



# GUIDELINES FOR ASHS STAFF

## Instructions for going remote

### General Expectations

1. Put your health and your family first.
2. Have your days work up online by 10.30am - you don't need to be available all day.
3. Keep it simple - one consistent platform (Google Classrooms) for sharing learning activities, one consistent platform for meetups (Google Meet). Now is not the time to collect and spray apps at our learners.
4. Keep learning super pared back - what's absolutely essential? Cut out the busy work and noise.
5. Focus on keeping up connections and relationships - that's what actually matters.
6. Don't stress our learners out about high stakes assessment. There will be plenty of naturally occurring evidence we can curate later if we do the above well.
7. Focus on providing learning and meet up opportunities. You do not need to take class rolls, monitor engagement etc.
8. Do not give students your cell phone number - all communication should be through school channels - we can text out though Kamar, email or Google Classroom, Chats and Hangout.

We are committed to support all three areas of our curriculum.

### Specialist Subjects

- You are expected to upload tasks/lessons for the day by 10.30am.
- Provide good learning opportunities, engaging activities and work of value.
- You won't be planning for 100 minutes worth of learning tasks - plan one learning event.
  - Consider a source of content/stimulus (screencast, video, podcast, article etc) then two activities to support/expand on this.
- You can nominate a time when you will be online and available to answer emails, questions etc.
- If the nature of your NCEA assessment(s) allows students to progress the work at home, then continue to do so. Our main priority is that our students remain connected and engage in learning.

### Tutorials

- Schedule meetups twice per week, offer a time and invite the students to connect. Where possible try to do this in your normal Tutor time.
- Utilise the Google Classroom stream to check in, send messages and set activities if needed, e.g. Career Central.

### Impact Projects

- You will continue to lead your Impact Project class remotely.
- Mentors will need to update Google Classroom by 10.30am every Wednesday
- See [Guidelines](#) for 3 different types of tasks → project specific, creativity and kindness challenge, and developing skills/dispositions.
- Check the [website](#) for updates and resources as needed.

## Staff Team communications - Specialist Subject teams/Community Leaders

- SSLs and CLs will schedule time to connect each week.
- Continue to share resources as arranged in Team Drive/Shared Drives
- Impact Projects just refer to website (no Team Meeting required)
- Join [ASHS Staff Facebook Group](#) if you'd like informal communication and support.

## How to contact our students as groups via text/emails:

Use text sparingly! They don't want to hear from us all the time! ;)

Kamar → Printing → External programmes

→ send/ text students (first tab up the top) → OK

→ Click class (for tutor class) or option subject (for specialist subjects)

→ Find → Choose to text/ email a group of students/ parents.

Send Text Message		Send E-mail	
<b>New Search</b>  <input checked="" type="radio"/> All <input type="radio"/> First	<b>Send Message To :</b> <input type="checkbox"/> Student (Personal) <input type="checkbox"/> ResA Caregiver One <input type="checkbox"/> ResA Caregiver Two <input type="checkbox"/> ResB Caregiver One <input type="checkbox"/> ResB Caregiver Two	<b>Reason :</b> Kapa Haka	<b>Text</b> Check your email re: Polyfest

## Emergency Contact info SLT - please use email non-emergency

Claire Amos - xxx

Ross Martin - xxx

Cristina Casey - xxx

Jessica Stokes - xxx

Klaris Philipson - xxx

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Full credit to the team above in helping to create this document.



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