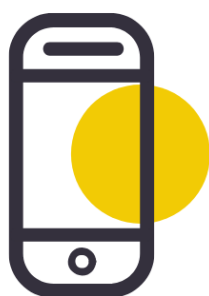


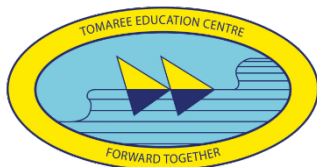


**Tomaree High School**



# **LEARNING FROM HOME WELLBEING HANDBOOK**

**GUIDLEINE FOR SUPPORTING STUDENT  
WELLBEING DURING THE COVID-19 PANDEMIC**



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## RATIONALE

The **Tomaree High School Learning from Home Student Wellbeing Guidelines** describes the main wellbeing processes, functions and operations of the school while most learning is happening from home.

## AIM

The aim of this policy is to have effective and high quality school wellbeing procedures in place during the period where most students are learning from home due to concerns regarding the transmission of COVID 19.

Procedures align with the NSW Department of Education policies, memos and circulars relating to wellbeing and online learning through this time. NESA guidelines are adhered to at all times.

## STUDENT SUPPORT AND WELLBEING TEAM

This team is led by Head Teacher of Student Wellbeing: **Vicki McCleer**

Year Advisers:	Learning and Support Teachers	School Counsellors
Patrick Britton (Year 7)	Alison Cattle	Matthew Clements
Emma Chester (Year 8)	Melanie Morgan	Pam Peterson
Beth Adam (Year 9)	Christine Haynes	Additional Support
Scott McLennan (Year 10)	Sue D'Arcy	Student Support Officer: Callum Baillie
Gary Stuart (Year 11)	Jessica L'Ecluse	Defence Transition Mentor: Alison Sargeant
Averil Jarvis (Year 12)	Molly Simpson	Aboriginal Education Officer Nick Cook

Team members will be working in flexible working arrangements in a combination of school and home during this period as organised through the Head Teacher of Student Wellbeing and approved by the Principal.

All staff remain available to support students and their families throughout this time. They can be contacted during normal school hours via the school telephone (4981 1444) or via email to arrange a telephone consultation. Emails will be accessed during school hours during the school term. Contact details in Appendix 1. Emergency Contact information is contained in Appendix 2.

At Tomaree High School all students have access to learning electronically generally through the Teams online learning platform but in some cases through email. Any wellbeing concerns identified should be referred to the Head Teacher Student Wellbeing: Vicki McCleer through Millennium and email. Enter any referrals on

Millennium under Wellbeing as per normal practice. A copy of this message should also be sent to the relevant Deputy Principal. This concern will then be allocated to the most relevant member of the Support and Wellbeing Team. **Please note all relevant policies relating to Mandatory Reporting will be strictly adhered to at all times.**

Each year group now has a channel called Student Wellbeing on the online platform **Teams**. This will continue as a general Year Support page throughout the COVID-19 period and may continue beyond. The TEAM contains Information designed to enhance wellbeing and the opportunity for students to request support is part of this channel. The issues addressed on this channel may be mental health, physical, social or spiritual. This channel can be found within the Team that has been set up for each Year group from Year 7 to 10 and on the Team that has been set up for support in Years 11 and 12. Vicki McCleer, the Head Teacher of Student Wellbeing will be monitoring these channels. Staff will be posting activities and messages designed to promote overall wellbeing.

#### ONGOING SUPPORT IS AVAILABLE THROUGH

**Year Advisors** are continuing to support the students in each year group via the above channel, by email or by telephone. They are also supporting the morale of their group through positive messages, videos and birthday shout outs.

**Learning and Support Teachers** are supporting individual students with their learning through this time. They are also working with our mainstream students who have been diagnosed with disabilities to promote their learning and wellbeing.

**Our Student Learning Support Officers:** Dale Goulden, Jacquie Smith, Ryan Williams and Keeley Davis are continuing to work with specific students to support their learning and engagement. This work may involve working with students on line, helping students to access their learning and working at the direction of the Learning and Support Teachers.

Those students who have already been identified as being at risk of experiencing difficulties in accessing their education due to a range of social and educational factors are being contacted by relevant members of the wellbeing team. Communication between team members is continuing through direct contact or via the Teams online platform.

#### EXTERNAL SERVICES AND THE YOUTH HEALTH TEAM

These services are currently suspended in the school context. Direct contact from the services for students and their families will be organised by these providers. Our understanding at this time is that where possible phone call consultations will take place.

#### LEARNING AND SUPPORT TEAM MEETINGS

There will be a full Learning and Support Team meeting in Week 5. Team members are asked to attend the meeting in the common room if they are working from school on that day or are asked to join the meeting via

the Teams online platform. This meeting will review the specific needs of identified individuals and groups and determine supports that may be required through this time.

These Learning and Support Team Meetings will continue fortnightly in this format throughout the COVID-19 situation.

### ACCESS REQUESTS

These will continue to be prepared and presented by relevant staff at the direction of the Learning and Support Team.

### OUT OF HOME CARE

Ongoing support for identified students particularly noting the additional vulnerabilities of these students during times of social isolation.

