



CBS Ennistymon Remote Learning Policy

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.

E-Learning Platform

The CBS Ennistymon uses Office 365 as its primary eLearning platform. Students use their school computer username and password to log into the Office 365 platform. Office 365 can be accessed through any web browser on a computer, laptop, tablet, mobile phone and some gaming consoles (e.g., Xbox and PlayStation). The student’s username and password are unique to the student and there unfortunately is no separate access to the student’s profile.

The primary applications within the Office 365 suite the students use include.

- Teams
- One Note
- OneDrive

Students are advised to download both Teams and OneNote, along with One Drive & Outlook on their phones, these apps are best organised into a folder on the students’ phone

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Email: office@cbsennistymon.com

Deputy Principal: Mr. Kieran Meehan

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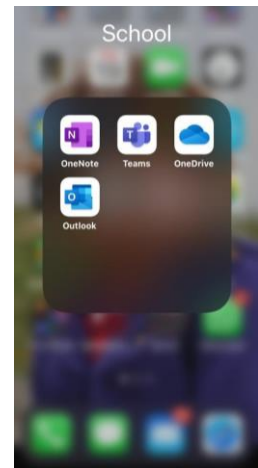
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Microsoft Teams application contains several sub applications that students and teachers can use to interact with each other

- Chat; which works in a similar fashion to messaging apps such as What's App
- Teams: in this section teachers set up the class groups which they use to teach live classes and distribute notes and other class materials
- Calendar: in this section teacher schedule the meetings which are 'live' classes
- Assignments: here the teachers can set assignments and the students can upload their completed assignments
- OneNote: is a digital note book that many teachers us to distribute their own class notes and accept exercises. Students can also submit work to OneNote either by typing their exercises or photographing their work.
- OneDrive: contains 1GB of online cloud storage available to the students as part of the package provided by the school
- Email: Students also have a school Gmail account which can be used to communicate between teachers and students



Submission of Homework

Students will be required to complete and submit homework for teacher feedback as they would in face-to-face classes. Homework should be completed to the best of the student's ability and submitted using channels as directed by the teacher, which may include.

- Via OneNote, this method is ideal for submitting photographs of written work as teachers can write on it and correct using MS Surface devices.
- Submission of assignments via the teams assessment; this is best suited to typed assignments, e.g. Word, PowerPoint etc. and photographs written work
- Email, suitable for submitting scanned homework and photographs.
- Teachers may use other methods of assessment such as Forms, Kahoot etc.

Students should make extra effort to ensure assignments are completed clearly so they are legible when photographed. When photographing ensure the room is well lit and the camera is vertically above the work.

It is the student's responsibility to ensure that the all assignments are completed and submitted on time and to communicate with the teachers if there are any difficulties in completing the work.

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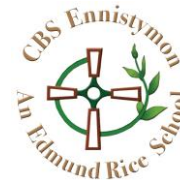
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Remote Learning Approach

- Teachers will use a blended approach to remote learning – a mix of live/pre-recorded classes and individual self-directed learning assignments.
- 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 Teams chat and by email.

Guidelines and Expectations - Students

- 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 quiet area that you use for schoolwork if possible.
- Organise- Have your device charged, books and materials etc for the day ready.
- 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 Teams and email but put your phone on DO NOT DISTURB (the Moon icon on iPhones) in order to avoid distractions when completing tasks or assignments.
- Ask – if you have any queries regarding classwork or homework, your teachers are available during school hours via email/chat on Teams

Engagement

- 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 Teams punctually, for timetabled subjects and remain online until the teacher dismisses you.
- Homework is assigned in Assignments and due date is designated.
- Complete all homework in accordance with teachers' instructions.

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- Teachers will record attendance and issues regarding engagement and submission of homework on VShare.
- Email or contact the subject teacher on Teams Chat, during school hours, if you have any difficulties in relation to work, require guidance or 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.

SEN Students

- 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.
- Student who have SNA access will have one of the SNAs support them with remote learning
- Teachers will differentiate assignments/tasks as appropriate to meet the needs of students with additional learning needs

Wellbeing

- 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.
- 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.

