


1.) ENGAGE WITH THE MATERIAL BEING PRESENTED

Ensure you are being successful by following the instructions given to you by the teacher.

2.) FOLLOW ONLINE FORUM ETIQUETTE

Respectfully type comments that are relevant to the work presented. Be respectful in the comments made and language used.



3.) CONTACT YOUR TEACHER FOR SUPPORT

You are responsible for contacting your teacher for assistance during school hours. Use respectful language. Remember you might have to wait your turn. Be patient.



4.) VIRTUAL DISCUSSION ETIQUETTE

In a discussion, it's important to talk one at a time. Be respectful and wait until the teacher acknowledges you, then make your contribution.



5.) DO NOT SCREEN RECORD ANY IMAGES OF TEACHERS OR STUDENTS

Be respectful of people's right to privacy to learn in a safe online environment.

BY CECIL HILLS HIGH SCHOOL

Online lessons are a new experience. It is important to continue to follow FOCUS expectations and follow the etiquette and protocols set out by the school.

Lesson Times

Monday, Wednesday, Thursday, Friday		Tuesdays Only	
Warning Bell	8:30am – 8:35am	Warning Bell	8:30am
Connect	8:35am – 8:55am	Connect	8:35am – 9:00am
Period 1	8:55am – 10:10am	Period 1	9:00am – 10:10am
Recess	10:10am – 10:35am	Recess	10:10am – 10:30am
Period 2	10:35am – 11:50am	Period 2	10:30am – 11:40am
5 Minute Break	11:50am – 11:55am		
Period 3	11:55am – 1:10pm	LUNCH End of day for Year 11 and 12	11:40am – 12:10pm
Lunch	1:10pm – 1:40pm	Period 3 for Year 7-8	12:10pm – 1:20pm
Period 4	1:40pm – 2:55pm	Period 4 for Year 7-8	1:20pm – 2:30pm
		Sport for Year 9-10	12:10pm– 2:10pm

Normal timetable at home:

Students should follow their normal timetable at home as their normal classroom teacher is teaching their normal class online at this time.

Online participation checks:

The school will perform checks to ensure that students are logging into Moodle and participating in lessons.

Sport:

Sport is time for students to engage in some exercise at home, read a book, play a game with siblings, engage in mindfulness using the Smiling Mind app, listen to music, etc. No work will be directed for sport time by the school.

Scheduling activities that you enjoy can be helpful for maintaining your mood. Circle activities you might like to do or try during this time.

Reading	Writing a story/ journal	Drawing/ making art	Going for a walk	Talking to a friend	Listening to music	Doing an online workout program at home
Going for a run	Watching a movie	Playing a board game	Practising my sport skills outside (if you have a yard)	Learning a new language online	Learning to cook something	Dancing
Watching my favourite series	Researching a new topic	Re-arranging my room	Doing a crossword	Trying mindful colouring	Watching funny videos	Colour coordinating my wardrobe
Going for a swim (if you have a pool)	Playing with my pet or teaching it a new trick	Learning a new song	Writing a list of good memories	My own:	My own:	My own:

Setting Up an Alternative Learning Environment

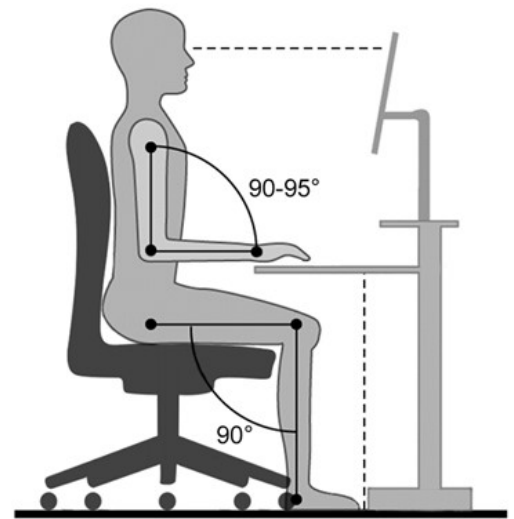
Health and Safety Directorate

Work Station

Having an adequate work station set up at an alternative learning environment/home is essential for students to reduce the risk of injury. It is valuable to get into good habits before problems arise.

