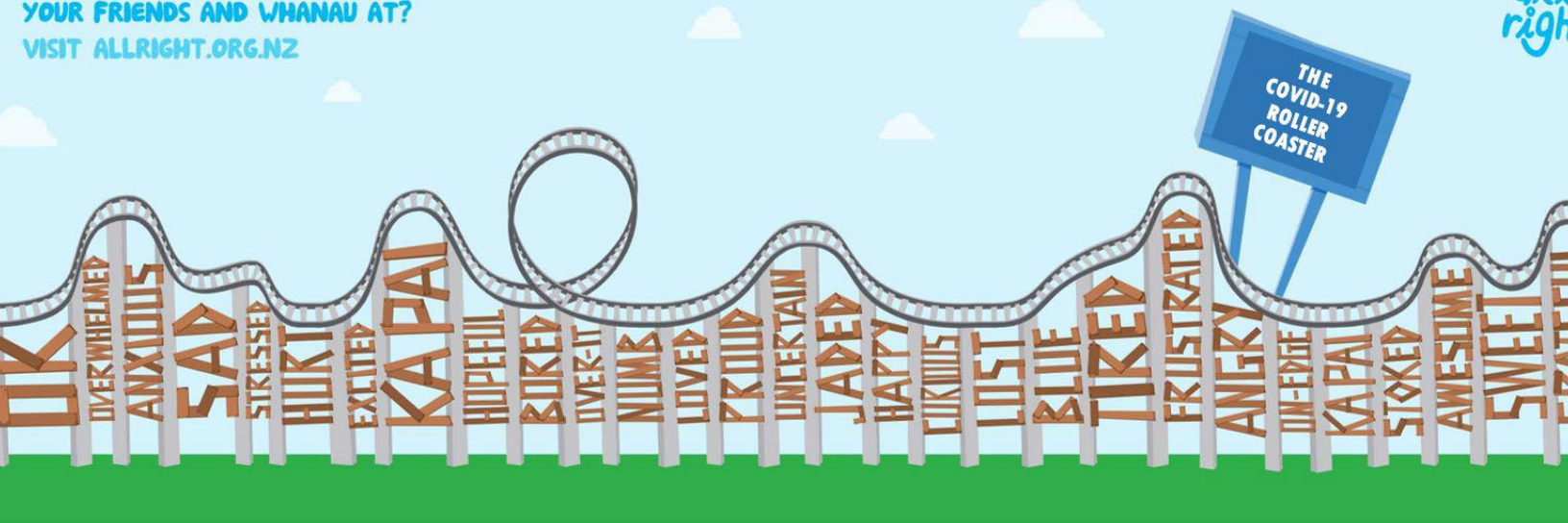


PRINCIPAL'S UPDATE | *He Karere nā te Tumuaki*

LIFE'S FULL OF UPS AND DOWNS. WHERE ARE YOU,
YOUR FRIENDS AND WHĀNAU AT?
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Kia Ora Koutou,

It was lovely to see you all on Friday, and no doubt hard to come back into school after seven weeks of isolated bubbles. It was important to me to reconnect with you all, to share in some of our thinking that SLT have communicated during lockdown.

I know you will all be feeling a mix of emotions, from excited to anxious, from unsure to frustrated to happy and that these emotions can change from moment to moment. Please know that our focus will remain on wellbeing, then learning and finally assessment as we all work to do our very best in these unprecedented circumstances. It will be a roller coaster of emotions for many, so our mantra for the rest of the year is: **BE KIND, always.**

WARNING – This update is lengthy, however, also necessary and important. So please take the time to read it as soon as you can.

GENERAL INFORMATION

For weeks 6 and 7 of this term our focus will be *“Welcome back! We missed you! Let’s start from here and make a plan...”* Our students will be going through the same roller coaster of emotions that we have been on during lockdown and we need to plan for this ride to continue over the weeks ahead. There will be no ‘one size fits all’ so it is important that we communicate clearly, that there will be no negative consequences for having been unable to complete learning whilst at home. Our united korero is: ***we will help you with your learning no matter where you are at.***

HEALTH & SAFETY INFORMATION

Staff and students will not come to school if unwell or showing any symptoms of COVID-19

- Staff and students who become unwell during the school day will be required to go home.
- The health and wellbeing of staff and students will be monitored on a regular basis.
- In order to support good hygiene practices school wide we need to focus on:

Good hand hygiene: washing hands regularly with soap and water and drying them, or cleansing with hand sanitiser.

