

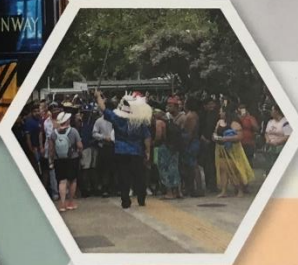
MANUREWA HIGH SCHOOL

Te Aka Paerangi aa Kura Virtual School Playbook

Contents:

Introduction
Vision, Values and Kawa
Learner Profile
Lockdown Routine
Daily Schedule
Virtual Lessons
Collaboration
Hauora
Expectations
Success Strategies
Online Learning Resources
Key Contacts
School of the Future

Slide 2
Slide 3
Slide 4
Slide 5
Slide 6
Slide 7
Slide 8 to 9
Slide 10 to 13
Slide 14 & 15
Slide 16
Slide 17 & 18
Slide 19
Slide 20



Te Aka Paerangi aa Kura Introduction

Kia ora MHS Students, Covid-19 is creating disruption to our school, education and the communities we live in. However, disruption also creates opportunity.

At Manurewa High School we want to use this opportunity to support all of you to continue receiving a great learning experience from your teachers, whilst managing your Hauora and feeling connected to and engaged with your learning.

Because of the nature of our context and the whanaungatanga we have at our school, many of you are already really good at connecting and collaborating. With all of us having to adjust to working from home over the coming weeks we have an opportunity to further grow our digital collaboration and eLearning skills.

This Playbook shares some of the things we've learnt through the process so far and provides tools, tips, guidance and expectations to help keep you feeling connected and engaging with the best possible learning experiences and opportunities we can provide.

A reminder that our Vision, Values & Kawa are as important in the virtual world as they are at school



Manurewa High School

Vision Statement:

Piki atu ki te rangi, Aim High, Strive for Excellence

Mission Statement:

To grow a community of learners to 'Be the ManuREWA Way' by living our values of Respect, Excellence, Whanaungatanga and Akoranga. Aakonga who will leave us happy, confident and proud.

Waikato Tainui Kawenata:

We as a school community are committed to our Kawenata agreement with Waikato Tainui working in partnership to meet the educational aspirations of the iwi for our rangatahi.

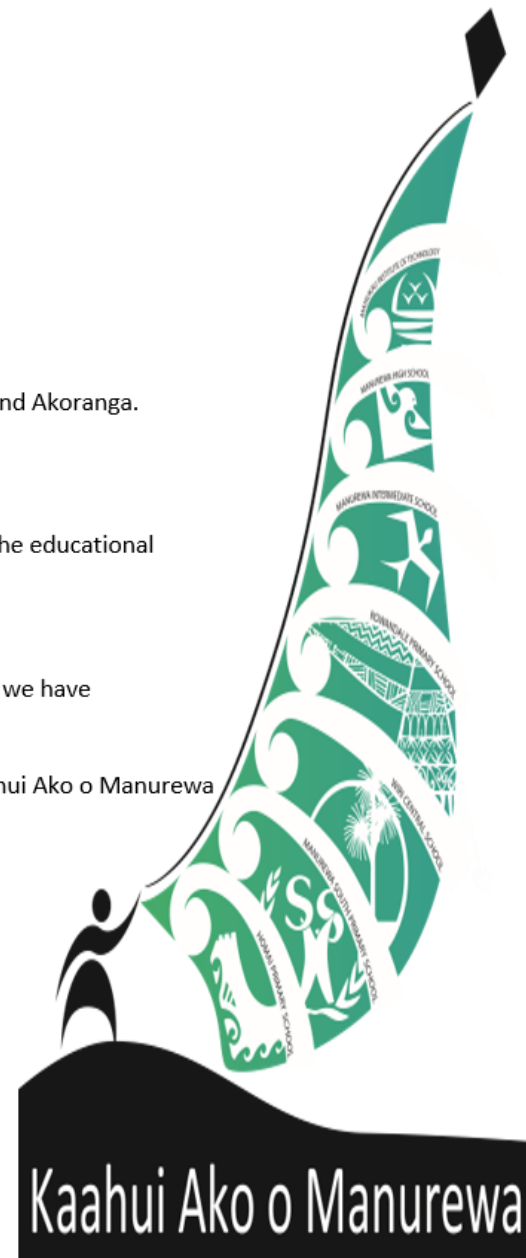
Kaahui Ako o Manurewa:

