



The Teresian School

12, Stillorgan Road, Dublin 4 Tel: (01) 2691376 Fax: (01) 2602878 email: secretary@teresian.ie

Remote Learning for students absent due to illness or Covid-19

This document sets out the policy of The Teresian School in respect of teacher-student engagement, through the use of technology, during a period of student absence due to general illness or in cases of Covid-19 related absence.

The applications that are used for teaching and learning in The Teresian School are primarily:

- Office365, incorporating:
 - Microsoft Outlook (e-mail)
 - Microsoft Teams
 - Microsoft OneNote
 - Microsoft Forms

Short term absence:

1. In the case of student short term absence (such as one or two days), the student, if well enough, will complete homework in the usual manner, as it is uploaded to Teams, across all subjects in all years, on days the subject is on the student timetable.
2. Class notes are uploaded into the Teams folders and are available to the student at home.
3. In cases where a student is too unwell to do schoolwork, she will complete this by arrangement with her teacher on her return to school within a reasonable and negotiated timeframe.
4. There is no requirement for a teacher to engage with a student privately in the case of a short-term absence.
5. Students as independent learners should check their relevant class Teams for homework and assignments. In addition, students are encouraged to engage with their fellow students regarding classwork and homework.

Long term absence due to illness or Covid-19:

1. Where an absence is long term (three or more days) or is Covid-19 related, parents/guardians should notify the school through the proper channels that the absence is more than short term. In this instance, teachers will be informed by the relevant Dean of the student's absence.
2. Using the functions available on Teams, teachers will engage with students on the days their subject is on timetable by:
 - a) Uploading class notes into the Teams folder where appropriate.
 - b) Uploading homework to Teams unless recorded in the homework journal.
3. Homework, on the days it is set, will continue to be issued through Teams and/or recorded in the homework journal as is the norm for all classes and all students. Students are expected to check on a daily basis their assignments tab and homework tab of their relevant subjects.
4. No additional/extra work will be issued to students in the event of either short- or long-term absence.



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5. Students should apply the “three before me” concept when engaging in online/remote learning. If a query arises, “three before me” consist of:
 - a) Re read any instructions that have been posted on Teams or are attached to any assignment set.
 - b) Ask another individual in the class.
 - c) Post a question onto the class Team page to allow other members of the class to respond.
6. If these steps do not provide adequate clarification, the student should then reach out to their teacher to ask any questions or seek further clarification. It is important for both students and parents/guardians to note that the teacher response could be at the end of the school day, when a teacher has a free period during the school day or the next school day. All teachers have full class-contact timetables and cannot be available “live” to an absent student during their subject period.
7. Please note that individual correspondence from students to teachers should be sent during normal school working hours (8.30-15.35) with queries/submissions that relate to subject work only. Teachers will respond in a timely manner as in point 6 above. Teachers are not expected to communicate with students during the weekends or during periods of scheduled school closure.
8. During periods of extended absence students are encouraged to consolidate learning and revise for examinations or assessments. All students are expected to have a novel/reading material for the Drop Everything and Read initiative and this reading is encouraged during absence from school.
9. In cases where a student is too unwell to do school work, she will complete this by arrangement with her teacher on her return to school within a reasonable and negotiated timeframe.
10. As in the case of short term absence, students are encouraged to engage with their fellow students regarding classwork and homework. This is important in terms of connection and engagement with peers.



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Remote Learning for students in the event of a school closure

This policy has been developed to reflect the changed circumstances in learning in our school brought about by COVID-19 and the significant increase in the use of technology to continue teaching and learning. The aim of the policy is to provide guidelines and information to students parents and staff surrounding the use of technology when learning remotely, i.e. in a place other than school where it is not possible for the teacher to deliver the class within the same location, as it as would be the case if the class were taking place in a classroom setting.

In all cases students must use their @teresian.ie account to log in to the recommended digital platforms. Students are not to use any other account under any circumstances for the purposes of distance learning within the school.

The list of recommended applications that are used in The Teresian School for distance learning are:

Microsoft Office 365 incorporating:

- Microsoft Outlook
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

There may be additional applications that teachers will use such as zoom and, in these instances, the teacher will provide the student with the information required to access the.