The following should be considered when setting up an alternative learning station:

- Is there a fit for purpose work surface, hard drive and monitor, key board and mouse and other necessary equipment (headset, document holder etc.)?
- Is the chair adjusted correctly?
 - ⇒ Feet should be flat on the floor and knees bent at right angles with thighs parallel to the floor.
 - ⇒ Chair backrest should support your lower back and allow you to sit upright.
 - ⇒ Chair should move freely and not be restricted by hazards such as mats and power cords.
 - ⇒ Chair arm rests should be removed or lowered when typing.
- Is the computer adjusted correctly?
 - ⇒ Screen should be positioned directly in front of you.
 - ⇒ Screen should be at a distance where you can see clearly and easily without straining. The top of the screen should be slightly lower than eye level.
 - ⇒ Keyboard should be positioned at a distance where elbows are close to your body and shoulders are relaxed.
 - ⇒ Mouse should be placed directly next to the keyboard.
- Are your most frequently used items within easy reach from a seated position?
- Are there sharp contact points on the workstation?



Suitable desk set up

Recommended alternative learning practices

Students are reminded that although they may not be working from their usual school location, they should still participate in working practices that protect their health and safety. The following should be considered:

- Students should take a break every 20-30 minutes to rest eyes; stretch hands, muscles and joints; and to break up repetition and static postures.
- If using a laptop, students should still use a correctly adjusted desk and chair and should refrain from sitting their laptop on their lap.
- Safe and comfortable posture should be adopted, with adequate lower back support.
- Work stations should be regularly cleaned and free of dust.
- Ensure that there is a clear distinction between work and leisure areas if at home. This will encourage you to take suitable breaks and follow similar learning hours to what would be done at school.
- Avoid using smartphones and tablets for prolonged periods of time as the text is generally smaller and straining for eyes.

CHHS Executive Contacts

If you have any questions about one of your subjects, contact your teacher during lesson time.

If you have further concerns about your learning in a particular subject,
please contact the relevant Head Teacher listed below.

The TSO can support any of your device or connectivity issues.

EXECUTIVE POSITION	NAME	EMAIL
Principal	Mark Sutton	mark.sutton8@det.nsw.edu.au
Deputy Principal Years 7 and 10	Michael Lane	michael.lane@det.nsw.edu.au
Deputy Principal Years 8 and 11	Denise James	denise.s.james@det.nsw.edu.au
Deputy Principal Years 9 and 12	Stephanie Haskett	stephanie.haskett@det.nsw.edu.au
Head Teacher English	Felicity Wicks	felicity.wicks@det.nsw.edu.au
Head Teacher Mathematics	Thomas Cordin	thomas.cordin@det.nsw.edu.au
Head Teacher Science	Jason Brame	jason.brame@det.nsw.edu.au
Head Teacher History	Sean Griffiths	sean.griffiths5@det.nsw.edu.au
Head Teacher Social Sciences	Adia Sahid	adia.sahid2@det.nsw.edu.au
Head Teacher Personal Development, Health & Physical Education (PD/H/PE)	Daniel Carrozza	daniel.carrozza2@det.nsw.edu.au
Head Teacher Creative & Performing Arts (CAPA)	Antonella Verter	antonella.verter@det.nsw.edu.au
Head Teacher Technology & Applied Science (TAS)	Lee Miller	leo.miller@det.nsw.edu.au
Head Teacher Support Unit	Mary Lukose	mary.lukose@det.nsw.edu.au
Technology Support Officer	Andres Vargas	andres.vargas2@det.nsw.edu.au



Assessment Tasks

Assessment Tasks: Every course from Year 7 to Year 12 has regular assessment tasks. Our school website has a copy of our assessment booklets for each grade. Each assessment booklet contains a summary page which outlines when assessment tasks are due throughout the year. You can access the assessment booklets here: <https://www.cecilhillshigh.nsw.edu.au/assessment-booklets>.

Advice and any changes to specific assessment tasks will be provided by classroom teachers and head teachers.