We as a school community are committed to working with our Kaahui Ako o Manurewa to meet the achievement challenges we have collaboratively developed;

1. To improve achievement through the development and sustaining of cultural identity
2. To improve achievement by increasing student and whaanau engagement through effective transition across Te Kaahui Ako o Manurewa
3. To improve achievement by developing an integrated approach to learning through the application of S.T.E.A.M.

Our Kawa:

- we believe in our vision and strive for our mission
- we have aroha for our school community and put them at the centre of all our decisions
- we show manakitanga and promote Hauora
- we are open and respectful in our communication and feedback
- we provide opportunities for leadership
- we believe in and see the potential for all our aakonga
- we are reflective and work with a growth mindset
- we believe that akoranga never stops
- we encourage empathy and strive for equity
- we share and celebrate success



Kaahui Ako o Manurewa

Our Learner Profile has become even more important for us to continue to develop and for you to evidence



Have a Lockdown Routine

A good way to cope during lock down is to set a routine for yourself and/or with your whaanau.



Take no more than an hour or 2 to complete some of these things from when you wake up and before you get into your schoolwork:

- Wake up at the same time every day
- Do something to move or exercise
- Stretch
- Gratitude - write down or think about 3 things you are grateful for
- Be kind – pay someone in your bubble a compliment
- Clean something each day (a cupboard, a room) and/or complete a chore
- Have something to eat

<https://www.mentalhealth.org.nz/home/ways-to-wellbeing/>

HOME LEARNING

**10am - 10:30am****GET MOVING**

- Do something that gets your heart rate up.
- Have a quick snack and get a drink so you're ready to learn.

**10:30am - 11:30am****LEARNING TIME****Device**

- Choose 2 activities from Rowandale home learning site.
- If you want to, connect with your teacher online:
Facebook, Class Dojo, Hapara, Email
- Zoom meeting: Get link off Facebook/ text
Tuesday / Thursday - Aroha,
Wednesday / Friday - Tumanako

No Device

- Choose 2 activities from your home learning packs.
- Teacher could phone/ text to check your learning.

Morning tea**12pm - 1pm****LEARNING TIME****Device**

- Choose 2 activities from Rowandale home learning site.
- If you want to, connect with your teacher online:
Facebook, Class Dojo, Hapara, Email
- Zoom meeting: Get link off Facebook/ text
Tuesday / Wednesday / Thursday - Whakapono

No Device

- Choose 2 activities from your home learning packs.
- Teacher could phone/ text to check your learning.

Lunch**2pm - 3pm****FREE LEARNING**

- **Explore curiosity:** things you're interested in.
- **Explore creativity:** Make or create anything you want.
Projects can be big or small.
- **Explore skills:** practise a skill you have that you'd like to get better at.

**Optional Activities:**

- Locally - play outside.
- Cooking/ baking
- Play games with your family and others in your bubble.
- Watch learning channel on TV
- Read / Sing / Dance / Create
- Help around the house.

Daily Schedule

Check out this cool example of a Daily Schedule from one of our local Primary Schools - Rowandale School.

Feel free to use it or adjust it to suit you and your whaanau.

Instead of choosing 2 activities from Rowandale Schools home learning site, choose activities from your Schoology and Education Perfect.

Virtual Lessons

The Virtual Meeting Norms also apply to lessons so please read.

Whakawhanaungatanga is still a great way to start a virtual lesson and makes sure you check in with everyone before getting on with the lesson.

There are lots of creative ways you can do this e.g. icebreaker questions, highlight of the day, share snapchat mood photos, show & tell etc.



