



## Common approach to Remote Learning and Teaching

### Outline of Remote Learning Approach

<b>What</b> will be sent	Details of the work assigned for each subject and lesson
<b>Where</b> can I find it	Schoology
<b>Who</b> will send it to me	Your class teacher
<b>When</b> will I receive it	As per the school timetable, you will have assigned work for each lesson
<b>How</b> will it be presented to me	Prerecorded lesson or live lesson or assigned work
<b>School Journal</b>	Write all work and submission dates into your school journal and tick off as you complete/submit
<b>Feedback</b>	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"> <li>- You can ask questions during live lessons.</li> <li>- You can email your teacher questions about your work and they will respond as soon as possible. (8.30am to 4pm Monday to Friday)</li> <li>- You can check with a classmate who may be able to help.</li> </ul>
I am unwell and cannot complete work	<ul style="list-style-type: none"> <li>- Your parent can notify the school office of your illness by email in the normal way. <a href="mailto:admin@lecheilesecondaryschool.ie">admin@lecheilesecondaryschool.ie</a></li> <li>- You can check in with your teacher to request to submit the work a little later than expected.</li> </ul>
The work assigned is taking me a lot longer than my teacher assigned for it	<ul style="list-style-type: none"> <li>- Contact your teacher to let them know.</li> </ul>
I am having wifi/technology or other issues that are impacting on the work I can complete	<ul style="list-style-type: none"> <li>- Your parent can contact your Year Head            1<sup>st</sup> Year = <a href="mailto:mcollins@lecheilesecondaryschool.ie">mcollins@lecheilesecondaryschool.ie</a>            2<sup>nd</sup> Year = <a href="mailto:mrmccann@lecheilesecondaryschool.ie">mrmccann@lecheilesecondaryschool.ie</a>            3<sup>rd</sup> Year = <a href="mailto:mssheehan@lecheilesecondaryschool.ie">mssheehan@lecheilesecondaryschool.ie</a>            TY/5<sup>th</sup> Year = <a href="mailto:msfinnegan@lecheilesecondaryschool.ie">msfinnegan@lecheilesecondaryschool.ie</a>            6<sup>th</sup> Year = <a href="mailto:msobrien@lecheilesecondaryschool.ie">msobrien@lecheilesecondaryschool.ie</a></li> </ul>

### Important Guidelines

Live lessons	<ul style="list-style-type: none"> <li>- Camera off unless requested to turn on during lesson.</li> <li>- Each teacher will tell you whether they would prefer the camera on or off.</li> <li>- Microphone on mute unless asking questions.</li> <li>- Dress appropriately for online lesson</li> <li>- No inappropriate digital backgrounds</li> <li>- No recording/sharing of content</li> </ul>
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"> <li>- Avoid working late into evening. Get up early and follow the school timetable.</li> </ul>
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>