Homework

At Cecil Hills High School, students are expected to complete homework. This includes revision, studying, assessment tasks, work set by the teacher and any other task that supports teaching and learning within the classroom. Research shows that good homework habits can improve student progress by an additional five months over a calendar year. The following is a guide to the amount of homework to complete:



- ⇒ **Year 7 and Year 8:** 1½ hours each night
- ⇒ **Year 9 and Year 10:** 2 hours each night
- ⇒ **Year 11 and Year 12:** 3 hours each night

Students are required to use their diary to record homework. Parents should note that students will always have something to do at home to support their learning. If your child reports they have completed all of their work, you can work with your child to undertake the following:

Study notes: It is important for students to revise by summarising what they have learned. This can be as simple as writing three summary sentences for each lesson to create study notes.

Reading a novel: One of the best ways to improve literacy is to read a novel. Our school library has many novels and Liverpool City Council libraries at Carnes Hill, Green Valley and Liverpool also have a wealth of reading material: <https://mylibrary.liverpool.nsw.gov.au/>

Moodle: This is our online learning platform which has a number of resources, links, quizzes and activities for students to complete. You can access Moodle here: <https://web3.cecilhills-h.schools.nsw.edu.au/moodle/>

Mathletics: Year 7 to Year 10 students have a Mathletics account. The website has numeracy activities for students to complete. You can access the website here: <http://au.mathletics.com/>

WordFlyers: Year 7 and Year 9 students have a WordFlyers account. The website has literacy activities for students to complete. You can access the website here: <https://wordflyers.com.au/>

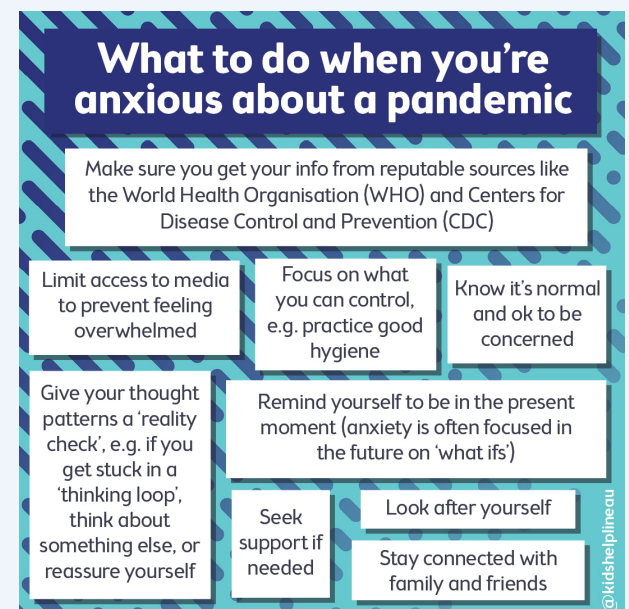
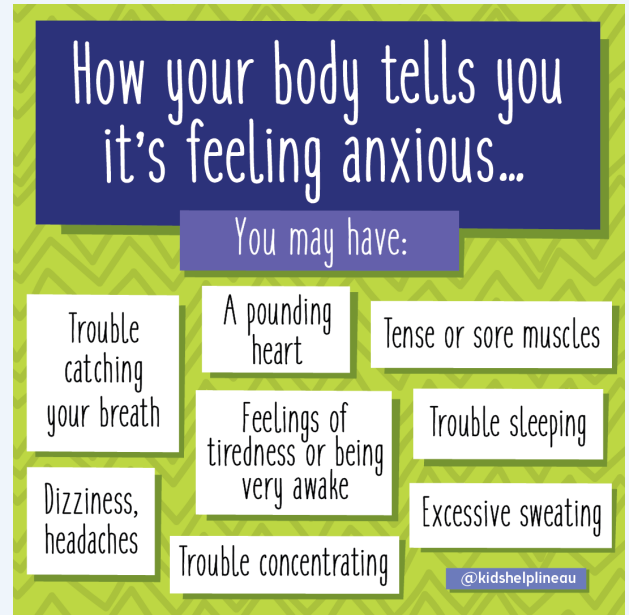
Edrolo: Our school subscribes to this online service for selected Year 11 and Year 12 courses. The website contains video explanations of key content and quizzes for students to complete: You can access the Edrolo website here: <https://edrolo.com.au/>