- Join the meeting early; if you are late, join without disruption
- Turn on your video unless you are asked not to (or say hello at the beginning)
- Mute your mic when not speaking
- Use the chat function if your mic does not work
- Send a chat to the presenter if you cannot hear them (or they are cutting in and out)
- If you are called away, exit the meeting and email the presenter
- Be KIND and RESPECTFUL

Collaboration – get familiar with our tools!



Schoolology is our Learning Management System that has all your Courses, Learning Resources, collaboration tools, Assignment and Assessment functions.

Please develop your confidence with using Schoolology, because it is going to be a key part of future remote learning. If you need help talk to one of your friends or your Kaitiaki.

Here is a link to a guide for using **Schoolology**

<https://support.schoolology.com/hc/en-us/articles/201001313-Student-Guide>.

Collaboration – get familiar with our tools!



Education Perfect is another online learning platform we use to collaborate and facilitate student learning.

Your Teacher will set lessons for you, which will include explanations, practice tasks and short tests which checks your understanding and gives you immediate feedback. This allows teachers to track your individual progress and set tasks appropriate to your level of understanding.

Here is the link to our guide on using **Education Perfect**

<https://help.educationperfect.com/article/86-getting-started-for-students>

Hauora



We know uncertainty and anxiety about the personal impact of Covid-19, along with the effects on the economy and your whaanau, will make adjusting to working virtually even greater.

If you need confidential support contact Hiltrud our Head of Guidance via email egl@manurewa.school.nz or ring/text her on 021 271 8316.

Hauora & Mindfulness support is also available from Ms. Stapleton su@manurewa.school.nz and there are many online resources such as: <https://lifelabslearning.com/lab/anxiety-busting-hacks/>

The Government has also recently announced mental health initiatives to help Kiwis deal with Covid-19 upheaval watch here: <https://www.tvnz.co.nz/one-news/new-zealand/government-announces-mental-health-initiatives-help-kiwis-deal-covid-19-upheaval>

Nigel Latter also gave some good advice in an interview with Prime minister Jacinda Ardern for help with all age groups watch here: https://www.youtube.com/watch?v=-NsZqw3_SSI

Watch Dr Michelle Dickinson aka Nanogirl explain coronavirus for kids https://www.nzherald.co.nz/national-video/news/video.cfm?c_id=1503075&gal_cid=1503075&gallery_id=217792



Hauora



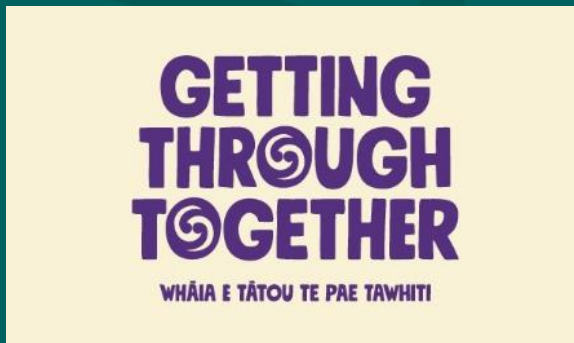
Below are some places that you can contact should you or your whaanau need further support at this time. There are also some online places and spaces you can reach out to:

In the event of an emergency where time is critical call		111
Healthwise		0800 358 5453
Need to talk?	24-hour counselling text or call	1737
<u>Youthline</u>		0800 376 633 / Text free234
Depression Helpline		0800 111 757/Free text 4202
Anxiety Help Line		0800 111 757
WHAT'S UP	www.whatsup.co.nz (online chat)	0800 942 8787
Suicide Prevention Helpline	0508TAUTOKO	0508 828 865
Rainbow Youth (Queer Support)	www.rainbowyouth.org.nz	09 376 4155
<u>Netsafe</u>	text/cyber bullying	0508 638 723
Samaritan	24/7 Counselling support	0800 726 666
Family Services	www.familyservices.govt.nz	0800 211 211

Hauora



Aroha is an informational chatbot available through email and Facebook Messenger. It includes evidence-based activities for managing stress and gives practical ideas to maintain social connections, stay calm, active and well. Simply click on the tiny link that is available in Schoology or on our Facebook Page.



