

## **Message sent to parents/guardians on our App – Saturday 9<sup>th</sup> January 2021**

The reason schools are closed to students was to provide for “social distancing” to “minimise physical contact with each other, to help avoid the spread of Covid-19”. In order to minimise the impact on teaching and learning we are continuing to plan lessons, provide online resources and online lessons for our students. We are striving to do our best for our students by promoting learning, providing structure, and meaning to each school day. This will help with student well-being as we are aware that many students are finding this new experience difficult to manage.

So, from 9am on 11<sup>th</sup> January 2021 we will engage fully with our students as per our school timetable. Please do not be alarmed if your student does not have live classes on Monday. It is just a coincidence that their teachers have chosen lessons later in the week to meet these students “live online”.

Teachers will meet their students "live online" for half of their weekly classes. Teachers will indicate to their students which lessons they will be teaching live. The teachers will set assignments to be completed by their students during all other timetabled classes on a weekly basis. This will provide structure to the school day for students. There will be a sensible and balanced approach to additional assignments (homework). This arrangement applies to all subjects.

We will use MS Teams as our only platform for online teaching & learning. With the exception of our First-Year students, all other students have had experience of remote learning on this platform. Our First-Year students have received instruction on MS Teams. MS Teams and the Office 365 suite can be accessed using a desktop computer, a laptop, a tablet, or a mobile phone. MS Teams can also be accessed using Xbox or PlayStation – this may permit content to be view on a larger screen.

Most students have used this platform to submit assignments during the year to date. Assignments may be corrected during "live online classes" or online using the “assignments element of MS Teams. All student assignments must be submitted through MS Teams. Students will normally complete their assignments in their copybook. They will then photograph their work and insert into the blank word document attached to the assignment in MS Teams. This permits teachers to occasionally provide written feedback. Where a student directly submits a photograph – the teacher cannot provide written feedback.

When students are engaging in "remote teaching and learning" through the school Office 365 platform (Teams etc.) - normal school policies apply regarding Behaviour, ICT usage, Anti-Bullying etc. We will forward some more specific norms later.

Preparations for Remote Teaching & Learning" in MS Teams;

- Camera – Teacher – “OFF” (“On” at the discretion of the teacher).
- Camera – Student – “OFF” always.
- Microphone – Teacher – “On” – while engaging with the students.
- Microphone – Student – “OFF” – unless instructed by your teacher.

## **Additional Guidance for Students engaging with Remote Teaching and Learning**

*Students can access support at "IT Support for Students" on our school website.*

- When students are engaging in "remote teaching and learning" through the school Office 365 platform (Teams etc.) - normal school policies apply regarding Behaviour, ICT usage, Anti-Bullying etc. We will forward some more specific norms later.
- Where a student is abusing the opportunity to learn and be taught remotely, they will eventually be removed from the platform after communication with their parents/guardians. Upon our return to school the student's behaviour/actions will be addressed in-line with our Code of Behaviour.
- Where a student is not cooperating, not engaging, or messing during an online session they will receive a warning and if this unwanted behaviour continues, they will be removed from that lesson. Their parents/guardians will be informed by the deputy principal.
- Where students are not completing assignments during scheduled class time, i.e., without a teacher online, their parents/guardians will be informed by the teacher/deputy principal.
- Unless otherwise arranged by their teacher – students will only have access to their teachers during normal timetable class time.

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