

Scoil Mhuire
Ennistymon

Remote Learning Guidelines

January 2021



Rationale

- The Remote Learning Guidelines have been developed to support our school community to engage in high quality, effective and safe remote learning. The Guidelines outline our expectations of all members of our school community to enable best effort to minimise the impact of school closure on teaching and learning.
- We recognise that the Covid 19 pandemic is an unsettling and challenging time for individuals and families; our intention is to provide a supportive learning environment for our students.
- These guidelines should be read in conjunction with all our school policies, including Code of Behaviour, Anti-Bullying Policy, Acceptable Use Policy etc.
- We have taken account of the ‘Guidance on Continuity of Schooling’ documents (in relation to teaching and learning online, SEN, Guidance Counselling etc.) issued by the Department of Education and Skills.
- We have also taken account of our school’s past experience of remote learning and survey feedback from teachers, students and parents.

Scope of the Guidelines:

- Students are required to use their @scoil-mhuire.ie account to log in to the recommended digital platforms for the purposes of remote learning in our school; the use of any other email account is not permitted.
- The applications recommended for use in Scoil Mhuire for remote learning are:
 - G suite for education incorporating:

G mail	Google Forms
Google Classroom	Google Sites
Google Docs	Google Slides
Google Drive	Google Meet (live classes)
Google Calendar	Zoom Meeting (Meetings)
 - Chrome Extensions
 - Loom (pre-recorded classes)
 - Kami (used for formative feedback and Whiteboard)
 - Submission of Homework
 - CamScanner (Android phones)
 - Notes (iPhone)
- There may be some additional applications used by teachers; information on accessing these will be provided for students as appropriate; students are required to use @scoil-mhuire.ie account as the login.

Remote Learning Approach:

- Teachers will use a blended approach to remote learning – a mix of live/pre-recorded classes and individual self-directed learning assignments. There will be a strong emphasis on live/pre-recorded classes.
- Subject Departments and individual teachers will make decisions regarding the most appropriate methodology to use to cover subject material in accordance with DES curricula and subject plans.
- Teachers will communicate with students through Google Classroom and by email.

Guidelines and Expectations:

Students:

● Engage

- **Focus** on your studies and **do your very best**
- **Engage daily** with assigned work **in accordance with class timetable 09:00 to 15:50**
- **Access Google Classroom** punctually, for timetabled subjects at the **beginning of each class period.**
- **Class instructions, guidance notes, pre-recorded tutorials and class materials,** are uploaded by teachers to Google Classroom, as appropriate.
- **Google Meet** live classes are accessed in Google Classroom.
- **Homework** is assigned in Google Classroom Assignments and due date is designated.
- **Complete all homework** in accordance with teachers' instructions.
- **Submit pdf** of homework using CamScanner (Android phones) Notes (iPhone) unless otherwise instructed by an individual teacher.
- All Students are enrolled in a **Google Classroom Help Class** on Google Classroom. Students are encouraged to view videos about the usage of google applications that are available to them.
- **Turn-in homework by due date** in Google Classroom. It is the student's responsibility to complete all assignments on time or communicate with the teacher if an assignment is not completed.
- **Teachers** will record **issues regarding engagement and submission** of homework on **VSWare.**
- **Email/private comment subject teacher on Google Classroom,** during school hours, if you have any difficulties in relation to work/require guidance/need additional time to complete assignment etc.
- Be mindful of **email etiquette when communicating with teachers** as distinct from online communication with peers- **address the relevant person** at the beginning of the email, **maintain a polite tone** throughout and **sign off** as appropriate.
- All members of the school community are advised to **turn off notifications outside of school hours.**
- **Timing** – Work according to class timetable. This will give your day structure. Be sure to include timetabled breaks in your schedule and stick to them!
- Students are required to be **available for all classes,** do not arrange other activities between 9.00 – 15.50.

● Prepare

- **Prepare for the Day** – Follow your normal morning routine – get up, get dressed, eat your breakfast and prepare for the day. This will help put you in a good frame of mind to tackle your schedule for the day.
- **Space** – Have a specific area that you use for schoolwork, in a public area in your home, (not in bedroom) if possible.
- **Prioritise** –Make sure you prioritise the work that is due first so that you can keep on top of meeting your deadlines. Knowing what tasks are priority will also help you to create your daily schedule.
- **Phone** – We understand that many of you use your phone to access Google Classroom and email but put your phone on **DO NOT DISTURB** in order to avoid distractions when completing tasks or assignments. When you are ready to post your assignments to Google Classroom, you may then use your phone.
- **Ask** – if you have any queries regarding classwork or homework your teachers are available during school hours via email/comments in Google Classroom.

