



Common approach to Remote Learning and Teaching

Outline of Remote Learning Approach

What will be sent	Details of the work assigned for each subject and lesson
Where can I find it	Schoology
Who will send it to me	Your class teacher
When will I receive it	As per the school timetable, you will have assigned work for each lesson
How will it be presented to me	Prerecorded lesson or live lesson or assigned work
School Journal	Write all work and submission dates into your school journal and tick off as you complete/submit
Feedback	Teachers will send feedback on your work. This might be a written note or a voice recording to let you know how you are doing.

What to do if.....

I have a question about my work	<ul style="list-style-type: none"> - You can ask questions during live lessons. - You can email your teacher questions about your work and they will respond as soon as possible. (8.30am to 4pm Monday to Friday) - You can check with a classmate who may be able to help.
I am unwell and cannot complete work	<ul style="list-style-type: none"> - Your parent can notify the school office of your illness by email in the normal way. admin@lecheilesecondaryschool.ie - You can check in with your teacher to request to submit the work a little later than expected.
The work assigned is taking me a lot longer than my teacher assigned for it	<ul style="list-style-type: none"> - Contact your teacher to let them know.
I am having wifi/technology or other issues that are impacting on the work I can complete	<ul style="list-style-type: none"> - Your parent can contact your Year Head 1st Year = mcollins@lecheilesecondaryschool.ie 2nd Year = mrmccann@lecheilesecondaryschool.ie 3rd Year = mssheehan@lecheilesecondaryschool.ie TY/5th Year = msfinnegan@lecheilesecondaryschool.ie 6th Year = msobrien@lecheilesecondaryschool.ie

Important Guidelines

Live lessons	<ul style="list-style-type: none"> - Camera off unless requested to turn on during lesson. - Each teacher will tell you whether they would prefer the camera on or off. - Microphone on mute unless asking questions. - Dress appropriately for online lesson - No inappropriate digital backgrounds - No recording/sharing of content
Breaks	<p>Make sure to take regular movement breaks. Take your break and lunch as normal to keep a good routine.</p> <ul style="list-style-type: none"> - Avoid working late into evening. Get up early and follow the school timetable.
Wellbeing	<p>There will be some whole-school wellbeing activities taking place. These give us all a chance to stay connected to each other while taking some time for our own physical, emotional and mental wellbeing.</p> <p>Get involved!</p>