Past HSC exams: The NESA website has past HSC exams. Year 11 and Year 12 students can complete questions from past HSC exams for practise. You can access the NESA website here: <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/resources/hsc-exam-papers>

HSC Test Yourself App: This app contains self-correcting multiple choice questions from past HSC exams. You can find information on the app here: <http://shop.nesa.nsw.edu.au/en/bostes/hsc-test-yourself-%28app%29>

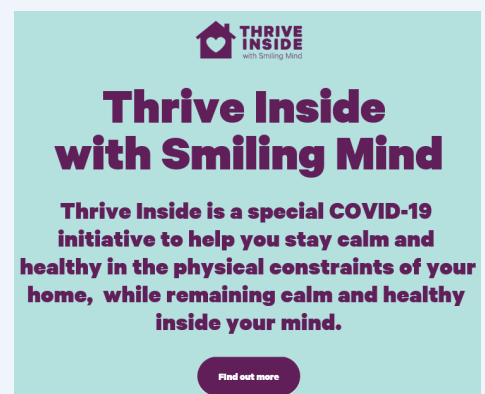
Coping Strategies

- While you are at home, try to maintain a good routine. Wake up at a decent hour each morning and try not to sleep too late each night. Having a good sleep routine is important for your physical and mental health, and will make coming to school easier when it resumes.
- Create a routine and plan your day around your routine.
- Do things that make you feel safe; connect to people who are helpful to your wellbeing.
- Do things you've done in the past to help manage challenge and stress; reflect on your own coping strategies and write them down, put them in a place you can access daily.
- Engage in activities that promote a sense of calm and feeling grounded; mindfulness, meditation or breathing exercises.
- Ensure you are getting enough sleep (9 hours), eating a good variety of healthy foods each day, plenty of water and aiming for at least 30 – 60 minutes of exercise a day.
- Find ways to relax, spend 10 minutes a day breathing slowly and calmly or use one of the breathing apps.
- Learn something new or get creative; check YouTube for more ideas. Watch or read something uplifting.
- Limit exposure to information from social media and the news. Source positive news pages and uplifting stories instead.
- Listen to music, choose something that makes you feel good and make a playlist.
- Make a list of activities that you can do at home with your family, with siblings or by yourself.
- Practice gratitude and write a list and draw 10 good things in your life and the world. Or you could start a journal and write down 3 things you are grateful each day.
- Talk with a trusted adult if it all feels a bit much.



Smiling Mind is a resource encouraging mindfulness – paying attention to the present moment with openness and curiosity and free of judgment. Mindfulness is proven to lead to better attention, memory, emotional regulation and self-awareness, resulting in reduced stress, anxiety and depression, social skills and self-esteem. Also available in an app.

<https://www.smilingmind.com.au/>





COPING CALENDAR: KEEP CALM. STAY WISE. BE KIND



30 actions to look after ourselves and each other as we face this global crisis together. Please use & share 🙌

- 1 Make a plan to help you keep calm and stay in contact
- 2 Enjoy washing your hands. Remember all they do for you!
- 3 Write down ten things you feel grateful for in life and why
- 4 Stay hydrated, eat healthy food and boost your immune system
- 5 Get active. Even if you're stuck indoors, move & stretch
- 6 Contact a neighbour or friend and offer to help them
- 7 Share what you are feeling and be willing to ask for help
- 8 Take five minutes to sit still and breathe. Repeat regularly
- 9 Call a loved one to catch up and really listen to them
- 10 Get good sleep. No screens before bed or when waking up
- 11 Notice five things that are beautiful in the world around you
- 12 Immerse yourself in a new book, TV show or podcast
- 13 Respond positively to everyone you interact with
- 14 Play a game that you enjoyed when you were younger
- 15 Make some progress on a project that matters to you
- 16 Rediscover your favourite music that really lifts your spirits
- 17 Learn something new or do something creative
- 18 Find a fun way to do an extra 15 minutes of physical activity
- 19 Do three acts of kindness to help others, however small
- 20 Make time for self-care. Do something kind for yourself
- 21 Send a letter or message to someone you can't be with
- 22 Find positive stories in the news and share these with others
- 23 Have a tech-free day. Stop scrolling and turn off the news
- 24 Put your worries into perspective and try to let them go
- 25 Look for the good in others and notice their strengths
- 26 Take a small step towards an important goal
- 27 Thank three people you're grateful to and tell them why
- 28 Make a plan to meet up with others again later in the year
- 29 Connect with nature. Breathe and notice life continuing
- 30 Remember that all feelings and situations pass in time