Distance learning approach

Distance learning will take place using what is known as a blended approach. Teachers will use a mix of regular live classes as well as individual group tasks or assignments with the emphasis being on live classes. In all cases the aim is to cover the required curriculum areas for their specific subject and the teacher will decide the most effective method to use to achieve this aim. Students should contact their teacher directly if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Guidelines on the use of online platforms for engaging a distance teaching and learning

1. Students are required to log in and check their Teams account daily to collect any assigned work and instructions from the subject teachers.



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2. Where live classes are scheduled students must attend all online classes and engage with the tasks and activities to the best of their ability and submit their work on completion as advised by their subject teachers. If a student is unable to attend their live classes, the Secondary School office should be contacted, and teachers will be informed.
3. Students and teachers will have their cameras working and switched on at all times during an online or live lesson.
4. Live or online lessons will follow a student's normal school timetable and will not be arranged for times outside of the normal timetable.
5. Where a lesson is 40 minutes in length the live lesson should last for 30 minutes.
6. For all live lessons, teachers will continue to take a roll on VSware.
7. Where a lesson is a double class i.e. one hour and twenty minutes the lesson should last for no more than one hour.
8. Where a subject is timetabled for two periods per week, the teacher will engage in live classes for all of these lessons.
9. Where a subject is timetabled for three lessons per week, the teacher will engage in live lessons for a minimum of two periods per week.
10. Where a subject is timetabled for four lessons per week, the teacher will engage in live lessons for a minimum of three periods per week.
11. In the case of 5th and 6th Year where subjects are timetabled for five or six lessons the teacher will engage in live classes for a minimum of three lessons per week.
12. Teachers when working remotely will on most occasions try to communicate during normal working hours and will endeavour not to communicate with students outside of these hours. However, teachers may have to send material or set assignments outside of regular school hours in preparation for upcoming lessons. In this instance, there is no expectation on the student to respond or begin work at the time it is received.



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13. All members of the school community must abide by the normal school rules and policies when logged on to teams or any digital learning platform while learning remotely.
14. Recordings must not be made of any online class unless the teacher has given permission to do so. In this instance it is teacher who will record the lesson and upload it to Microsoft Stream. It is of utmost importance that any such recordings are not shared by students outside of the team unless given permission to do so by the teacher.
15. Students should be mindful of email etiquette and communication tone when communicating with teachers, as distinct from online communication with their peers. For example, address the relevant party at the beginning of an email/chat message and maintain a polite tone throughout and sign off as appropriate.
13. Student Internet access cannot be supervised by teachers during periods of distance learning. Students' personal responsibility in this instance is essential and or Parental/Guardian monitoring where possible.
14. As per all matters relating to the schools Code of Behaviour if a student acts in a fashion that is contrary to the school's expectations they will receive sanctions in line with the code.
15. It is expected that all students and teachers will engage as best they can with all efforts at online teaching and learning so as not to be behind when normal school resumes.

Students should:

- Work in a suitable learning environment - a quiet space at a desk or table with no distractions.
- Ensure they log on to classes on time
- Be suitably dressed for class
- Follow the direction of their teacher just as if they were in the classroom
- Turn camera on for class
- Not record classes at anytime
- Turn microphone off unless called on by the teacher to speak
- Not take screenshots or photos of others either student or staff
- Respect the views of everyone online
- Use appropriate classroom language when speaking online
- Communicate with teachers using the given platform and during school hours only



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- Not use their mobile phone, this includes to log into live lessons. Mobile phones can be used to take photographs of work which can then be uploaded onto the students OneNote account for teachers to correct.

Parents and guardians should:

- ensure their daughter is regularly checking their Teams for assigned work
- ensure that when live classes are taking place their daughter is on time working in a suitable environment - where possible a quiet space at a desk/table, is suitably dressed for class and has no distractions
- ensure that real time online classes are viewed by their daughter only and no other family members are actively present unless by prior arrangement with the teacher in the case of a students with additional learning needs.