



OUR VISION

Engaged and self-managing learners who interact positively in our community and have a desire to achieve excellence

“LEARNING AT HOME” PLAN

E mātahi ana, e mataara! - *Work together and be on to it!*

Learning at Home Plan



INTRODUCTION







Tēnā koutou ngā whānau katoa o te kura takawaenga o Whakaoriori.
Tēnā koutou ki runga i te kaupapa o te ako i te kāinga.

We sincerely hope that all whānau within our Masterton Intermediate School community are coping with the COVID-19 lockdown in the best ways possible.

The purpose of this communication is to provide details of our Learning at Home plan for parents/caregivers and our students. The new system that we are about to embark upon for providing education will be a huge learning process for us all. Our goal is to develop a Learning at Home plan that is sustainable for students, families and our staff.

The two key requests on Wednesday, February 5, the first day of school this year, were for all students to be kind to each other and to get involved. We continue to encourage these actions throughout the Learning at Home plan which is scheduled to start on Wednesday, April 15.

Our Methods of Communication

	<p>Email</p> <p>Students have school email addresses. They should remember to log out of a previous user when they go onto the Chrome browser and log in in the usual way. Their passwords will be saved in Chrome so they should make sure they use that browser.</p> <p>Parent emails are accessible through eTap and a group email can be sent to all parents using the eTap communication tab. Make sure the box is checked for each email address. You need to scroll down to see this.</p> <p>Students and parents should, in the first instance, send questions directly to their teacher by email. Teachers will endeavour to answer emails every day between the hours of 9:00 and 3:00 pm.</p>
	<p>Facebook</p> <p>Community information is sent out through our school Facebook page as well as the school app.</p>
 Google Classroom	<p>Google Classroom</p> <p>All students have access to several Google Classrooms. In order to join a new Google Classroom they should click on the + sign at the top right and add the code to the Join Classroom space.</p> <p>Teachers will set work and send whole class messages through Google Classroom. It is the first port of call for students to find out what to do and when things are due. They can also ask general questions through this forum.</p>
	<p>School App</p> <p>All families have access to the school's app. This is strongly recommended. If families do not yet have the app they should email olivia@mis.school.nz and they will be sent the link to enable this.</p>
	<p>Zoom</p> <p>Teachers will be available for students for video conferences via Zoom or Google Meet. When these meetings will take place will be advertised on each class's Google Classroom.</p>
	<p>Google Meet</p> <p>As above - this is another video tool that some teachers may use. Check out Google Classroom for links and times.</p>

For Parents / Caregivers

We are providing 'learning' for a very different reason to which you might expect. The most important role for us right now is to help our students to cope with these difficult times by offering opportunities for them to connect and feel a sense of belonging.

Every family will have different pressures and needs.

This is not a one-size fits all model.

It is a guideline.

Do what works for you - and if that is none of it, then that is fine too but please keep checking in with us. We want to know how you are.

The transition to learning at home will be challenging for families.

Parents will need to think differently about how to support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning.

Some students will thrive with learning at home, while others may struggle.

We acknowledge that you will be dealing with all sorts of factors so this is intended as a guide to help you, not to add unnecessary pressure.

Just do what you can!

These guidelines provided below are intended to help parents think about what you can do to help children find success in a learning at home environment.



Guidelines for Parents

1. Establish routines and expectations

We encourage parents to set regular hours for their children's school work.

Your child's class teacher will communicate their meet up times.

Children should move around often and take regular breaks as they work.

2. Define the physical space for your child's work

We encourage families to establish an area where their children will learn most of the time. This should be a public/family space, not in a child's bedroom.

It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it should be a space where parents are present and monitoring their children's learning.

3. Monitor communication from your child's class teacher

Teachers will communicate with parents through email, when and as necessary.

However, we ask parents to remember that our staff are juggling other families as well as their own. Feel free to reach out to our leadership team.

4. Begin and end each day with a check-in

Parents are encouraged to start and finish each day with a simple check-in.

This can include asking:

- What your child is learning today,
- What they hope to achieve,
- How they will spend their time and
- What resources or support they will need.

This check-in allows children to process the instructions they've received from their teacher. It helps them to organise themselves and set priorities.

5. Encourage exercise and physical activity

Make sure your children remember to move and exercise.

This is vitally important to their health, well-being and to their learning.

6. Monitor how much time your child is spending on-line

Students should **not** be staring at a computer screen for long hours a day.

For Students

The Masterton Intermediate School buildings and grounds are currently closed until further notice. We are not able to meet in person every day but this does not mean that you will lose contact with your teachers and classmates.

We are going to keep you connected but it will be quite different from what we are all used to.

The 8-day timetable will not apply while you are learning at home.

You will be in charge of what school work you do and when you will do it.

