



St Clair High School

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Dear Parents and Caregivers,

On Monday 23rd March we were informed by the Premier that schools will remain open and that schools will move to provide online learning for students. The Premier has asked that parents keep children home, to minimise the transmission of COVID-19. SCHS will remain open for students whose parents are engaged in essential services.

It is anticipated that schools continue to operate, but with much fewer students, who are receiving supervision as they complete units of work, not traditional classroom experiences. 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.

Teachers will inform students, via message through the SENTRAL student portal, how to access the online learning for your child/ren for each of their subjects, along with usernames and passwords. Delivery of lessons will be provided with explicit instructions followed by a unit of work which is to be completed. This could be delivered through Google Classroom, Microsoft Teams, OneNote or Cosmos. Every day parents and students must log onto the SENTRAL portal to receive the updates for the day.

It is imperative that students continue their daily routine as if they were at school in order to maximise their learning. That means, getting up on time, following the daily school timetable and having breaks according to the school day as much as possible.

We understand that some households may have multiple students and limited devices. This may therefore result in a roster system being put in place at home so all students have access to their learning.

Students are to organise their physical space at home and make sure the space is neat and tidy and public (not bedroom). Students are to take the initiative and engage with their learning – it is up to students to make this work as best as possible, completing tasks to the best of their ability and do their best work. Students will be required to meet timelines, commitments and due dates and communicate proactively with their teachers for additional support and feedback via the online platform provided.

Parent/Carer support is paramount if online learning is to work. Set clear and positive expectations that learning will continue at home. Encourage your child/ren to follow their school timetable, maintain sleep patterns and ensure morning routines are regular and structured. Manage your child's mobile phone use as this is a distraction to learning.

The Department's [Learning from Home website](#) has many resources. Parents/Carers are welcome to access these resources to assist the learning from home. The Department will provide updates on future developments which we will share through email. A one-page document titled [Remote Learning Guidelines for Students and Parents](#) provides useful tips.

Please contact the school if you are unable to access the lessons via the internet. Packages will be made for students to complete work whilst at home which is the same units of work being delivered online and for those attending school. These will need to be picked up via arrangement per student and returned for feedback.

Students attending school will follow a timetable and they will be delivered the same online lesson which students at home are accessing. Students during class, and in the playground, will follow the 'social distancing' recommendations of 1 person per 4sqm. Staff will be supervising classes to ensure the instruction and supervision of the unit of work; therefore, students will not have their regular classroom teacher.

Playground areas will be limited, and students assigned to a designated area. The canteen will NOT be opened, therefore all students at school will need to bring their food and drink for the day. Students will not be able to leave school grounds to go to the shops, including senior students. Extra-curricular activities will not take place and school will close at 2.40pm.

A reminder for students attending school that school begins as normal at 8.25am. Students are to be in full school uniform as per DoE policy.

More information will come from New South Wales Education Authority (NESA) in regards to HSC and the impact on Year 11 and 12 students.

If your child needs additional support, please contact the classroom teacher via the SENTRAL parent portal and they will endeavour to answer questions your child/ren have.

Information is consistently being updated so it is important that parents/carers keep up to date with current news. Please check our social media platforms, Facebook, School Bytes and Skool Bag. The school's website will provide the latest information published by the Department of Education.

Please find below the guide to assist you in accessing the online platforms used at SCHS. Please follow the instructions and assist your child/ren if they are having difficulty accessing the information.

Following is a list of the platforms each subject uses. This will be communicated to each student via their school email from each of their teachers. Below is a 'How to' for each of the platforms.

English: Google Classroom, OneNote, Teams

Mathematics: OneNote, Teams

Science: Cosmos, Google Classroom

HSIE: OneNote, Google Classroom

PDHPE: Google Classroom

CAPA: Google Classroom

Home Economics: Google Classroom

Industrial Arts: Google Classroom, OneNote

As a school community, we thank you for your continued support as we navigate these uncharted waters. Students are our focus, and our primary concern is always the safety and wellbeing of all members of our St Clair High School community whilst maintaining continuity of learning.

