



HOMEBUSH BOYS HIGH SCHOOL

PHASE ONE: RETURNING TO SCHOOL



2020

INFORMATION HANDBOOK



IMPORTANT MESSAGE

FOR ALL YEAR 7-10 STUDENTS

All students need to bring their own device to continue their on-line learning whilst at school

Please ensure that your laptop is fully charged for the start of the day and bring your charger in case you need it.

Students are reminded that mobile phones are **not** to be used whilst on school grounds.

Students will continue their online lessons that have been created by their teachers and will be supervised in a classroom of no more than 15 students.



FROM THE PRINCIPAL'S DESK

Dear Parents, Students and Staff,

Students begin partial return to school from 11 May 2020 in accordance with the plan announced by the NSW Premier of a phased resumption of normal schooling.



The following arrangements will apply from the start of Week 3 of Term 2, Monday 11th May:

- Year 12 will be required to attend school daily, and resume normal timetabled face-to-face classes.

To cater for COVID-19 recommendations;

- The school will introduce alternate start, break and finish times for Year 12 to minimise interaction between students in different Years. The Year 12 day will start at **8:30 am** and finish at **2:20pm**. A timetable with the altered Phase 1 times appears in this booklet.
- Students studying Extension Classes, Hospitality, IT Timber or Construction will be notified of external class times by their teachers this week.
- Students in Years 7 to 11 will be required to attend one day per week during Phase 1, as outlined below:
 - **Year 7** students attend Monday
 - **Year 8** students attend Tuesday
 - **Year 11** students attend Wednesday
 - **Year 9** students attend Thursday
 - **Year 10** students attend Friday

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Year	7	8	11	9	10
Group	12	12	12	12	12

- On the day that students in Years 7 to 10 attend school, they will be supervised in small class groups by a teacher as they complete their **online study program** for that day and will need their laptop. They will not have face to face teaching lessons in any subject. They will be in rooms with a maximum of 15 students as per guidelines provided on social distancing for schools. They will remain in the same room for the day, with breaks between each period. They will have a teacher each period to check in on their wellbeing and their ability to access and participate in their online learning program.

- Year 11 students attend school on Wednesday, they will be following a 6-period timetable, covering each of their subjects. The class teacher will be present with their class unless the teacher is unable to attend school on the day. A timetable with revised times for the day is provided in this booklet.
- Parents who keep their son/s at home should contact the school to explain the absence. Students learning from home will be marked as Flexible Learning on the roll, this is not counted as an absence.

The Government and NSW Department of Education are encouraging you to keep your child at home on days that students are not rostered to attend school to contribute to supporting the community response to COVID-19. All students in Years 7-11, who are not attending school on a particular day will be expected to continue with their on-line learning programs at home.

The school's doors will remain open for those students whose parents are in essential services or who are vulnerable.

The arrangements indicated above will continue for the duration of Phase 1 of school resumption, and until further notice. As further announcements are made by the Premier and the NSW Department of Education and Training, the school will give timely advice to parents regarding updated arrangements for schooling.

Throughout this book you will find information on:

- Timetables for phase one
- Department of Education information on the phases
- Important information about school procedures during phase one
- Frequently asked questions and answers.
- Wellbeing Information.

SUPPORTING CONTINUITY OF LEARNING FOR ALL STUDENTS

Our staff have been working hard to develop a suite of learning resources and options for students to undertake from home. The Department has developed and will continue to develop resources and offer professional learning to help teachers with this task. Whether your child is at school or at home, the aim is for all students to access the consistent learning content provided by our school. This may mean by making use of one of our online platforms at our school (e.g. google classroom or moodle), sending work home, either with physical materials or by email.

SUPPORT FOR STUDENTS AT HOME

We encourage you to access the [Learning from Home](#) resource which provides practical advice to parents and carers on how to best create and support a productive learning environment in the home.

The school has been able to source limited supplies of hand sanitiser and have purchased additional sanitiser wipes. We recommend that students bring their own personal hand sanitiser.