“Everything can be taken from us but one thing: the freedom to choose our attitude in any given set of circumstances” ~ Viktor Frankl



ACTION FOR HAPPINESS

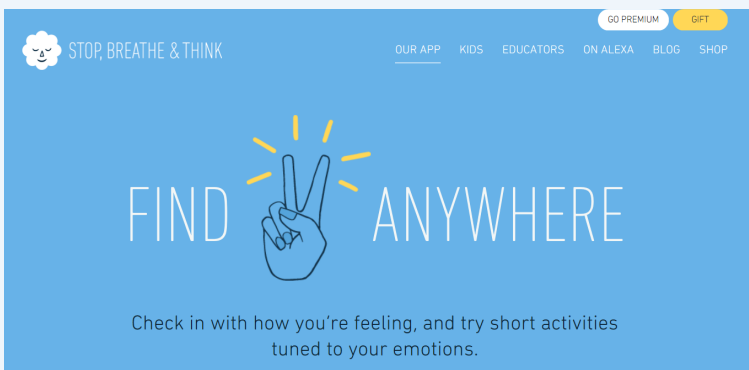


www.actionforhappiness.org

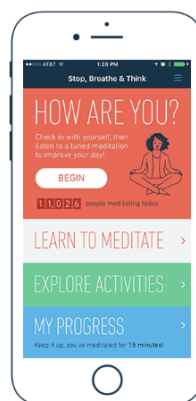
Find out more about the Ten Keys to Happier Living, including books, guides, posters and more here: www.actionforhappiness.org/10-keys

Whenever we are having a hard time, there's always something we can do, like remembering a few good things that make us feel happy and grateful or practicing kindness.

- Action for Happiness - <https://www.actionforhappiness.org/>
- Stop, Breathe & Think - <https://www.stopbreathethink.com/>



5 MINUTES TO PEACE



STOP

Stop what you are doing. Check in with what you are thinking and how you are feeling.



BREATHE

Practice mindful breathing to create space between your thoughts, emotions and reactions.



THINK

Broaden your perspective, and strengthen your force field of peace with personalized meditations and activities

FREE APPS THAT MAY ASSIST IN TIMES OF WORRY:









1 Giant Mind	Clear Fear	Mindshift CBT	SAM – Self Help for Anxiety Management
Aura	DARE	MoodMission	Sanvello
Breathr: Mindful Moments	e-Couch	Reach Out	Sleep Time
Calm	Happify	Reach Out Breathe	Smiling Mind
Calm Harm	Headspace	Reach Out Worry Time	Stop, Breathe & Think
Clear Fear	Health Tap	Relax	Super Better
DARE	Insight timer	Relax Melodies: Sleep Sounds	Think Ladder
e-Couch	Mental Stillness	Rootd – Panic Attack Relief	Youper

CHHS Wellbeing Contacts

The Welfare Team are available to help with your wellbeing needs.

