Information for students in relation to online learning and teaching

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| **Microsoft** **Teams** |

All of the information you will need to engage with each class will happen through Microsoft Teams. Live classes, class assignments, tests, work, resources, etc will be shared with you through this platform. It is important to remember that this platform is a school platform and therefore all of the norms that we would expect in the classroom situation still apply in the online space. Anyone deemed to go against those norms may have their privileges suspended for a period of time.

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| **Timetable** |

We will follow our VSWare timetable with each class group. Each teacher knows what will work best with their own individual class groups. Where it is possible teachers will try to do live classes. This may not be possible for all teachers depending on their own broadband strength and individual home situations. The following provides guidance on how many online classes could be held in a given week. It is open to amendments depending on individual teachers. For the times when live classes are not occurring an assignment/project/work etc will be identified for the students to engage in.

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| **Number of VSWare classes** | **Suggested number of online classes** |
| 6 | 3-4 |
| 5 | 3 |
| 4 | 2 |
| 3 | 1-2 |
| 2 | 1 |
| 1 | 1 every second week |

It is also possible for teachers to check in for a shorter period of time to allow students the ability to ask particular questions, etc.  
It is expected that students make every possible effort to engage in online learning and teaching when the school building is closed. We do appreciate that this way of learning is different to classroom learning but it is important that you do make the effort.

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| Class duration |

A suggestion would be that ‘live’ classes would last between 25 and 30 minutes. As the level of interaction is not the same as in the classroom it is very hard to maintain everyone’s focus for a full 40 minutes.

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| **Classes** |

Classes can follow a range of different approaches. These can include:

1. **Live classes** – through Microsoft Teams live classes can be scheduled as per above. During live classes students should have their cameras on and their microphones off – unless asked by their teacher.
2. **Class notebook** – resources can be shared via Teams and Class notebook that support student learning. Worksheets, projects, assignments, tests, etc.
3. **Voice over** – teachers may use the voice over facility on Powerpoint as a good way to support the content on slides.
4. **Email** – teachers can email content to students and have them submit their work via email. This can be useful where internet connectivity is poor for students and/or teachers.
5. **Assignments/Projects** – these can be given to class groups to work on during their timetabled class time when a teacher is not doing a live class. Detailed guidance would be shared beforehand with clear success criteria created.
6. **Resource classes** – it is important that the super work done during resource classes continues in the event of remote learning. Teachers who are timetabled for resource classes will check in with these students at the allotted time to see if there is anything that the student needs support with.

This list is not exhaustive and staff will have other means of continuing learning and teaching remotely.

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| **Student** **Engagement** |

All we can ask of everyone is that you do your best. Working from home is not the same as working in school and we are all aware of that. There may be many different things that may impact on your ability to engage in online learning. These can include poor internet connectivity, working off a mobile phone instead of a laptop, having to mind younger siblings, sharing devices with parents/guardians/other siblings, etc, etc. Your Year Head will be your immediate point of contact with regards to any issues you may have. We will support you as best we possibly can and all we ask is that you make a genuine effort to do your best. Teachers will be keeping records of student engagement.

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| **Wellbeing** |

It is most important to care for your own wellbeing. Make sure to include breaks during your day. Stay conscious of the amount of time you are spending on school work. It should not exceed what you would normally spend on school work. When the weather allows make sure to get fresh air, make sure to connect digitally with friends at different stages during the week.

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| Supports |

On the next two pages there are supporting infographics that you may find useful during this session of online learning and teaching. As always if you have any issues, questions or queries you can email us on [miccinfo@corketb.ie](mailto:miccinfo@corketb.ie) or make contact with your Year Head, the Chaplain, the Career Guidance teacher, Ms Nic Charthaigh or Mr Murphy

Graphical user interface, text, application, chat or text message

Description automatically generated

Timeline

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