Good cough and sneeze etiquette: coughing or sneezing into a tissue or your elbow and then performing hand hygiene.

Cleaning surfaces regularly, including devices, desks and other hard surfaces that are touched frequently.

Physical distancing / breathing zones in classrooms and shared spaces.

Physical distancing for adults of 1-2m wherever possible.

PPE is not required or recommended as necessary in any educational facility by the Public Health Service.

Physical Distancing at Alert Level 2

- There is no bubble concept at Alert Level 2 so there are no restrictions on groups of students mixing with others on site.
- Children, young people and staff should be far enough away from each other **so that they are not breathing on or touching each other**, coupled with good hygiene practices and regular cleaning of commonly touched surfaces.
- There does not need to be a specific measurement but where practicable 1 metre should be used as a guide, particularly between adults.

If staff are unwell

If you are unwell **you must not come to school or come on school grounds**. Please text / phone Ruka and send through your relief work to your HOD with online learning available for your class where possible.

If a student is unwell at school

No students can present to the Student Centre without a phone call to the nurse. If you are unable to call please ask the student to go to the Admin area who will notify the nurse. Otherwise SLT will collect the student.

CLEANING INFORMATION

Classrooms spaces

- Under Alert Level 2 hand sanitiser will be provided in every classroom. These are currently available as dispensers attached to the wall near the entrance to your class. It is up to the teacher of that classroom to keep the hand sanitiser filled at all times. Please communicate with Aaron should the dispenser need refilling.
- Students will sanitise their hands before entering the classroom and again when they leave.
- At the end of each session – where possible, staff will need to spray each desk and wipe the surface with the cloths provided, along with any other common hard surfaces (such as door handles) and leave to dry over the next break. There is a supply of this cleaning solution in the staffroom which can be used to refill spray bottles as required.
- Students should not share devices / stationery / other supplies with others.
- Students and staff will use hand sanitiser after opening and closing all doors, after returning from the toilet or leaving the classroom for appointments.
- Cleaning of all school spaces will be completed daily in line with the Ministry of Health guidelines.

PASTORAL CARE INFORMATION

We are looking forward to welcoming students back to school and want to project a sense of ‘we are calm, clear, kind and safe’. Being clear about our expectations for behaviour is key to this, as is modelling restorative practice in all our interactions with students and each other.

Health care / Whānau Leaders / Alert Level 2

Students are not permitted to just ‘turn up’ to the Health Centre, they must have an appointment or teachers must phone or email to alert the nurse that an unwell student is on their way. Please note that Cheryl our nurse will not be able to operate in her usual way, physical distancing and isolation are especially important in this area of the school and she needs the support of all staff with this action. We are also a nurse down so we need to be patient more than ever and support Cheryl in her own wellbeing and professional practice.

Guidance support at Alert Level 2

We are currently without a Guidance Counsellor, but if students wish to see the social workers Tui or Linda or Aviata the youth worker, they must have an appointment. Please discourage any student from leaving your class without an appointment slip from any of the Pastoral team. Appointments can be made via email, or teachers can refer a student, via email. If a student is distressed, anxious or overwhelmed, and is unable to wait for an appointment with the team, please refer them to the SLT. We will allow them to work quietly in our proximity while they wait for an appointment.

MANAGING ATTENDANCE

Students and staff will not attend school if they are unwell.

- Students and staff who become unwell with symptoms of COVID-19 virus during the school day will be required to go home.
- At SEHC our contact tracing is a combination of attendance registers and our visitor register. These provide good information to health authorities if they need to contact people who may be considered a close contact of a confirmed case and determine whether they will need to self-isolate. **Please ensure that all attendance registers are kept accurately, and completed at the beginning of tutor time and all learning sessions.**
- This includes recording who the adults on-site are in close contact with as well as recording all visitors to the site, including parents and caregivers.
- Students who are late to school will enter through Gate 2, sign in with Rowena the Attendance Officer and then go straight to class. Please ensure you mark them as “L”. If they have a note with them, please sign it and then ask the student to give the note to their Tutor Teacher. If parents/caregivers have emailed, phoned or text regarding the lateness, Rowena will enter this information on Kamar.