You should aim for 3 hours of learning each day from Monday to Friday.

Your teachers are still going to be checking in regularly to explore different types of learning opportunities with you.

This is a great opportunity for you to display the ADMIRE values, especially when no one is watching you!



In order for you to make the most of this experience, we have a few suggestions and guidelines:

Guidelines for Students

1. Establish Routines

It can be helpful to keep to a schedule and your family can help with that. By setting aside the same time each day, you can stay on-track but we all need rest too, so if your family decides to do something different altogether, that is all good.

2. Find a good workspace

Find a quiet place where you won't be distracted and won't be tempted to tab over to YouTube or Netflix. In fact, close those tabs! Your digital workspace is as important as your physical workspace. If you have brothers or sisters, you can share the technology. There are no deadlines.

3. Check for messages from your teacher

Start your day by checking your email and your Google Classroom account. This is the main channel through which your class teacher will communicate with you and your whānau.

4. Use technology as a tool

Try hard not to spend your whole day in front of your device. It is easy to get distracted by YouTube, Netflix or social chat. During this time, your computer is your connection point to your teacher and classmates. Make sure to use it as a tool, not just for entertainment.

5. Make sure to exercise

Studies show that exercise not only makes you healthier, it can make you happier and more productive. Put time aside to move around.

6. Remember our ADMIRE values when on social media

Take extra care to be kind and respectful with on-line chat. Unkind comments or posts made in the heat of the moment live for far longer than words spoken in person. If you find yourself in a challenging social situation, reach out to a trusted adult for help. Be kind and caring. Be nice, not nasty.

For MIS Staff

Guidelines for our staff

As above, our goal is to connect our students, keep them having fun and be available to respond to their needs. One size does not fit all.

The guidelines provided below are intended to help teachers reflect on challenges that they will confront in shifting to students' learning at home.

1. Prepare quality learning opportunities for our students to engage in at home

Work alongside colleagues both within and beyond your own syndicates to design and implement rich learning experiences for your students that balance screen time with creative, hands-on activities.

2. Be available for our students between 9.00 am and 3.00 pm

During the hours of the school day, please be available wherever possible to support students in their learning. Staff will still be expected to take a morning tea and a lunch break each day. Many of us also have our own children to care for or have other responsibilities during the lockdown period.

3. Provide feedback to students

Regular feedback will assist our students to work on their next learning steps.

4. Get to know our students and their whānau in a different setting

Attendance at the beginning of school year interviews and learning conferences was excellent. Continue to build on the many positive relationships with our students and their families through clear, regular communication.

5. Seek further examples of best practices that focus on Learning at Home

Continue to share resources with each other that will benefit everyone at MIS.

6. Look after your own well being

Ensure that you have a healthy work-life balance because school is home for us for the time being..

Masterton Intermediate Staff - Roles & Responsibilities

Masterton Intermediate School Staff	
Leadership Team: Russell Olivia Beth	<ul style="list-style-type: none"> ● Support the implementation of our Learning at Home plan with teachers and other MIS staff. ● Assist teachers to find best practices around Learning at Home ● Support families with the transition into distance learning. ● Maintain open lines of communication between staff, students and families to ensure a strong feeling of MIS community. ● Update the MIS community on developments in the school's closure.
Class Teachers & Technicraft Teachers	<ul style="list-style-type: none"> ● Work with each other to design and implement rich learning experiences for your students that balance screen time with creative, hands-on activities. ● Give timely feedback to students on their work. ● Regularly communicate expectations to students and families. ● Continue to spend time on planning, preparation, evaluation and collaboration, outside the hours of 9.00 am to 3.00 pm, as we do during the "normal" school terms, as needed.
Teacher Assistants	<ul style="list-style-type: none"> ● Monitor STEPS students and communicate with those who need a prompt or support to get their 15 minutes completed on each school day. ● Provide regular support for the students in your syndicate, particularly those who may need assistance with their learning.
Teacher Aides	<ul style="list-style-type: none"> ● Connect with the student/s that you support. ● Find out how they are coping and what support they may need.

Learning at Home Timetables

This timetable idea is flexible, so please adapt as needed.

TIME EACH DAY	LEARNING (Please choose your own order!)
<i>5 minutes</i>	<i>Morning check-in</i>
25 minutes	Reading
25 minutes	Writing & listening
25 minutes	Mathematics
25 minutes	Inquiry
25 minutes	Te Reo Māori
25 minutes	Technicraft
25 minutes	Independent choice - includes exercise and movement
<i>5 minutes</i>	<i>End of day reflection</i>

3 hours maximum of learning time is recommended for each “school” day from Monday to Friday.

Good luck to everyone with this very different term two which starts from Wednesday, April 15.

We thank you in advance for your support and partnership!