Thank you for your support in these challenging times. Please do not hesitate to contact the school if you need further clarification or advice.

Please do not hesitate to contact the school with any queries or questions you may have throughout this time.

Kevin Elgood

Principal

RETURNING TO SCHOOL: WHAT WILL THIS LOOK LIKE?

The following arrangements will apply from the start of Week 3 of Term 2, Monday 11th May:

- Year 12 will be required to attend school daily, and resume normal timetabled face-to-face classes.
- Students in Years 7 to 11 will be required to attend one day per week during Phase 1, as outlined in this booklet.

TIMETABLE

YEAR 7 - Year 11

Homebush Boys High School Timetable (Phase 1)
(Years 7-11) V6



MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Year 7		Year 8		Year 11		Year 9		Year 10	
Roll Call / Wellbeing	8:50 - 9:00	Roll Call / Wellbeing	8:50 - 9:00	Roll Call / Wellbeing	8:45 - 8:55	Roll Call / Wellbeing	8:50 - 9:00	Roll Call / Wellbeing	8:50 - 9:00
Period 1	9:00 - 9:55	Period 1	9:00 - 9:55	Period 1 WKA Line 4 WKB Line 6	8:55-9:45	Period 1	9:00 - 9:55	Period 1	9:00 - 9:55
Break (15 minutes)		Break (15 minutes)		Recess	10:35-10:55	Break (15 minutes)		Break (15 minutes)	
Period 2	10:10-11:05	Period 2	10:10-11:05	Period 3 Line 1	10:55-11:45	Period 2	10:10-11:05	Period 2	10:10-11:05
Recess	11:05-11:25	Recess	11:05-11:25	Movement time (5 minutes)		Recess	11:05-11:25	Recess	11:05-11:25
Period 3	11:25-12:20	Period 3	11:25-12:20	Period 4 Line 2	11:50-12:40	Period 3	11:25-12:20	Period 3	11:25-12:20
Break (15 minutes)		Break (15 minutes)		Lunch	12:40-1:20	Break (15 minutes)		Break (15 minutes)	
Period 4	12:35-1:30	Period 4	12:35-1:30	Period 5 Line 3	1:20-2:10	Period 4	12:35-1:30	Period 4	12:35-1:30
Lunch	1:30-2:10	Lunch	1:30-2:10	Movement time (5 minutes)		Lunch	1:30-2:10	Lunch	1:30-2:10
Period 5	2:10-3:10	Period 5	2:10-3:10	Period 6 WKA Line 6 WKB Line 5	2:15-3:10	Period 5	2:10-3:10	Period 5	2:10-3:10

- Please note Year 11 Extension English and Mathematics classes may occur before or after school on Wednesday.

A MORE SIMPLIFIED VIEW

Year 7-10	
8:50 - 9:00	Roll Call / Wellbeing
9:00 - 9:55	Period 1
Break (15 minutes)	
10:10-11:05	Period 2
11:05-11:25	Recess
11:25-12:20	Period 3
Break (15 minutes)	
12:35-1:30	Period 4
1:30-2:10	Lunch
2:10-3:10	Period 5

Year 11	
8:45 - 8:55	Roll Call / Wellbeing
8:55-9:45	Period 1
9:45-10:35	Period 2
10:35-10:55	Recess
10:55-11:45	Period 3
11:50-12:40	Period 4
12:40-1:20	Lunch
1:20-2:10	Period 5
2:15-3:10	Period 6