### COMPLEX CASE MEETINGS

These meetings will continue to be held as required with relevant staff attending either in person or via meeting function of the online platform: Teams.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

There are a range of employee support services provided by the department that staff can access to support them. Through the EAP – Supporting You services, staff are provided with access to registered and experienced psychologists and social workers who understand the education industry and the different environments staff work in as well as the varied challenges they may face. This ensures tailored support is available regardless of your location, the make-up of your community, your position, level of experience or the specific needs of your school or workplace.

This program offers seven support services:

- Personal Support (inclusive of Online Support),
- Leadership Support,
- Post Incident Support,
- New Teacher Support,
- Rural and Remote Support and
- Special Education Support.

Contact Details are in Appendix 1.

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CONTACTING SUPPORT STAFF

School Telephone Number - (02) 4981 1444

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HEAD TEACHER STUDENT WELLBEING:

- **Vicki McCleer**
    - o Daily
    - o [Vicki.mccleer@det.nsw.edu.au](mailto:Vicki.mccleer@det.nsw.edu.au)
    - o Please contact Vicki McCleer directly for Learning and Support, Teacher support or Year Adviser support
- 

SCHOOL COUNSELLORS:

- **Pam Peterson**
    - o Monday, Tuesday
    - o [pam.peterson@det.nsw.edu.au](mailto:pam.peterson@det.nsw.edu.au)
  
  - **Matthew Clements**
    - o Wednesday and Thursday
    - o [matthew.clements@det.nsw.edu.au](mailto:matthew.clements@det.nsw.edu.au)
  
  - **Colin Bray**
    - o Friday
    - o [colin.bray1@det.nsw.edu.au](mailto:colin.bray1@det.nsw.edu.au)
- 

STUDENT SUPPORT OFFICER:

- **Cal Baillie**
    - o Daily
    - o Available to provide information and link students and their families to available supports online or in the community
    - o [callum.baillie10@det.nsw.edu.au](mailto:callum.baillie10@det.nsw.edu.au)
- 

DEFENCE SERVICES MENTOR:

- **Alison Sargeant**
    - o Monday, Wednesday and Friday
    - o Available to provide information and link students and their families to available supports online or in the community for defence force families
    - o [alison.sargeant@det.nsw.edu.au](mailto:alison.sargeant@det.nsw.edu.au)
- 

EMPLOYEE ASSISTANCE PROGRAM (EAP):

Contact Converge International 1800 060 650

## APPENDIX 2

During very serious or emergency matters or if in need of immediate support, or outside of school time please contact your local Doctor or consider the online and telephone supports listed below.

- **Kids Helpline:** 1800 Anytime. Any reason
- **Lifeline** 131114 (available 24 hours) TEXT: 0477 131114 6:00PM – Midnight
- **Crisis Support Chat** 7:00PM – Midnight [https://www.lifeline.org.au /get-help/onlineservices/crisis-chat](https://www.lifeline.org.au/get-help/onlineservices/crisis-chat)
- **Beyond Blue:** 1300 22 4636 24/7 Chat Online 3:00PM - Midnight <https://www.beyondblue.org.au>

### TOMAREE AGENCIES' SERVICES AVAILABLE AS AT 31<sup>ST</sup> MARCH 2020

Agency	Services	Times
APM Employment services	Operating as normal assisting people with job searching and education. All appointments done via skype and or over the phone 0457 921 825	Normal Operating times
Hope Cottage	Those facing crisis can phone 4981 1839 or email <a href="mailto:hopecottage@allsaintsnelsonbay.org">hopecottage@allsaintsnelsonbay.org</a> Appointments made to hand over food.	
Hume Housing	Open for business. Front counters closed. Phone 9722 4300 General Housing Options <a href="mailto:housing.options@humehousing.com.au">housing.options@humehousing.com.au</a> For private Rental Subsidy including Start Safely email <a href="mailto:pra@humehousing.com.au">pra@humehousing.com.au</a>	Monday to Friday 9am-5pm
One Door Mental Health	Contact with carers via phone <a href="mailto:carerinfohne@onedoororg.au">carerinfohne@onedoororg.au</a> Carer services education and support suspended	
Salvation Army	Family store closed. No donations accepted. Salvation Army assessment line for emergency welfare 1300 371 288	

	Limited welfare assistance from rear door. Clients need to knock.	Monday 10am-12pm Wednesday 10am-12pm
Tomaree Neighbourhood Centre	Operating on very limited capacity Doors closed to public. All enquiries to be made by phone on 4984 6220. No JP service or photocopying.	Monday – Friday 10am – 3pm
	Emergency relief assessments over the phone. Clients collect vouchers by arrangement.	
	EAPA vouchers by appointment and over phone. Available online. Clients email bills <a href="mailto:tnc2317@outlook.com">tnc2317@outlook.com</a>	
	Hampers still available at the moment. Vouchers for Hodges Butchers available. ID needed to collect hampers or vouchers.	
Uni4U	Information sessions will recommence in late Term 3 for registration in Tertiary Study Preparation workshops in Term 4. Enquiries to Kathryn on 0437 446 509 or at <a href="mailto:kathryn.puckeridge@newcastle.edu.au">kathryn.puckeridge@newcastle.edu.au</a>	Monday–Thursday 9am-2pm
Vinnies	Answering service 4981 4835 Call returned within 24 hours where possible	
Yacaaba Centre	Closed for physical appointments. Counsellors offering video or telephone appointments only 4984 2176	
	Hampers No access to centre Social distancing Clients ring doorbell	Mondays 1-3pm Wednesdays 1-3pm