Julie Tegart

Principal, St Clair High School

ST CLAIR HIGH SCHOOL – SENTRAL STUDENT PORTAL



USING THE SENTRAL STUDENT PORTAL

1. Sign in at the address:

<https://stclairhs.sentral.com.au/portal2/#!/login>

Log in using the same account details you use to access the computers at school

eg. *Firstname.lastname3*



2. You will see the screen below. Unread messages will appear on your dashboard.

0	
HR	
P1	
P2	
R1	
P3	
P4	
L	
P5	
P6	
JAM DUTY	

3. Click on Teacher Messages (1) to access messages from your class Teachers. Messages will remain unread until you Mark as Read (2). View attachments by clicking on Attachments (3). Save any attachments to a location you can find easily. If you need to message a teacher, Click Teacher Messages and select the teacher's name from the list on the right.
4. Click on Homework (4) to access homework set by your teachers.
Note: if you have submitted work to your teachers, you MUST mark the work as submitted in this section. If you do not do this, your teachers CANNOT mark your work as done.

ST CLAIR HIGH SCHOOL – SENTRAL PARENT PORTAL



REGISTERING & USING THE PARENT PORTAL

1. For first time users, go to:
<https://stclairhs.sentral.com.au/portal2/#!/register>
2. Fill in registration. Please use an email account that you regularly access. It should be the email account that you registered when you enrolled your child.
Click on register.
3. Once registered, you will use the address:
<https://stclairhs.sentral.com.au/portal2/#!/login>
Log in using the account details you set up at the previous step.
4. You may register the Sentral Parents app, should you wish to download it for your mobile. *Please note that you are not required to use the app and that the app can be very buggy. Troubleshooting the app can be difficult and time consuming.*

5. You will see the screen on the right.

Click on My Access to register your access key.

***NOTE:** if you have a family email listed on the Sentral system, you should have already received your family access key. Please ensure you check all folders, including Junk/ Spam.

If you did not receive your key, please email the school using your family email account to:

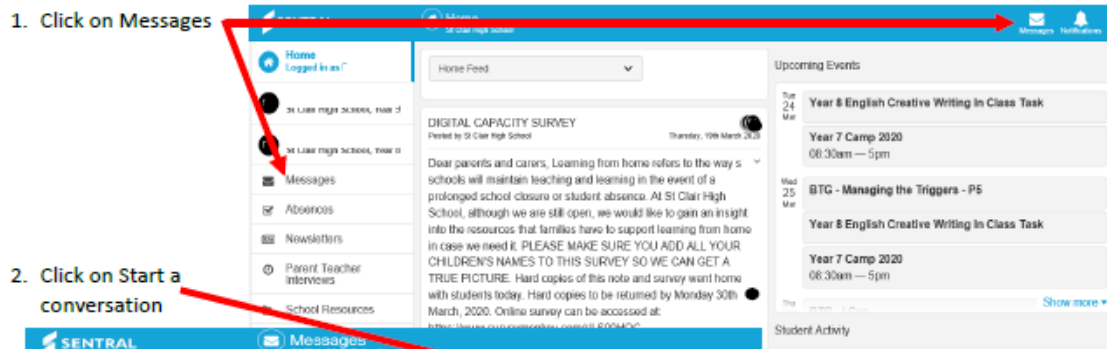
stclair-h.school@det.nsw.edu.au

You will be contacted to provide access or confirm details.

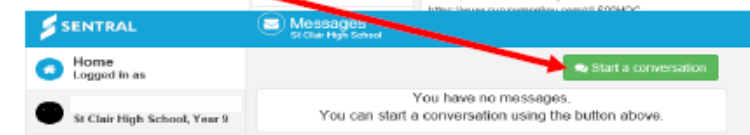
6. After adding your family access key, you will see the Home feed in the centre and your student name(s) and other tabs on the left. Click on their name for student specific information, or click on the tabs for more information

MESSAGING TEACHER VIA THE PARENT PORTAL

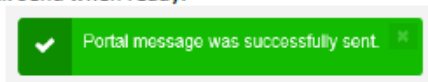
1. Click on Messages



2. Click on Start a conversation



3. Click the Teacher box and select the teacher you wish to speak to
4. Type a subject in the subject box
5. Type your message in the message box
6. If necessary, click Attachments to add an attachment
7. Click Send when ready.