TIMETABLE

YEAR 12

Homebush Boys High School Timetable (Phase 1)
(Years 12) 11.5.2020



MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Year 12		Year 12		Year 12		Year 12		Year 12	
Period 0 12MAX12A 12HOSV2 12ITT1	TBA	Period 0 12MAX1B 12MAX12A 12CONV1	TBA	Period 0 12MAX1B 12MAX12A	TBA	Period 0	TBA	Period 0 12HOSV1 12ENX11	TBA
				Roll Call / Wellbeing	8:30 - 8:40				
Period 1	8:30 - 9:30	Period 1	8:30 - 9:30	Period 1	8:40 - 9:40	Period 1	8:30 - 9:30	Period 1	8:30 - 9:30
Period 2	9:30-10:30	Period 2	9:30-10:30	Recess	9:40 - 10:00	Period 2	9:30-10:30	Period 2	9:30-10:30
Recess	10:30-10:50	Recess	10:30-10:50	Period 2	10:00-11:00	Recess	10:30-10:50	Recess	10:30-10:50
Period 3	10:50-11:50	Period 3	10:50-11:50	Period 3	11:00-12:00	Period 3	10:50-11:50	Period 3	10:50-11:50
Period 4	11:50-12:50	Study Period 12MAX12A 12MAX1B	11:50-12:50	Lunch	12:00-12:30	Period 4	11:50-12:50	Period 4	11:50-12:50
Lunch	12:50-1:20	Lunch	12:50-1:20	Period 4 12HISX1 12SCIX1	12:30-1:30	Lunch	12:50-1:20	Lunch	12:50-1:20
Period 5	1:20-2:20	Period 4	1:20-2:20	Period 5 12MAX12A	1:30-2:30	Period 5	1:20-2:20	1:20-2:20	1:20-2:20
After school 12SCIX1 12ENX11	2:20-3:20					After school 12HISX1	2:20-3:20	After school 12SCIX1	2:20-3:20

A MANAGED RETURN TO SCHOOL: DEPARTMENT OF EDUCATION PHASES OF RETURN

NSW school students will gradually return to School in term 2 as the government continues to manage COVID 19. Premier Gladys Berejiklian and Minister for Education and Early Childhood Learning Sarah Mitchell outlined the plan for students attending NSW public schools to progressively return to face-to-face learning in week three of Term 2. During the first stage of on-campus learning, parents will be encouraged to keep their children home except on their allocated day of face-to-face learning. Initially, about a quarter of a school's students are expected to be on site at any one time. What this will look like at HBHS is outlined in this book. The phases are shown below in the table:

NSW Department of Education

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

A managed return to school
Guidelines for families



EXPECTATIONS TO ENSURE HEALTH AND SAFETY OF ALL STUDENTS AND STAFF

Safety is a priority during the COVID 19 pandemic. Students will be expected to behave in a responsible way, which recognises the importance of protecting the health of themselves, their peers, and staff, who are at higher risk of COVID 19. A few teachers will be working from home due to higher levels of vulnerability to COVID 19.

Students will be expected to:

- Stay home when unwell. Parents must not send students to school if they are feeling unwell. If a student is unwell during the school day, they will not be able to remain in the clinic. Parents will be expected to collect unwell students from school.
- Assist in keeping classroom desks and school equipment clean as directed by the teacher.
- Engage in regular handwashing and sanitising their hands, especially before eating during breaks.
- Not share drinks or food – bring a water bottle as bubblers will be out of action
- Follow teacher's direction about where to sit and staying safe distances apart at all times inside the classroom and in the playground.
- Maintain social distancing in corridors and when queuing – floor markings have been created to assist.
- Bring all their own equipment including pens, calculators, **BYOD with charger**, glue and anything else needed as there will be **NO sharing** amongst students or provided by staff.
- Cough or sneeze into their elbows if necessary to avoid spreading infection. Avoid touching face.
- Use soap, sanitisers and other health items in a responsible manner – ideal to bring own sanitiser.
- Not participate in ball games during break times due to infection risk.
- Come directly to school each morning, and after school go directly home – do not go home via the local shops or park.
- Follow the line markings and rules for the canteen.

If we all adhere to these guidelines we can be confident in this phased return to school. In addition, we have hand sanitisers in each classroom. Furthermore, additional cleaning is being undertaken with special attention to cleaning of desks, doorknobs, bathrooms and other surfaces.