- **Students with SEN**

- It is our wish and our intention to provide best quality support for students with additional learning needs.
- Learning Support and Resource classes will proceed in accordance with students' timetables.
- Each student who is allocated Learning Support/Resource tuition will be assigned a Mentor who will be a contact person and provide guidance/support for the student/parents.
- Teachers will differentiate assignments/tasks as appropriate to meet the needs of students with additional learning needs

- **Wellbeing:**

- Ensure you **look after yourself**, keep yourself **healthy and follow all the guidelines** to help contain the spread of Covid-19.
- **Routine** - Try not to change your usual habits of getting up at a certain time and going to bed at a reasonable time.
- **Exercise** – Make sure to take time in your day to go outdoors and exercise. This will help clear your head.
- **Take a Break** – Build breaks into your routine. Take breaks in accordance with school timetable during the school day. During periods of individual study take breaks every 40-45 minutes for five minutes incorporating stretching, breathing, getting daylight and hydration. Take a break for better clarity, concentration and a better mood.
- **Connection** - “Don’t isolate yourself”. Keep regular contact with your teachers and classmates. Contact them for recommendations on resources and feedback on your work.
- **Maintain a Healthy Diet** - Keep eating breakfast, dinner, lunch at the usual time. Eat plenty of fruit and vegetables. Hydrate by drinking plenty of water. Minimise the energy drinks.
- **Stay connected and help out at home** - Stay connected, talk to your family and share family activities. Be kind to others in the family.
- **Have fun!** – Build fun activities into your daily schedule **every day**. Think about something that makes you feel good, then make it happen – like listening to music, watching a funny movie. Remember laughter is good medicine.

- **Safety:**

- All members of the Scoil Mhuire community are required to **abide by the Code of Behaviour and school policies** while engaged in remote learning
- **Live Classes**
Students are required to
 - ✓ be **appropriately dressed** for class and **in a public room** if possible, with **no interruptions**.
 - ✓ Follow all agreed procedures
 - ✓ Join the class **on time**
 - ✓ Have all **books and class materials**
 - ✓ **Not interrupt the teacher** during the class
 - ✓ Use the **messaging function** for relevant questions/contributions only
 - ✓ Use **headphones** as appropriate
 - ✓ Keep the **microphone muted** except when permitted/invited by the teachers to contribute
 - ✓ **Refrain from eating/drinking** during class
 - ✓ Ensure device – **laptop/tablet/phone is fully charged**
- **Recording or dissemination** of a live/video lesson (by video/audio/photographs/etc) is strictly prohibited.

- Students should **not initiate any online live classes** with their teacher. Students should communicate with their teachers by email or comment in Google Classroom.
 - **Communication** between teachers and students is **not allowed on social media** sites e.g. Facebook, Snapchat, WhatsApp.
- **Supports:**

It is our wish to provide best quality supports for our students -

 - Contact your **subject teacher**, during school hours, if you have queries regarding **classwork** or **homework**
 - Students may request additional **pastoral support or guidance** from their **Year Head/Tutor/Guidance Counsellor/Special Education Needs Coordinator**
 - If you have any **ICT issues e.g. email account, accessing Google Classroom, submitting homework** etc. First check your Google Classroom Help Class that you are enrolled in, videos of FAQ are available here subsequently if issues are still outstanding notify your issue by **email** to digitallearning@scoil-mhuire.ie
 - **Contacts**
 - ✓ **Year Heads:**

1 st Year	Ms. Caitriona Hynes	chynes@scoil-mhuire.ie
2 nd Year	Ms. Laura Garvey	lmgarvey@scoil-mhuire.ie
3 rd Year	Ms. Anne Butler	abutler@scoil-mhuire.ie
T Year	Ms. Olivia O’Dowd	oodowd@scoil-mhuire.ie
5 th Year	Ms. Mary McGlennon	mmcglennon@scoil-mhuire.ie
6 th Year	Ms. Mary Fahy	mfahy@scoil-mhuire.ie
 - ✓ **Guidance Counsellor:**

Ms. Marjorie Ahern mahern@scoil-mhuire.ie
 - ✓ **SEN Coordinator:**

Ms. Sue Ann Sheridan ssheridan@scoil-mhuire.ie
 - ✓ **ICT Issues:**

email digitallearning@scoil-mhuire.ie

Parents:

- **Communication from the school** to parents will be by **text message** and/or **email**. **Important information** will be posted to the **school website (Covid Section)**. Information/photos relating to **school activities** will be posted to the school **Facebook/Instagram** page.
- Parents may **contact the school** through the usual channels –
 - ✓ **School email:** admin@scoil-mhuire.ie
 - ✓ **Seosaimhín:** seosaimhin@scoil-mhuire.ie
 - ✓ **Telephone:** 065 7071224
 - ✓ **Contact email addresses** for **Year Heads, Guidance Counsellor** and the **SEN Coordinator** are listed in the Guidelines for Students section.
- **Contact the School Office** by email or telephone if your daughter is **ill or otherwise unavailable to engage in learning**.
- **Familiarise** yourself with the **Remote Learning Guidelines** for students so that you know the school’s expectations of your daughter.
- Provide a **suitable workspace** for your daughter in a public area (not bedroom), if possible.

- **Support** your daughter to **engage with classes and assignments** in Google Classroom in accordance with the **daily timetable** of classes starting at 9.00 and finishing at 15.50
- **Encourage** your daughter to **complete all homework assignments** in accordance with teachers' instructions and to **submit on time**.
- Students are required to be **available for all classes**, it is important that other activities are not arranged between 9.00 – 15.50.
- **Check VSWare** on a regular basis – **Teachers** will record **issues regarding engagement and submission** of homework on **VSWare**. If you have any issues with VSWare log in, please contact Rosemarie at admin@scoil-mhuire.ie or Tel 065 7071224.
- **Encourage** your daughter to **ask for help/support** as required from subject teacher/Year Head/Guidance Counsellor/SEN Teacher/ digitallearning@scoil-mhuire.ie (technical support)
- **Parents/guardians** are encouraged to **communicate with Year Head/Guidance Counsellor/SEN Coordinator** if you have queries/for support or you wish to make us aware of a concern/issue
- **Encourage physical activity/exercise**
- **Ensure** your daughter gets **adequate rest**
- **Ensure** your daughter **limits screen time**
- Maintain **open lines of communication** with your daughter and encourage a **balanced approach** to school/leisure etc.
- Keep your **family healthy, stay well** and remind students to follow all the guidelines to help contain the spread of Covid-19.

Teachers:

- Teachers will provide **meaningful and appropriate class content and homework assignments** in Google Classroom for all class groups **in accordance with the school timetable**.
- Teachers will use a **blended approach to remote learning** – a mix of live/pre-recorded classes and individual self-directed learning assignments. There will be a strong **emphasis on live/pre-recorded classes**.
- **Subject Departments** and **individual teachers** will make **decisions** regarding the most **appropriate methodology** to use to cover subject material in accordance with DES curricula and subject plans.
- **Materials** will be posted by the teacher **in advance of the timetabled class** with **clear instructions** regarding completion and submission of homework assignments.
- Teachers will assign **work for the entire class** and will **differentiate tasks/activities** as appropriate for **students with additional educational needs**.
- Subject teachers, SEN team, Guidance Counsellor and school management will be **available to support student engagement and wellbeing** during school closure. Students are encouraged to contact staff members for support.
- Teachers and students will use their @scoil-mhuire.ie email address for communication
- **Communication** between teachers and students is **not allowed on social media** sites e.g. Facebook, Snapchat, WhatsApp.
- During **live classes** teachers should ensure that all other **windows are closed** on their desktop and that they are **logged out** of their personal/school accounts not relevant to the lesson.
- Teachers will remind **class protocols** at the start of each '**live**' class, e.g. students are required to mute microphones, use message function to ask a relevant question etc.
- It is recommended that **cameras are turned on** during live classes.
- **Students should not initiate any online live classes** with their teacher. Students should communicate with their teacher by email or comments in Google Classroom.

- **Only teachers may record their classes/presentation.** Student recording of a live lesson (audio / video / photographs etc.) is strictly prohibited.
- The **recording/posting** of any video lessons on to any **social media platform** is not permitted.
- Teachers will provide **whole class** or **individual formative feedback** as appropriate.
- All members of the school community are advised to **turn off notifications outside of school hours.**
- Teachers/ Year Heads/School Management will endeavour to **respond to messages from students** in a timely manner, and during normal school time.
- All teachers will follow **normal referral and communication systems** if they are concerned about a student's engagement, wellbeing, welfare, behaviour etc.
- **Teachers** will record **issues regarding engagement and submission** of homework on **VSWare.**
- The criteria for **mandated Child Protection reporting** remains the same as if the child was being taught in school.
- Teachers should ensure that they **look after themselves**, keep themselves healthy, well and follow all the guidelines to help contain the spread of Covid-19.