New Conversation

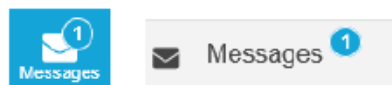
Teacher
 3

Subject
 4

Message
 5

6 Attachments 7

If you have a new message, you will see a number on either of your Messages buttons:



Click to view the messages. New messages will be shown at the top



When you click on the message, it will appear to the right of the inbox:

To reply, type in the reply box, add any necessary attachments and click Send.

Reply


NOTE: If you delete a message, it cannot be retrieved.

Subject: A question about

Could you please let me know how h
 Thanks,
Mrs Jacqueline O'Connor


Accessing your Microsoft Teams in NSW Public Schools

Accessing MS Teams using the desktop or mobile App



1. Find the appropriate **Microsoft Teams App** for your device from <https://teams.microsoft.com/downloads>
2. Install the correct app to your device and run it
3. Sign in with your **department email address** **A** and choose **Next**.
4. The **DoE log on screen** **B** will appear. Sign in with your department credentials
5. All of the **Teams** that you are **enrolled in** will then appear!

Signing into MS Teams with a desktop browser



1. Use a **modern browser** in Windows, MacOS or Linux
2. Browse to your DoE Portal at: <https://portal.det.nsw.edu.au>
3. Sign in with your department credentials **B**
4. Select **Microsoft Office 365** from inside the **My Learning** box
5. Choose **Teams** from the list of apps

Need help using Microsoft Teams? - Try the [Quick Start Guide](#)

NSW GOVERNMENT

NSW Department of Education

Google Classroom

Join a class as a student

This article is for students

To use Classroom, you need to sign in on your computer or mobile device and then join classes. Then, you can get work from your teacher and communicate with your classmates. When you join a class on one device, you're enrolled in that class on all devices.

How to join a class

You have 2 ways to join a class:

- Join a class with a class code—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- Accept an invitation from your teacher—If your teacher sends you an invitation, you'll see Join on the class card on your Classroom homepage.

Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

Note: You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

Join a class

Computer Android iPhone & iPad

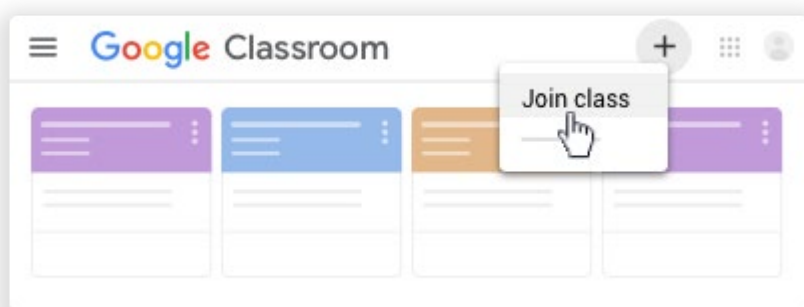
You must be signed in to Classroom before you can join a class. Unsure if you're signed in? Learn more about [how to sign in to Classroom](#).

Join a class with a class code

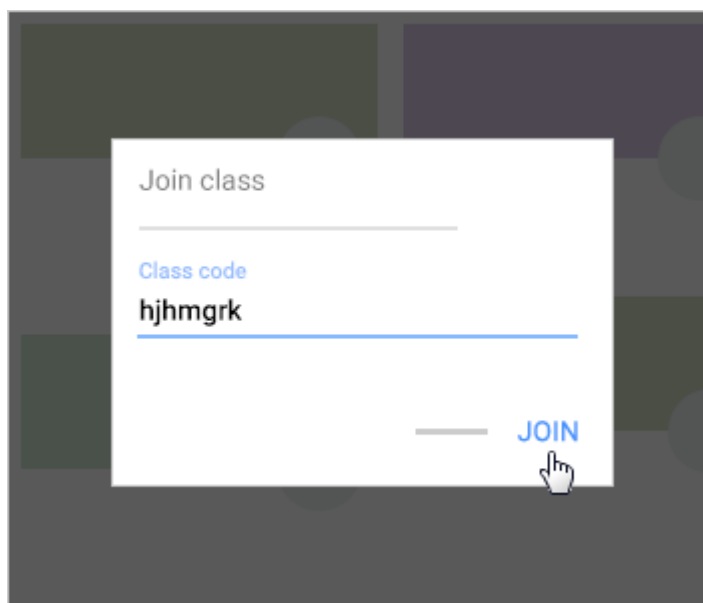
1. Go to classroom.google.com and click Sign In.

