



Updated 22-04-20

Dear Students, Parents and Guardians

Distance learning comprises of more than learning through technology and includes study, reading, researching and keeping up with music, drama and physical activity. Differences in the nature of each subject will influence the type of activities that can be delivered in a virtual world. Each teacher will decide on the method of communication that they will use: email, Google Classroom, pre-recorded material or live classes, for example.

As part of its delivery of remote learning, the school is increasing the number of virtual classroom events to allow teachers and students to interact in real time. A timetable of scheduled times is included with this email and being sent to students today via their school email. Their school email account will also be used to control access to each virtual lesson. Care is needed to ensure the online security of everyone involved.

Students are reminded that all of the school's policies, notably the Code of Behaviour and the Acceptable Use Guidelines below, apply during these online lessons. When students join a virtual lesson, their device cameras and microphones are off by default (this setting is controlled by the teacher). However, as the virtual classroom provides an opportunity for participation, teachers may, at their discretion, encourage some audio and/or video interaction with students.

No live recording of student and/or teacher interaction will be done using a videoconferencing platform. This is to respect the personal data of all, both teachers and students, who participate in each virtual lesson. All are reminded that no recording (or screen photograph) of any part of the video lesson should be made by any other means. The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting everybody's privacy at home. If at any stage you have any concerns or wish to provide any feedback then please do not hesitate to contact [Louise Marshall](#).

## Guidelines for students

1. Try to adhere to the start times and breaks you are used to at school.
2. Allocate your subjects into 40 minute slots like class, where that fits in with your new timetable .
3. Take 5 minute breaks between subjects.
4. Check your email and Google Classroom twice a day.
5. Try to keep up with study and homework that may be assigned.
6. Conduct yourself responsibly online with teachers and fellow students (classroom rules still apply to online lessons).
  - a. Video conference from an environment that is quiet, safe and free from distractions.
  - b. Be on time for your interactive session.
  - c. Be dressed appropriately for learning (e.g. no pyjamas).
  - d. You must use your own name as your screen name.
  - e. Remain attentive during sessions.
  - f. Interact patiently and respectfully with your teachers and fellow students.
  - g. Provide feedback to teachers about your experiences and any relevant suggestions.



- h. You MUST NOT record or screenshot each other's online interactions or the video lessons.
  - i. You MUST NOT share pre-recorded lessons publicly.
  - j. Make sure you end the session as soon as the teacher tells you to do so.
7. Set aside some time for reflection at the end of each day.
  8. You're going to need self-motivation, self-discipline and focus. Getting started is the hardest part, so when revising start with a subject you enjoy and work from there.
  9. Communication is key – if you cannot make a class or experience difficulty accessing work please let the teacher know or have your parent email [reception@thekingshospital.ie](mailto:reception@thekingshospital.ie) to explain absence.

### Guidelines for parents

1. You may wish to look at and discuss the communication your child is receiving from their teachers.
2. Please ensure your child is checking their school emails twice a day and has accepted any google classroom invitations.
3. Ensure your child is familiar with managing their inbox.
4. Support your child's learning by finding an appropriate place for them to work and checking that set work is completed by the end of the day.
5. If your child cannot make an online taught input please email [reception@thekingshospital.ie](mailto:reception@thekingshospital.ie) to explain absence, as we are now taking a roll.
6. If your child experiences technological difficulties accessing work, please email [Louise Marshall](mailto:Louise.Marshall@thekingshospital.ie).
7. Support your child to establish a routine but be careful not to over-supervise.
8. Encourage exercise and healthy eating.
9. Set clear rules about social media interaction.
10. How to Guide for using [Google Classroom](#)
11. The [DES Guide to Supporting Young People](#) while schools are closed

### SEN SUPPORT

This is a challenging time for students with SEN as they function best with structure. Designing a [timetable](#) like this, for study/leisure, is advised. If you are not already in contact with Learning Support, please email [Siobhán Daly](#) first. We are here to offer additional support during these unforeseen circumstances.

Over Easter, our SEN coordinator, Yvonne Mahady, collaborated with Chris Williams, founder of the [Chatta App](#), to introduce an engaging new resource for our SEN students. Chatta Club+ <https://www.smore.com/jeudf-chatta-club>. Link here to join: <https://www.smore.com/5wfxm-chatta-club>. Students can download the app on their phone or device. Each Monday they will be given writing activities. Topics include; Music, News, Sport, History and Travel.

Learning Support teachers will continue to aid students in Literacy, Numeracy and Typing Skills via Google classroom. Please ensure your child attends learning support and joins their teachers in Google Classroom. SNAs will check in daily with the students they currently support.

The Learning support team is available to give extra guidance to any exam year student that may need assistance with assignments during this challenging time.

The [NCSE](#) has many resources for parents of SEN students, which include; student self-regulation, parental booklet on sensory processing, screen-time advice for parents, reading comprehension strategies.

Online learning is new to students, and new to the staff. We are all learning together so we are grateful to you for your understanding, as we navigate through it, finding the best way to support you, remotely.