Getting through together – Whāia E Tātou Te Pae Tawhiti is a national mental health and wellbeing campaign brought to you by the team at All Right? They have three core messages underlying their work: Distance, not distant. Isolation, not isolated. Aroha from afar. Jump online to check out what they have to offer at www.mentalhealth.org.nz.



SPARX is a computer program that helps young people if you're feeling anxious, stressed or need support with mild depression. It is developed by young people for your people alongside researchers from Auckland University. SPARX can help students learn how to have Smart, Positive, Active, Realistic, X-factor thoughts. Simply go to www.sparx.org.nz to get started.

Hauora



WE HELP KEEP PEOPLE SAFE ONLINE

Netsafe is New Zealand's independent, non-profit online safety organisation. They are able to support you and others who are experiencing cyber bullying or unsafe behaviour when online. To report any concerns that you have about inappropriate online behaviour please go to www.netsafe.org.nz.



Stymie is an anonymous harm reporting tool that we at Manurewa High School are proactively using to support our students. To report any harm that is happening to you, another person or out in our community, jump on www.stymie.co.nz.

Manurewa High School COVID-19 Student Expectations re working from home to stay engaged with learning & maintain positive Hauora:

General Expectations:

- Put your health and your whaanau first
- Try and set a routine to complete set tasks on Schoology while at home. As a suggestion, it could be similar to your school timetable
- If one of your teachers arranges a live online lesson it will be during your normal timetabled lesson time that day
- As a whaanau you can decide which hours of the day is most appropriate or convenient
- We do not expect you to sit all day completing work. Do one task per course per day
- Online learning does require a greater level of self-management – please aim to have a learning routine that fits into the rhythm of your day
- We encourage you all to exercise a level of self-discipline in keeping the learning on-going so you can Piki Atu Ki Te Rangi.

Manurewa High School COVID-19 Student Expectations re: working from home to stay engaged with learning & maintain positive Hauora:

Kaitiaki – focus looking after your pastoral needs

- Your Kaitiaki will focus on supporting your Hauora. This will include checking in with you twice a week.

Learner Profile – focus uploading evidence

- This is an awesome opportunity for you to continue to upload relevant evidence onto your Schoology learner profile portfolio. It will be really awesome to see you reflecting on your experience during this historical period in Aotearoa's history. We are sure you will look back at this time as you get older and having a record of this period to share your talanoa with your mokopuna will be special and unique.

Online Learning – focus engage with your learning

- Staff have set work for all of your courses on Schoology and/or Education Perfect.
- If you do not have a device please email byod@manurewa.school.nz or **text** 021 277 8995. Please include your name, Kaitiaki class and ID number in the email/text. The Ministry of Education will be sending out loan devices from Wednesday 8th April. You should also have a home learning pack that was posted to you to work on in the meantime

Assessments

- At this stage whilst we understand the importance of assessment, please do not stress about completing them. Follow the advice of your teacher and we will make provisions when school returns to normal to complete them.

Success strategies

The top 10 below (in no specific order) are emerging themes that build success in our school and are still relevant in an online learning context:

1. Positive and respectful relationships
2. Learning connections to your culture and community
3. Utilising external education, community and business networks (now in an online and bubble context)
4. The physical & visual learning environment (applied creatively at home & online)
5. Students feeling safe and sharing your prior knowledge
6. Positive communications (with teachers, other students & whaanau)
7. Piki atu ki te rangi, high expectations around our values & your achievement
8. Attendance (engagement with online learning)
9. Digital fluency and ability to problem solve
10. Student resilience, motivation, passion, leadership, self-awareness, mindset and empathy

Use the opportunity to reference how your online learning experiences explicitly connect with our learner profile.