Sign in with your Google Account. For example, *you@yourschool.edu* or *you@gmail.com*. [Learn more](#).

2. At the top, click Add + > Join class.



3. Enter the class code your teacher gave you and click Join.
A class code consists of 6 or 7 letters or numbers. For example, *hjhmgrk* or *g5gdp1*.



Accept an invitation from your teacher

1. Go to classroom.google.com and click Sign In.

Sign in with your Google Account. For example, *you@yourschool.edu* or *you@gmail.com*. [Learn more](#).

2. On the class card, click Join.

Stile Quick start guide

1 Sign in to your Stile account

Head to www.stileapp.com and enter your school email address and password.

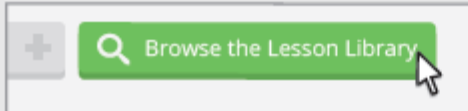
2 Click on a subject

All your lessons are stored inside subjects.

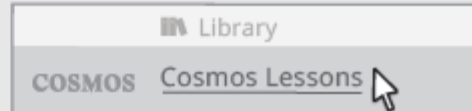
My subjects

Mrs Smith - Year 9 Science

3 Open the Cosmos Lessons Library

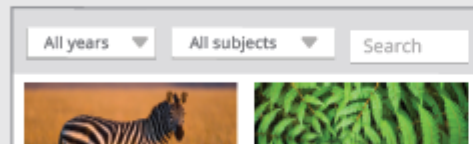


Scroll down and select 'Browse Library'



Select Cosmos Lessons

4 Find a unit you want to teach



Search for a unit

To find a unit, try filtering by specific subjects or type in the search box.

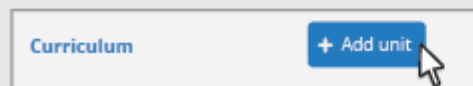
Classification

[Overview](#) [Preview Lessons](#) [Curriculum](#)

Click on the unit to learn more

Each unit has a series of interactive lessons you can explore.

5 Add the unit to your subject



Adding a unit from the library creates a copy of it in your subject.

6 Release the lessons to your class

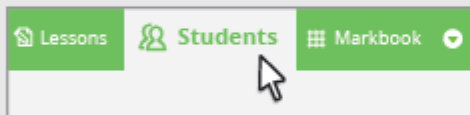
To control what lessons your students will see, drag the grey bar below up and down.



Connect your laptop to a projector to share your screen with your class.

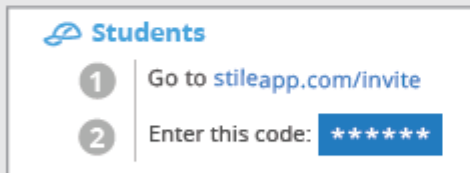


7 Add students to your Stile subject



Open the 'Students' tab

This is where you'll be able to add and manage your students.



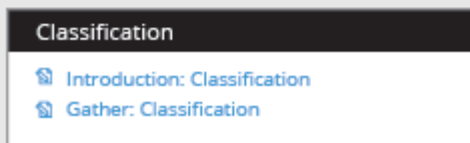
Share this unique invitation code with your students

Each subject has a unique invitation code. Students will only need to do this once per subject.



Send students to www.stileapp.com/invite

This is where they enter the invitation code.



That's it. Now your students can get started on the lessons you've released

If you need to release more lessons to your students, repeat step 6.