



Guidelines for online learning

This document sets out the guidelines of the school following a move to online learning and a stay at home instruction to be facilitated. Our online school will run as closely as possible to the normal routines that take place during a regular school day/week. We have compiled a list of guidelines and expectations for members of our school community to support us all to engage in high quality, effective and safe distance learning.

Students

1. Students follow your school timetable. Students should plan for a normal school day from 9am – 4pm.



2. Students must log into Microsoft Teams and/or Office 365 accounts to check if they have scheduled live classes with teachers on their calendar. This works best if the “Teams” app is downloaded



3. Students will need their Office 365 account details to log in to their school email. If any student does not have their details, **they should contact their Year Head.**
4. All teachers will run online classes, but it may not be necessary to be online for the full duration of a 60 minute period.
5. Students may be assigned work for the full class period.



6. Classwork and homework for Junior Classes will be completed within the 60 minute class.
7. Independent learning and research will be an essential element of Online School and teachers will be following curriculum as agreed by subject departments.
8. All teachers will use the same communication methods to run online classes and to distribute class notes and collect homework/assignments.
9. Core and option subject classes run as per school timetable. PE/SPHE/RE classes will form the central part of the curriculum focus on wellbeing where appropriate activities will be set for students.
10. All teachers will ensure all students are members of their class teams and will take vsware roll calls to monitor attendance.
11. If you have any questions / difficulties in relation to work / need additional time for assignments, please contact your Teacher / Year head to seek help, as you would do in a normal classroom-based lesson.

Parents

12. Please try ensuring that for online classes your son/daughter is in an area of the house that is quiet and free from distractions.
13. Discuss the option of your son/daughter wearing school uniform for the online school day. It may help with setting a routine.
14. Live online classes should be viewed by your son/daughter only as required under GDPR guidelines.





15. Ideally, your son/daughter should have access to a tablet or laptop to support online learning while mobile phones can be used



16. Scoil Ruáin has a limited number of chromebooks that it may be able to provide to families. Please contact Mr. Williams or Mr. Treacy if you require support.



17. Please contact your son/daughters Year Head if you have broadband issues and your son/daughter is unable to attend Online school.



18. Check VSware Parent App regularly for communication messages from the school, and to monitor your son/daughter attendance and behaviour. Please complete absence form on the VSware parent App if your son/daughter has missed online school time as rolls will be taken and normal school practice regarding attendance will apply in the online environment.





19. Please do not expect all teachers to provide 60-minute full contact online classes as screen breaks and time for independent learning and research will be an essential element of our online school.
20. All homework for Junior Cycle classes should be completed within the 1-hour class.
21. There will be times when teachers will be unavailable to provide online lessons during this Covid 19 pandemic.



NB: Please do not communicate with teachers outside of school hours and issues relating to teaching and learning concerns online should be referred to school Principal. jwilliams@tipperaryetb.ie

Scoil Ruáin endeavours to make it very clear to all of our partners that the values that are instilled in all of our policies remain, no matter how we change our teaching and learning methodologies or the location of that teaching and learning. This includes remote learning or when a child is being taught in an environment that is not within the school building and the teacher is working remotely and is not present with the student(s). Our aim is always to provide the best education for our students with the resources at our disposal in a caring/safe environment.