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- Stay connected and help out at home - Stay connected, talk to your family and share family activities. Be kind to others in the family.
- Connection - “Don’t isolate yourself”. Keep regular contact with your teachers and classmates. If you are worried or struggling there are so many people you can contact. Your Class Tutor, Year Head, Guidance Counsellor, Neville, the Deputy Principal and Principal. Contact them via Teams or email during school hours if you have a problem.
- 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 students in the CBS are required to abide by the Code of Behaviour and school policies while engaged in remote learning.
- Only people from the CBS organisation are permitted to join online class meetings.
- Communication between teachers and students is not permitted on social media sites e.g. Facebook, Snapchat, WhatsApp.

Live Classes - Students are required to

- be appropriately dressed for class and in a public room if possible, with no interruptions.
- 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.

Supports- Students can avail of the following supports

- Contact your subject teacher, during school hours, if you have queries regarding classwork or homework

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- Students may request additional pastoral support or guidance from their Tutor/ Year Head/ Guidance Counsellor/Special Education Needs Coordinator
- If you have any ICT issues e.g. email account, accessing Teams, submitting homework etc. Inform your Tutor and they will direct you to someone on the IT team to provide help.

Contacts

Class Tutors

1A Ms Molloy -margaretmolloy@cbsennistymon.com

1B Ms O'Brien-annobrien@cbsennistymon.com

2A Ms Kennedy-louisekennedy@cbsennistymon.com

2B Mr MacMahon-cathalmcmahon@cbsennistymon.com

3A Mr Healy-lawrencehealy@cbsennistymon.com

3B Mr Daffy-jasondaffy@cbsennistymon.com

4A Ms Hession-joannehession@cbsennistymon.com

4B Ms Brown-ejbrown@cbsennistymon.com

5A Ms Rynne-tararynne@cbsennistymon.com

5B Ms O'Regan-gailbheoregan@cbsennistymon.com

6A Mr Dillon-briandillon@cbsennistymon.com

6B Ms Griffey-eimeargriffey@cbsennistymon.com

Guidance Counsellor

Ms Griffey- eimeargriffey@cbsennistymon.com

Counsellor

Mr Neville Fitzpatrick-nevillefitzpatrick@cbsennistymon.com

SEN Coordinator

Ms Healy-roseannehealy@cbsennistymon.com

ICT Issues

Ms Hession, Mr Murphy, Ms Molloy, Mr Meehan, Ms Campbell

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Guidelines for 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 page.
- Parents may contact the school through the usual channels –
 - School office: office@cbsennistymon.com
 - Principal: principal@cbsennistymon.com
 - Telephone: (065) 7071349

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 son 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 son.
- If possible support your son by providing a suitable workspace
- Encourage your son to engage with classes and assignments in Teams in accordance with the daily timetable of classes starting at 9.00 and finishing at 15.50
- Encourage your son 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 attendance and issues regarding engagement and submission of homework on VSWare. If you have any issues with VSware log in, please contact Brigid by telephone at (065) 7071349.
- Encourage your son to ask for help/support as required from subject teacher/Year Head/Guidance Counsellor/SEN Teacher
- Parents/guardians are encouraged to communicate with Year Head/Guidance Counsellor/ SEN Coordinator if you have queries or if you wish to make us aware of a concern/issue
- Encourage physical activity/exercise
- Ensure your son gets adequate rest
- Ensure your son limits screen time

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- Keep your family healthy, stay well and remind students to follow all the guidelines to help contain the spread of Covid-19.

Guidelines for Teachers:

- Teachers will provide meaningful and appropriate class content and homework assignments in Teams 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.
- 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.
- Clear instructions regarding completion and submission of homework assignments should be given.
- 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 school email address or Teams chat 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 the class of 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.
- 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.

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- 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 the school Code of Behaviour and referral systems if they are concerned about a student's engagement, wellbeing, welfare, behaviour etc.
- Teachers will record attendance and 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.

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