



MENAI HIGH SCHOOL

Website: www.menai-h.schools.nsw.edu.au
E-mail: menai-h.school@det.nsw.edu.au

Gerald Road
Illawong NSW 2234
PO Box 338
Menai Central NSW 2234
Telephone: (02) 9543-7000
Facsimile: (02) 9543-5513
ABN: 18 246 198 266

Principal
B Ellevsen

Deputy Principal
R Allen

Deputy Principal
E Sayed-Rich

Deputy Principal
L Meagher

25 March 2020

Update re COVID -19 and School Operations

Dear Parent / Caregiver,

I would like to thank our school community for their support, patience and many thoughtful messages during this time as we continue to move into the next phase of our remote, online learning environment required by the COVID – 19 situation.

Thank you also to our incredible team of teachers and support staff who are working tirelessly to ensure we deliver on our extremely important goal of ensuring continuity of learning for every student during the uncertain times ahead.

Please review the important information below, which we trust will be of assistance to your child and your family:

School Operations

- Whilst our school remains open and no student will be turned away, we reiterate Premier Berejiklian's request for parents to keep their children at home wherever possible.
- By the end of this week many staff will be teaching and working remotely from home. Teachers will be onsite every day to provide supervision of students who are at school.
- The office will be attended and phones will be answered.
- The school canteen is non-operational. Students attending school will need to bring food.

Continuity of Student Learning

- Structure and continuity of learning is of utmost importance for our students at this time.
- I strongly request that students quickly develop a routine of following their usual daily timetable as they complete their studies at home or under minimal supervision at school.
- Teachers have been directed to follow their regular teaching timetable and to be available at those designated times to connect with students online, to set and mark work, to give feedback and guidance to students and to contact families of students who are not engaging with their studies.
- All teachers are establishing online learning for their students, the vast majority will be using Google Classrooms for all their classes.
- All directions for student work and Google Classroom codes will be posted on the Sentral Student Portal. Please access the portal to be sure of what work students are required to complete each week.
- Students are required to connect with their teachers during their regular subject lesson times. Students can also reach out to their teachers at other times, teachers will respond when they are able.

Student Wellbeing, Careers and Student Learning Support

- Our school counsellors, careers adviser and student learning support officers are working remotely and are still available to have phone consultations with students as required. Please contact the school to make an appointment if needed.

Assessment Advice

- The NESAs Board met yesterday to discuss the way forward regarding the HSC and school assessment procedures.
- We are still awaiting confirmation from NESAs on the outcomes of this meeting
- At this point NESAs requests that schools adjust assessment schedules and tasks as required to best meet the needs of students
- Some assessment tasks will need to be cancelled, postponed or altered.
- Teachers will consult with the Principal and inform students of any variation to our current assessment schedules.
- We will work hard to ensure no student is disadvantaged due to the disruption caused by the COVID – 19 situation.
- Students can submit illness / misadventure appeals as per normal processes for internal school assessments if necessary.
- We will provide updated information as it comes to hand.

Please feel free to contact the school at any time if you have any questions. We look forward to continuing working closely with our community for the benefit of our students in the days and weeks ahead.

I urge our community to continue to make sensible decisions and to observe the social distancing protocols requested by our Government in order to prevent the spread of this virus as much as possible.

These are very difficult times; my thoughts are with all our families right now, I know many of you will be facing hard times ahead. I urge you to reach out to our school and let me know if we can be of assistance in any way.

Yours sincerely,



Barney Ellevsen
Principal