NCEA MESSAGE FOR SENIOR CLASSES

- Please do not panic or worry about NCEA – we have got plenty of time to work with you and make a plan to get the qualifications / credits you may need for this year.
- If you are coming back to school next year then it may be best for you to focus on getting the credits you can this year, and then completing two levels of NCEA next year.
- Last week NZQA postponed the start of the NCEA examinations until the 16 November and finishing on 9 December.
- Visual Arts folio due dates have also been extended by two weeks as a result of Covid-19.
- Further changes could be announced.
- To meet the needs of each student, we will continue to adapt how we implement NCEA at SEHC SS in 2020. During your first two weeks, teachers will should have some idea of where each student is at and how to design the learning and assessment programme to support your goals for the rest of the year.
- Your job over the next few weeks is to settle into the familiar routine of school, keep up good hygiene practices and establish school and home learning routines.

GUIDING PRINCIPLES FOR TEACHING AND LEARNING

As was the case with distance learning please use the following principles in planning learning for your classes:

- Student wellbeing comes first, along with our wellbeing as staff.
- Relationships are key – the next few weeks are critical for you to reconnect with your learners, they need to know that we care and will support them no matter where they are at in their learning.
- Less is more – please do not fill sessions with busy work, but instead focus on key concepts and skills and ‘meaningful learning’.
- Think pedagogy over technology – this is not about bells and whistles but meaningful tasks that students can complete at their own pace.
- Differentiation will be key as we re-engage with our learners.
- “Clear is kind” - explicit instructions are essential in supporting our learners to attempt the work given, particularly when we are feeling increased anxiety and stress – keep it simple!
- NCEA assessment – where manageable you may wish to collect some evidence towards a particular standard or standards.

RETURNING AT WEEK 6 & 7

Firstly, reconnect

- Reconnect with students by way of your brand of warm and welcoming.
- Share some time with colleagues – you do not need to plan alone and if you need further help and support it is available.
- Please keep the ‘no consequences’ mantra at the forefront of interactions with students. We are here to help students with their learning as and when they are able to do so.

Secondly, settle into a new normal

- **Starting fresh:** It is really important that we are not penalising students who haven’t been able to engage in learning during this time. We need to set aside judgements and refrain from pressuring students to ‘catch up’.
- Establish onsite learning for the remaining 7 weeks of term. This will be an important period as we transition between Alert Levels and welcome students back as they are able to return.
- Gather student feedback on strengths and barriers to online learning in your specific subject and encourage a discussion around increased BYOD learning.
- Families will also be encouraged to share information with us about their child and their learning. This information will be valuable for us as teachers to support wellbeing and plan to meet individual learning needs.

- Continue making decisions about essential learning for 2020 - concepts, vocabulary, skills, and knowledge to support progression to next curriculum level.
- Think about next steps in your practice to support all learners no matter their current progress.
- Keep engaging in discussion with your teams and asking questions. There will be unforeseeable aspects which will arise with lots of adaptations and adjustments, we will all be making for the benefit of our learners.
- The uncertainty of Covid-19 may produce a greater degree of absenteeism. We will need to be flexible to support students if and when they are able to attend school.

WEEKS 8 -12

- Formal assessments and NCEA / UE assessments resume. No 'Not Achieved' grades should be awarded until week 12 as students will need class time to complete assessments. Evidence gathered from distance learning can be used to award NCEA achievement if applicable. Consider how students who have been able to complete evidence may use this term to develop their mastery at Merit and Excellence level.
- Teachers can resume 'homework'. As always, families and students will make decisions about completing homework and managing their wellbeing.
- We will share a more detailed plan for how we will report in due course. Our usual reporting schedule, including the Term 2 Achievement report, will be amended as needed. Teachers will use this time to gather up to date information and evidence to help them make informed decisions of their students next steps and identify individual learning goals.

To check to see if you have read this document in its entirety – I will set you a test. My final statement has a quote by American author Stephen Covey. Once you have read my update, post 'STEPHEN COVEY' in the subject line and email it to me. I will wait with delighted anticipation for your confirmation and will share the results with staff.

