

# ***A STUDENT'S GUIDE TO REMOTE LEARNING***

## ***The Structure of My Day***

Establish a routine – get up early as on a normal school day.

Log into Microsoft Outlook EMAILS and MS TEAMS every day.

Follow the structure of Bailieborough Community School's timetable prior to the school closure.

### Junior Students:

Be prepared: 8:40

Classes Begin: 9:02

Break: 10:58 – 11:18

Lunch: 13:14 – 13:54

Classes end: 3:50

### Senior Students:

Be prepared: 8:40

Classes Begin: 9:02

Break: 10:00 – 10:20

Lunch: 12:16 – 12:56

Classes end: 3:50

Learning will be delivered by your teachers on Microsoft Teams.

This may consist of live classes and/or involve the distribution of work, instructions, worksheets, voiceover Powerpoints, on... When teachers are scheduling online classes they will aim, where possible, to adhere to your regular timetable.

## ***Live Lesson Routine***

**Accept your Teacher's MS TEAMS invitation. Click RSVP. Alternatively, if you are sent a link in advance of the class meeting, click on this link to join.**

**Live classes will last a maximum of 58 minutes.**

Maximum 30 minutes of live teacher engagement and contact.

Followed by or interwoven with 30 minutes of assigned tasks/active learning tasks/extension work. Arrive promptly to the class and stay focused for the full duration.

**When you enter the live class do the following:**

1. Turn your camera on to greet your teacher.
2. Ensure your background is 'blurred'/plain background. (e.g. blank wall)
3. After greeting your teacher, turn your camera off.
4. Mute your microphone.

If you have a question during the lesson in relation to your learning, put your hand up (yellow hand symbol). Unmute the microphone and ask the question when your teacher has indicated it is an appropriate time to do so.

Alternatively, type the question into the chat box. The chat facility should not be used to chat with each other. This is monitored! Use appropriate language when typing online. Any inappropriate comments or language will be reported to parents or guardians.

**Under no circumstances should online classes be recorded or photographed by students. This is a breach of the school's Internet Acceptable Usage/Distance Learning Policy. Action in line with the school's Code of Behaviour will be taken if any student is found to have recorded or photographed part of/or a full lesson.**

### ***My Learning Outside of the Online Classroom***

Write your work/assigned tasks/active learning tasks/extension work/live lesson learning intention into your school diary. Subjects should be listed as per the normal school day and each entry filled in. This can serve as a useful TO DO list for you. By ticking off each task upon completion you will stop yourself from getting overwhelmed.

Assigned work can be uploaded into the Assignment Tab of your Team unless instructed differently by your teacher.

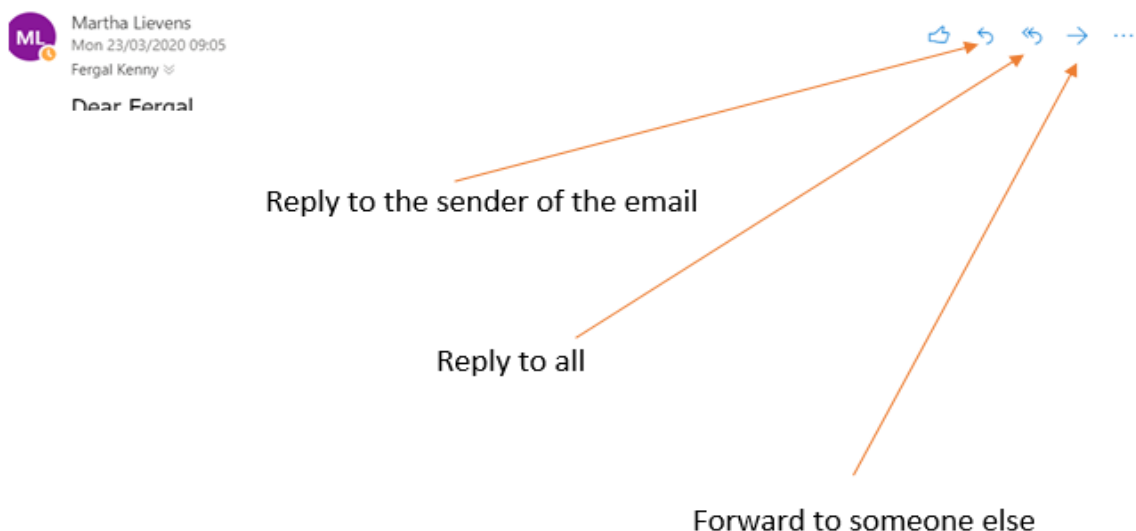
Teachers will make the PowerPoints, Notes & Worksheets required for your classes available to you, for example in the File section of your Team.

Check your Team regularly for announcements, notifications and updates from your teacher during school hours. Turning off notifications after 3.50pm may be beneficial to you.

Teachers may communicate and distribute the work/learning material/resources/assignments for their students on a weekly basis.

You should also check your emails (Outlook) regularly. They may contain important updates and information for your attention. Sometimes you will receive a group email sent to all students in your year group or class. You should never reply to a group email as everyone will be able to see your response. Take note of the three different arrows as outlined below:

#### **Replying to an email - options**



If you have a query/question/any technical difficulties, email your teacher in an appropriate and respectful manner.

When writing an email to your teacher, it is important to observe appropriate online etiquette. Some useful hints are outlined below:

**Fill in the subject line of the email:** The subject of your email should contain 3 things:

- Class Subject
- Class
- Date

Example: German – 2E – 17/01/2020 (Do not write your email query into the subject line!)

**Begin your email (or your CHAT in Teams) with a greeting:**

- Good morning,
- Hello Mr or Mrs X,
- Good afternoon,

**Body of your email (or your CHAT in Teams) message:**

- I am writing because...
- I need help with ...
- I am confused about ...

**Closing of your email (or your CHAT in Teams) message:**

- Thank you for the help.
- Have a nice evening.

Be sure to use proper capitalisation, punctuation and grammar.  
Please spell out your words (not plz spell out ur words)

**Keep in mind the “Four B’s” Concept of Brain, Buddy, Browser and Boss before getting in touch with your teacher via email or via the chat function in Teams:**

You can practise your independent learning skills by applying this concept.

- Brain: Re-read or revisit all instructions previously given
- Buddy: Ask another member in your class
- Browser: Put the question out there e.g. post it onto the class team page to allow others to respond or search on a trustworthy website for a solution
- Boss: If these steps do not provide you with adequate clarification, reach out to your teacher

**Remember that putting up a message on the post section of MS TEAMS is public. The entire class team can see it.**

**Sending a message to your teacher via the chat function in MS TEAMS (left hand side of the screen in the channel) is private. Only the teacher and yourself can see this.**

**Do not expect a response from a teacher outside of school hours.**

**Always be punctual and respectful online.**

**Follow appropriate online etiquette. Be Ready, Be Respectful, Be Responsible.**

Please note: All school policies apply during the remote learning period. (Anti-Bullying Policy, Internet Acceptable Usage/Distance Learning Policy etc.) If a student is in breach of any policy during the remote learning period it may be dealt with under the school’s Code of Behaviour.

IF YOU HAVE AN ISSUE WITH ACCESSING YOUR OFFICE 365 ACCOUNT FROM HOME ON ANY COMPUTER, LAPTOP, TABLET OR MOBILE PHONE, CONTACT MR KENNY VIA EMAIL AT [fergalkenny@bailieborocs.ie](mailto:fergalkenny@bailieborocs.ie) or PHONE 042-9665295 between 8.50 am and 3.50pm.