Additional Online Learning Resources

BYOD Software and Documentation • Manurewa High School

PREY - Free software to locate your device if it goes missing or is stolen.: Adobe Reader - Free Software to display PDF's

www.manurewa.school.nz

Schools are closed
Minds are wide open

Free educational resources and websites

<http://www.amazingeducationalresources.com/>

<https://wideopenschool.org/programs/educator/6-12/>



Additional Online Learning Resources

Auckland Libraries offers free access to eCollections and eResources suitable for secondary school students at a range of learning levels, including resources for students with additional learning needs. These include safe and secure free access to:

eBooks (fiction, non-fiction and graphic novels by NZ and international authors)

eAudiobooks (including read-alongs useful for students with learning difficulties and ESOL students)

databases for students covering a range of subjects and at different levels, including video and audio content

AnyQuestions online chat reference service for Y1-Y13 students staffed by NZ librarians and funded by MOE - open Mon-Fri 1pm-6pm, termtime and school holidays

Many Answers curated collections of resources on NZ Curriculum topics - available 24/7

eNewspapers from 100 countries in 56 languages

Streaming films with a wide range of New Zealand and international movies and documentaries

Kura Heritage Collections photographic databases

Students and teachers can access our eCollections with a standard library membership. If they're not already members, they can join up online via our new eMembership – all each person needs is an email address to get set up and ready to use and share all the eResources we have.

Schools are closed
Minds are wide open

Key Contacts:

Pete Jones 021 277 8268 je@manurewa.school.nz
Principal Manurewa High School

Michelle Hards hm@manurewa.school.nz
NZQA & NCEA

Nichola McCall mn@manurewa.school.nz
Pounamu Whaanau Deputy Principal & Maori Whaanau support

Donella McPherson mp@manurewa.school.nz
Te Ao Maarama Whaanau Deputy Principal / KAMAR / Reports

Lawrence Naicker nr@manurewa.school.nz
Kootuku Whaanau Deputy Principal / BYOD / Education Perfect /
Schoolology

For IT technical support use servicedesk@manurewa.school.nz

Pennie Otto op@manurewa.school.nz
Ahi Whaanau Deputy Principal / Pacific Peoples Whaanau support

Katie Spraggon sp@manurewa.school.nz
Deputy Principal i/c Student Support Services

Hiltrud Egle 021 271 8316 egl@manurewa.school.nz
Student confidential Guidance referrals


Claire Stapleton su@manurewa.school.nz
Hauora / Mindfulness support

Tracey Stanners sta@manurewa.school.nz
School Nurse

Steve Perks pk@manurewa.school.nz
Trades Academy

Our People

He aha te mea nui ki tēnei ao?
Māku e ki atu. He tangata,
he tangata, he tangata.
What is the most important
thing in the world?
I would reply that it is
people, people, people.



Schools of the Future

Defining New Models of Education for the Fourth Industrial Revolution

In just a few weeks our world has changed, now more than ever we need to be agile critical thinkers and problem solvers. Be prepared to adapt and develop new ways of working and learning to enable you to 'Piki atu ki te rangi' in the future world that lies ahead.

January 2020



He waka eke noa

A waka which we are all in with no exception

Eight critical characteristics in learning content and experiences have been identified to define high-quality learning in the Fourth Industrial Revolution—"Education 4.0":

1. **Global citizenship skills:** Include content that focuses on building awareness about the wider world, sustainability and playing an active role in the global community.
2. **Innovation and creativity skills:** Include content that fosters skills required for innovation, including complex problem-solving, analytical thinking, creativity and systems analysis.
3. **Technology skills:** Include content that is based on relevant digital skills, such as programming, digital responsibility and the use of technology.
4. **Interpersonal skills:** Include content that focuses on interpersonal emotional intelligence, including empathy, cooperation, negotiation, leadership and social awareness.
5. **Personalized and self-paced learning:** Move from a system where learning is standardized, to one based on the diverse individual needs of each learner, and flexible enough to enable each learner to progress at their own pace.
6. **Accessible and inclusive learning:** Move from a system where learning is confined to those with access to school buildings to one in which everyone has access to learning and is therefore inclusive.
7. **Problem-based and collaborative learning:** Move from process-based to project- and problem-based content delivery, requiring peer collaboration and more closely mirroring the future of work.
8. **Lifelong and student-driven learning:** Move from a system where learning and skilling decrease over one's lifespan to one where learning continuously improves on existing skills and acquires new ones based on their individual needs.