NCEA 2020

Our focus this year is on supporting all students to attain the credits and qualifications they need for the future. For some students this may mean delaying completing an NCEA qualification until 2021. Please know that for students returning, this is completely fine and when a student gets Level 3 they are automatically also given Levels 1 and 2, and similarly if they get NCEA Level 2 they are also awarded Level 1. NZQA have recently come out with additional information about NCEA for 2020 as follows:

- *External NCEA examinations and New Zealand Scholarship examinations have been delayed to start on 16 November instead of 6 November, allowing another week for teaching, learning and internal assessment in Term 4*
- *Submission date for subjects that require students to submit a portfolio, such as Design and Visual Communication and Art has been extended from 28 October to 12 November 2020, giving students more time to prepare*
- *Requirement for NZQA verification of Level 1 and 2 Visual Arts portfolios has been waived, allowing students more time to complete their portfolios and teachers more time for marking*
- *NCEA examinations will now finish on 9 December 2020. An amended examination timetable is available on NZQA's website.*
- *Please note that further changes could be announced in the future and we will continue to keep you updated.*

In terms of supporting teachers the following changes have also been announced:

- *Schools will not be required to submit samples for external moderation for the remainder of 2020. However, should schools wish to submit samples for feedback then they are welcome to do so.*
- *For those schools scheduled to have Managing National Assessment reviews, NZQA is rescheduling these until a later date to make sure they do not impact on schools during this period.*

To meet the needs in our setting we will be looking to make some changes to how NCEA is undertaken at SEHC in 2020 and beyond. These will be decided over the next few weeks as we reconnect with staff, students and whānau. Departmental discussions, teacher feedback have given some information on how we can embrace this opportunity to enhance learning and student success and reduce over-assessment.

Over the next two weeks departments will meet and discuss the progress of courses at the Senior levels. Please do not make any changes to assessment schedules at this stage until the following discussions have been held:

- Essential learning for 2020 - Concepts, vocabulary, skills, knowledge to support progression to next curriculum level
- The number of credits at L1 and L2.

- Re-establishing a classroom culture where students are comfortable asking for help and providing ample time in the lesson to provide support
- Using a UDL approach by providing a range of ways to engage with learning and a range of ways to demonstrate learning.
- Feedback is learning focused, not doing focused
- Preparing different ways of explaining ideas if what we are doing isn't working for a student
- Designing opportunities with the possibility of longer learning sessions.
- Exploring alternative ways of collecting evidence against standards
- Rewriting assessment tasks
- Exploring ways of combining standards to be assessed in one assessment task

HoDs and TiCs, please discuss any ideas and questions to either your line manager or SLT. For PN assessment and moderation questions please see SE. From week 8 modified assessment statements can be prepared for courses as necessary.

Please note we are also considering our own NCEA Hackathon in Term 4 in which students can opt into a project that gets them credits across a range of subjects. If you are interested in putting together a task for this event then please liaise with Shauna. There are also a large range of ideas from like-minded teachers around the country available through the facebook group "The Great NZ NCEA Hackathon".

STUDENTS FIRST DAY BACK - MONDAY 18 MAY

PURPOSE

- To acknowledge and process the lockdown with students
- Reconnect with tutor teachers and tutor group
- Opportunity for stock take of learning across all subjects
- Ensure students are aware of any new guidelines around health and safety

Day Overview – and for the next two weeks.

PERIOD	MONDAY 18 MAY	PERIOD	TUESDAY - FRIDAY
	Welcome - Reconnecting.	TUTOR TIME	8.45
TUTOR TIME 9.00	Extended Tutor time	1	9.00
1	10.00	2	10.00
INTERVAL	11.00	INTERVAL	11.00
2	11.20	3	11.20
3	12.20	4	12.20
LUNCH	1.20	LUNCH	1.20
4	2.00	5	2.00
FINISH	3.00	FINISH	3.00

While we remain at Alert Level 2 – the school day will run to this timetable for the next two weeks. There will be no assemblies during Level 2. Changes will be made once we are directed by the Ministry. For now, we will align ourselves with the Collegiate by keeping to our normal school day so that exit times are staggered for MS and JS.

Finally, again thank you for your continued patience, perseverance and whanaungatanga. Our first duty of care is to our students. ***'Seek first to understand, before being understood'***.

Look after each other and be kind, always.

-K