Students who do not adhere to these health and safety requirements will be reminded of our expectations and the school discipline procedures will be implemented.

BUSHY BOY BEHAVIOUR AWARDS

BBBs are still being issued by your teachers for engaging and trying your best with your online learning.

BBB raffles are continuing. They will be drawn every fortnight rather than weekly. Winners will be published on the website and the awards will be distributed when school resumes to its normal timetable.

As well, every BBB will count towards Bronze and Silver awards.



TRANSPORT

School buses will be running at normal times before and after school.

Year 7-10 will run on normal bell times which is in accordance with the school bus times.



Seniors have altered timetables and bell times (see timetables in this handout). They may need to make their own way to and from school and not rely on the school buses.

UNIFORM

Students are expected to wear their full school uniform on the days they attend. In the colder weather make sure you purchase items to keep you warm that are part of the uniform (eg long school pants and HBHS jackets)



CANTEEN

The canteen will be operational every day for recess and lunch. However:

- Limited food is available
- We advise that you order your lunch at recess if you wish something from the canteen.



Alternatively bring your own lunch and snacks, including water.

YOUR “ Q ” AND “ A ”

Do I have to send my child back to school or do I have the option to continue remote Home Learning?

The government and Department of Education are encouraging students to return according to each school's Phase 1 Plan. We believe it is in the interests of students' learning and wellbeing. However, it is not compulsory. Please notify the school clearly stating your child's name and year group if you intend them not to return.

Can I change my child's day of attending school?

*Generally **NO**, to enable us to manage a complex and challenging variation of routine.*

Can you clarify how students learning will proceed?

In Phase 1 all classes are still set up for on online learning using various platforms. Whether at school or at home, students in Years 7 to 10 will be engaging in the online work in class time. On their designated day, students can seek clarification and assistance in class time directly from a teacher.



***Year 12** students there will be resuming face-to-face lessons from Monday in their normal timetable. All Year 12 students are expected to return.*

***Year 11** students will have the opportunity on a Wednesday to have a lesson with each of the class teachers. They will continue online learning for the remainder of the week.*

Students in Years 7-10 will not be participating in any practical lessons. Students in Year 11 may participate in practical lessons, but this is the classroom teacher's decision. Students in Year 12 will be participating in practical lessons.



I have been sending my child to school full time as an essential worker. Can I continue to do this?

Yes – this has always been an option

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.



What about sport, camps, excursions, assemblies and band rehearsals?

At this stage everything additional to classroom teaching and learning is on hold. This includes, but is not limited to, school excursions, athletics carnivals, work experience and work placements.

Where Do I meet in the Morning?

All Year 7-10 students are to meet under the fig tree at the beginning of the day. You will be then assigned rooms for your morning roll call/wellbeing check-in and then beginning your online learning.



Year 11 and 12 are to go directly to their period One class as per the timetables in this document where they will have roll/wellbeing check before they start their lessons.

What do I need to bring?

If you have a device, please make sure you bring your device and its charger. Students are also encouraged to bring their own hand sanitiser.



Do Year 12 students still have study periods?

Yes. You cannot leave until your last timetabled period of the day is finished. Study periods will continue for students in 12. Study periods will be supervised in the library following the safety guidelines set out by the Librarian. Year 12 students can approach teachers to work on major projects during study periods. Yr 12 can also use the senior study area.



What's happening with assessment tasks?

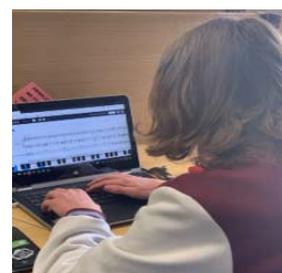
At this stage, all Year 7-11 assessment schedules have been modified. Teachers are notifying students of changes when they occur.

HSC students are following their assessment schedule, where modifications have been required students are being notified.



I haven't completed my HSC Minimum Standards Testing?

Minimum Standards are still on. Mr Bawden will be continuing to coordinate this program. Parents and students please check your emails regularly for updates on how this will happen this term.