WELFARE TEAM	NAME	EMAIL
Head Teacher Welfare	Alison Randall (Monday-Thursday) Diane Kalinski (Friday)	alison.randall@det.nsw.edu.au diane.kalinski@det.nsw.edu.au
Year Advisers Year 7	Nikolina Cupac Callum Wilcox	nikolina.cupac7@det.nsw.edu.au callum.wilcox4@det.nsw.edu.au
Year Advisers Year 8	Andrew Faga Vivian Phan	andrew.faga3@det.nsw.edu.au vivian.phantharangsi@det.nsw.edu.au
Year Advisers Year 9	Nathan Collins Morgan Howard	nathan.collins31@det.nsw.edu.au morgan.howard5@det.nsw.edu.au
Year Advisers Year 10	Joshua Dunn Marija Miletic	joshua.dunn20@det.nsw.edu.au marija.miletic1@det.nsw.edu.au
Year Advisers Year 11	Jenny Green Christina Kennedy	jenny.green9@det.nsw.edu.au christina.dibona5@det.nsw.edu.au
Year Advisers Year 12	Karina Fagan Trent Robinson	karina.fagan@det.nsw.edu.au trent.robinson17@det.nsw.edu.au
Senior Coordinator Year 11	Regan Schell	regan.schell@det.nsw.edu.au
Senior Coordinator Year 12	Gianni Alfonsi	gianni.alfonsi@det.nsw.edu.au
Careers Advisor	Mary Reid	mary.reid1@det.nsw.edu.au
Learning & Support Teachers	Diane Kalinski Christopher King	diane.kalinski@det.nsw.edu.au christopher.king73@det.nsw.edu.au
Aboriginal Coordinator	Diana Kulevski	diana.kulevski1@det.nsw.edu.au
Refugee Coordinators	Marilyn Rattos Hong Pham	marilyn.rattos@det.nsw.edu.au hong.pham@det.nsw.edu.au
School Counsellors	Miguel Hollero Belinda Simone	miguel.hollero@det.nsw.edu.au belinda.simone2@det.nsw.edu.au

Support Services

Name	About	Phone	Online
Kids Help Line 	For anyone 25 or under - Kids Helpline is a free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.	1800 55 1800 24/7	Webchat 24/7 https://kidshelpline.com.au/get-help/webchat-counselling
Lifeline 	For all ages - 24-hour crisis support telephone service. Lifeline provides 24/7 crisis support and suicide prevention services.	CALL: 13 11 14 24/7 TEXT: 0477 131114 6:00PM - Midnight	Crisis Support Chat 7:00PM – Midnight https://www.lifeline.org.au/get-help/online-services/crisis-chat
Youth Beyond Blue 	Beyond Blue provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.	1300 22 4636 24/7	Chat Online 3:00PM - Midnight https://www.youthbeyondblue.com/
SANE Australia 	SANE Australia supports people living with complex mental health issues and the people that care about them	1800 187 263 10:00AM – 10:00PM	Webchat 10:00 AM – 10:00 PM https://www.sane.org/about-sane
Headspace 	eheadspace provides free online and telephone support and counselling to young people 12 - 25 and their families and friends.	Headspace Liverpool 8785 3200	Group Chat 24/7 1 on 1 Chat 9AM - 1AM https://headspace.org.au/eheadspace/
QLife 	QLife provides anonymous and free LGBTI peer support and referral for people wanting to talking about sexuality, identity, gender, bodies, feelings or relationships	1800 184 527 3PM - Midnight	Webchat 3PM – Midnight https://www.qlife.org.au/resources/chat
1800RESPECT 1800RESPECT	Confidential information, counselling and support service, open 24 hours to support people impacted by sexual assault, domestic or family violence and abuse	1800 737 732 24/7 Interpreter: 13 14 50	Online Chat 24/7 https://chat.1800respect.org.au/#/welcome
Mental Health Line Mental Health Line 1800 011 511 	A mental health professional will answer your call about mental health concerns for you or someone you are concerned about, including children, teens, adults and older people	1800 011 511 24/7	https://www.health.nsw.gov.au/mentalhealth/Pages/Mental-Health-Line.aspx
	Stymie enables students to report incidents of harm, safely and anonymously	CHHS receives notifications via email, dealing with them according to our wellbeing framework	https://www.stymie.com.au/

