

## Remote Teaching & Learning

January 2021

Dear Students & Parents/Guardians,

Firstly, we hope you are all safe and well at this time and continuing to follow government advice about staying at home and reducing your contacts with other people.

Please be aware that we are here to support you in whatever way we can for the next few weeks with remote teaching and learning from home.

We will operate the following Timetable for the first few weeks.

<b>Monday</b> (Submit Friday)	<b>Tuesday</b> (Submit Monday)	<b>Wednesday</b> (Submit Tuesday)	<b>Thursday</b> (Submit Wednesday)	<b>Friday</b> (Submit Thursday)
Maths	English	Irish	History	French/Spanish
Construction	Geography	Home Ec	Art	Engineering
Science/Biology	PE	Music/SPHE	RE/Childcare	Business/CSPE

### How this works:

- Students will receive an email from their Maths teacher on a Monday and this work should be handed in before Friday.
- Students who do woodwork or science or biology will also get an email from their teacher on a Monday
- Teachers will do at least 1 live class per week – your teacher will tell you by email when this will happen.
- Your teacher will be available to answer your questions during the week but during normal school times. We would ask that school work or questions are sent between 9-5 every day.
- Remember that your teachers have a lot of students to work with so it may take a day or two before they get to reply to you.



### Other things to bear in mind:

- You should have your Camera and Microphone turned off during all live classes
- No recording, screenshots of photographs of any live classes is allowed – this is a serious offence.
- It is up to you to engage with your teachers and keep up with your schoolwork. If there is only one device at home, arrange a timetable with others in your house so you can keep up with your work.
- If you need to borrow a device from the school, please let us know asap and we will do our best to get one to you
- If you have forgotten your Office 365 password, please email [ciaranduffy@stkevinscc.ie](mailto:ciaranduffy@stkevinscc.ie) for a new one if you're in 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year OR email [johnocallaghan@stkevinscc.ie](mailto:johnocallaghan@stkevinscc.ie) if you're in 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> year.
- The government has said that the Leaving and Junior exams will go ahead this year. In case this changes, your teachers may have to work out calculated grades for you. You need to keep working as often as you can and keep up with your studies.
- The situation with Covid-19 is changing all the time, so please keep up to date with our Facebook, Twitter and Website for official information.

- All interactions on these Apps (using school login details) are monitored by Head Office and ourselves to prevent cyber-bullying and inappropriate use. Any comments, images, photos, audio clips etc that are deemed to be inappropriate may result in the information being passed to the Gardai by Head Office. Your school account should only ever be used for appropriate school work.
- Do not engage in speculation and rumour as this is not helpful to anyone.

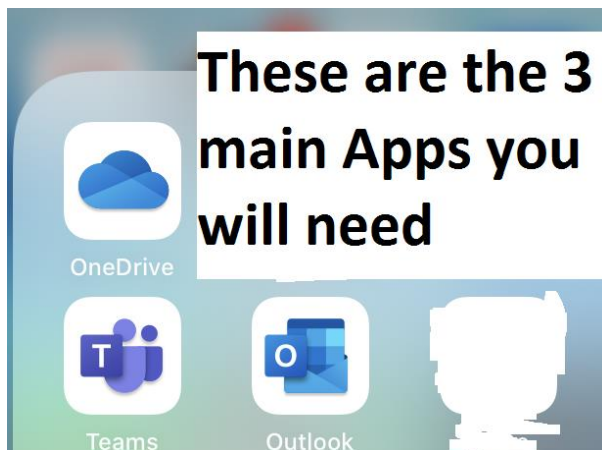
### Some Useful Resources

If you don't have a laptop, you can access remote learning through an X-Box or PlayStation

	
<ol style="list-style-type: none"> <li>1. Plug in a keyboard and mouse (if you have them) into the USB port</li> <li>2. Go to My Games and Apps</li> <li>3. Find and open Microsoft Edge</li> <li>4. Type in <a href="http://www.office.com">www.office.com</a> as you would to access Office 365</li> <li>5. Login and you can access Teams, Office 365, Outlook and OneDrive</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the PS4 Logo on the controller</li> <li>2. Go to the library and find the internet browser (www)</li> <li>3. Open the browser</li> <li>4. Type in <a href="http://www.office.com">www.office.com</a> as you would to access Office 365</li> <li>5. Login and you can access Teams, Office 365, Outlook and OneDrive</li> </ol>

You can access a cheap keyboard for under €20 online or we can loan one from school if necessary.

**Download the following Apps on your smart phone and log in with your school username (email address) and password.**



<b>OneDrive</b>	This is to store all of your files. If you already have files created they will show up here when you download the app on your phone
<b>Teams</b>	This is for doing Live classes with your teacher
<b>Outlook</b>	This is for your EMAILS

**For IT support, please email [ciaranduffy@stkevinscc.ie](mailto:ciaranduffy@stkevinscc.ie) or [johnocallaghan@stkevinscc.ie](mailto:johnocallaghan@stkevinscc.ie) or speak to any of your teachers or our SNA team and they will pass on the message to us.**