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 NSW DoE : Managed Return to School Document in this handout.

The arrangements indicated above will continue for the duration of Phase 1 of school resumption, and until further notice. As further announcements are made by the Premier and the NSW Department of Education and Training, the school will give timely advice to parents regarding updated arrangements for schooling.





CANTEEN RULES

KEEP YOURSELF AND EVERYONE ELSE SAFE

TO USE THE CANTEEN YOU MUST FOLLOW THESE RULES

1. Be **respectful** to everyone.
2. **Only** go to the canteen area if you are buying something.
3. **Stand on the yellow 'x' spots** and **do not crowd** other people or the counter.
4. **One** student only on each spot.
5. Be **ready to order** when it is your turn.
6. Use **your own** money.
7. **Leave** the canteen sensibly as soon as you get your order.
8. Remember to say **thank you**.
9. **Wash your hands** well before and after eating.
10. Follow **staff instructions** straight away in and around the canteen

REMEMBER THESE RULES ARE FOR YOUR SAFETY

**BE SAFE
KEEP DISTANCE**

WELLBEING

During these unusual times staff, students and parents are encouraged to devote some time to their wellbeing to reduce screen time and engage in other activities. This is essential to refresh and refocus our attention on what and who is important in these times.

Aspects of Wellbeing consist of four main focus areas : Bod, Mind, Family and Gratitude. Below are some suggestions that you can use to break up your day or pick an afternoon to pursue one of them e.g. Wellbeing Wednesday or Fitness Friday.

BODY

GET MOVING –DO WHAT YOU CAN

We need to ensure we increase, maintain or even commence a regular routine of movement and fitness. Being active can increase your psychological wellbeing by keeping your mind and body engaged. There are plenty of ways to keep active, such as going for a walk or run, playing sport, riding a bike or even gardening! Doing something every day will make you feel good and clear your mind! Here are some suggestions:

- Walking – don't forget the dog
- On-line training apps or YouTube training clips
- YouTube Yoga clips
- Learn a new skill – set yourself a challenge
- Go for a brisk walk around the block for ten minutes during your break
- Move around every hour to clear your mind.



MIND

GET THINKING – KEEP LEARNING

Learning new things is another great way to challenge yourself and help break up your day of online learning. Learning can mean you try something new, rediscover an old interest or even try and cook something new (Jamie Oliver has lots of simple YouTube recipe clips). Learning new things will make you more confident, as well as it being fun!

What about:

- Try reading a new book – Ms Edwards or Ms Degney can help you with online books or pick up a book in the library.
- Podcast/audio books can be easily accessed.
- Crossword puzzles/Sudoku/mindfulness colouring in.
- Jigsaw puzzles
- Try some creative writing or paint or create something new – explore “how to” videos on YouTube and google.
- Try a new recipe
- Keep a journal with daily entries of positive things that happened to you.

REMEMBER – one positive thing a day



FAMILY GET CONNECTED

Talk and Listen –Be there, feel connected. Building relationships with others will support and strengthen you every day. Relationships aren't just limited to your family: they include your friends, neighbours or friends from your sporting teams. Try these:

- Try board games/card games or outside games like throwing a Frisbee in the park.
- Help in the garden with other family members
- FaceTime your friends and relatives
- Phone or email a friend who you haven't seen for a while
- Go for walk in a park with family or friends
- Spend time with your pets
- Fix things around the house



GRATITUDE

TAKE NOTICE AND GIVE

Doing something nice for someone else and helping others is rewarding, as well as helping you make a connection. Do something nice for a friend or family member including thanking them. Try these:

- Say 'thank you' to someone for something nice they have done for you.
- Offer to help with the household chores.
- Send a nice email to someone to say thank you or just simply to say "Hello" and tell them how much you appreciate them.
- Call one person each day and ask "Are you OK".
- Be Helpful: think of others and something you can do to make them smile.





HOME BUSH BOYS HIGH SCHOOL



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