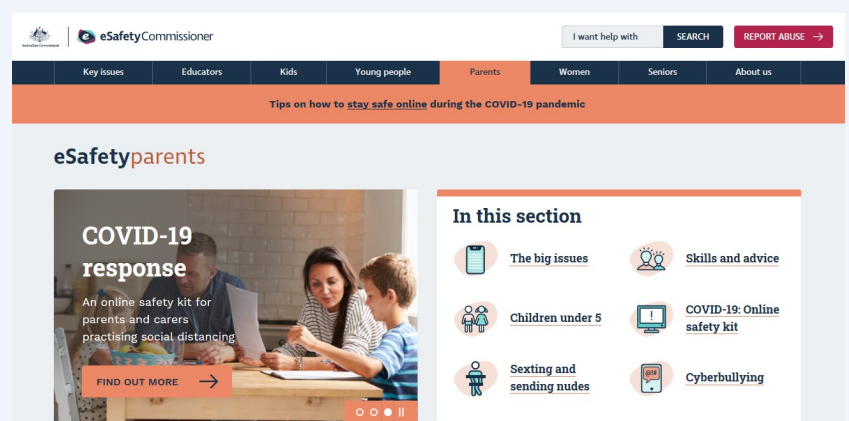
Helpful Tips for Parents

- **Check in every day with yourself and your family.** Encourage your family at meal time or before bed to share how they are feeling mentally, physically, and emotionally.
- **Allow your kids to experience mindfulness their own way.** We recommend that you encourage your children to try meditation or mindful games, rather than insisting or forcing it. Doing these activities with them is a great way to inspire participation. Whether your child is being uncooperative or distracted, or if they're fully engaged and happy to be playing a mindful game, either way, allow them to experience their own journey.
- **Approach the activities with openness and curiosity.** While it might seem like there's a "right" way to practice mindfulness, the good news is that there's actually no way to get it wrong! The experience is different for everyone. Notice how you feel in the moment without necessarily trying to change anything or judge what you observe. You may feel more settled after an activity; you also may not. Both are normal and okay.
- **Learn to be with whatever's happening.** With mindfulness, it can be tempting to "fix" a problem, yet we're here to remind you to "let go" of any agendas or goals. It's actually more supportive to learn how to be kind and compassionate with yourself – especially with whatever thoughts or feelings that come up – and the more you can accept whatever is happening wholeheartedly in moments of mindfulness, the more you can bring that approach to all experiences in your life.



Parent Line - a telephone counselling, information and referral service for parents of children aged 0 – 18 years who live within New South Wales. Available from 9am – 9pm (Monday – Friday) and 4pm–9pm on weekends.
<http://www.parentline.org.au/>

ESafety Parents-
<https://www.esafety.gov.au/parents>



COVID-19 Specific Resources for Parents:

- **UNICEF** – Ways to talk to children about COVID-19
<https://www.unicef.org.au/blog/news-and-insights/march-2020/how-to-talk-to-your-children-about-coronavirus>
- **The Conversation** – Suggestions on ways to talk to children about COVID-19
<https://theconversation.com/how-to-talk-to-your-kids-about-covid-19-133576>
- **KidsHealth** – Advice in supporting children through COVID-19
<https://kidshealth.org/en/parents/coronavirus-how-talk-child.html?view=ptr&WT.ac=p-ptr>

Current information on COVID-19

health.nsw.gov.au/coronavirus

Health Advice

Keep your family safe by following the government's health advice.

PRACTISE SOCIAL DISTANCING

How can I help slow the spread of the virus?



Stay at home
no unnecessary journeys or social contact



Only leave home for **essential shopping** or **medical needs**



You can also go out to **exercise** once a day



Travel to and from work only if **absolutely necessary**



Public gatherings of **more than two people** are banned - excluding people you live with



Police could fine you if you don't follow the rules

Coronavirus (COVID-19)

SIMPLE STEPS TO HELP STOP THE SPREAD.

Cough or sneeze into your arm

Use a tissue

Bin the tissue

Wash your hands

HELP STOP THE SPREAD AND STAY HEALTHY

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.

For more information about **Coronavirus (COVID-19)** visit health.gov.au

Australian Government

NSW GOVERNMENT www.health.nsw.gov.au

Practise simple hygiene by washing hands regularly

- 1 Wet hands**
- 2 Apply soap**
- 3 Lather & scrub**
- 4 Rinse hands**
- 5 Turn off tap**
- 6 Dry hands**

Spend 20 seconds washing your hands.

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