



Moyle Park College

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Friday 8th January 2021

Dear Parents/ Guardians,

At this time of unprecedented challenges, we hope that you and your families are keeping safe and well.

As we face another period of school closure, it is hugely important that we work together to ensure that teaching and learning continues.

We have focused on the development of skills in Google Classroom and student access to E-books since we returned in September and we hope that by now, all students are competent in accessing, uploading and completing assignments online. Students are asked to take responsibility for their learning and engage remotely with their teachers.

Attached, please find the following:

1. Guidelines for supporting your son with remote learning.
2. Guidelines for students to follow when remote learning
3. Christmas Reports - release date.
4. Details re: 6th Year Parent Teacher Student Meeting
5. Contact details for the school - Email/ App/ Website etc.

1. Supporting your son with Remote Learning:

To support your son with online learning, we ask that you set up the following;

- Establish a good routine by setting a start time and setting up a work space for your son. Set realistic goals and expectations.

- Teachers may be facilitating live classes/ check-ins as per their timetable (Q & A, etc) Please encourage your son to attend and engage remotely with their teachers. Students are required to present themselves appropriately with the camera on for the duration of the live feed.
- Teachers will schedule work daily for students as per the allocation of classes on their timetable. Work will be assigned early each day, so please ensure that your son is up and ready to complete the assignments and classwork.
- Remove distractions and where possible, allow the student to work in a quiet area.
- Email (Gmail) will be used to communicate with teachers, students and parents and we use Google Classroom as our online learning platform.
- Students will be using Google Classroom daily to complete assignments, classwork and homework.
- Parents are asked to make themselves aware of Google Classroom to support their son's learning. Please see the notes on the use of Google Classroom on the school App on the notification tab.
- Staff are available through email, so please encourage your son to email their teacher/s if they are concerned about work or having difficulty completing assignments. Please ensure that all communications are confined to normal school hours.

2. Please see the Guidelines below for students when remote learning:

3. Christmas Reports will be released Monday 18th Jan on VSWare.

4. The 6th Year virtual Parent Teacher Student Meeting is deferred until Monday 25th January 2021 from 4:15 - 6:45. If you have already signed up, no further action is required. Contact dp@moyleparkcollege.com if you have any questions relating to the PTSM.

5. School contact details:

Please keep up to date with school activities through the following:

- **School App:** Our School App entitled **Moyle Park College** can be downloaded through the various forums. The App contains a link to VSWare and the school calendar and allows parents to monitor student progress, behaviour and engagement and keep up to date with school events.

- Parents can email us through info@moyleparkcollege.com if they have any concerns. Students can also email their individual teachers if they have concerns about their classwork. Please ensure that emails are sent during normal school hours.
- **WEBSITE/EMAIL** : Parents can also get information through the school website on www.moyleparkcollege.ie.
- **TWITTER:** Follow us on **Twitter @moylepark**

Stay safe and look after yourselves and your families and we will soon gather again as a community.

Yours sincerely,

Niamh Cahalane
Principal.

Guidelines for students when remote learning

- Students are asked to enrol in Google Classroom for all subject areas.
- Students must remain in the “Google Classroom” once they have been enrolled.
- Please use appropriate language when emailing teachers and remember that the same rules apply online as in class.
- Please remember that all communication with your teacher should be confined to normal school hours.
- Please ensure that profile pictures are appropriate.
- Materials posted by the teacher must not be shared with others outside the class.
- Students are asked to keep up to date with notes and assignments.
- Students are advised to email their teachers or use the class or private comment section in Google Classroom if they have any questions or concerns about classwork or homework.
- All students should use the ebook where possible to reduce the weight of the bags.

Live/Recorded check in via Google Meet

- In the event of full or partial school closures, teachers may facilitate one or more live/recorded check in or live/recorded class per week via Google Meet.
- Classes will be scheduled as per their timetable (Q & A, etc) This may be used to introduce topics for the week ahead or whatever is appropriate to that subject.
- Online classes may be recorded and shared by the teacher only.
- Attendance will be recorded.
- When attending a live class/ live check in, students are required to present themselves appropriately with the camera on for the duration of the live feed.

Scheduling of work

- Communication should only happen through G Suite i.e. gmail, classroom
- Work will be scheduled daily for students as per the allocation of classes on their timetable (i.e if you have a class four times a week, work will be scheduled for these four classes).
- Work will be scheduled for the mornings on Google Classroom and classes will be scheduled as per the timetable.

SEN Students

- In the event of full or partial school closures, the SEN department will continue to support students with their learning needs and make contact with their students at least once a week or more often as the need arises.

TY Students

- Tutors/ Teachers will hold at least one online class/ check in each week.
- Tutors will link in re: competitions/online events etc.
- Attendance will be recorded -
- When attending a live class/ live check in, students are required to present themselves appropriately with the camera on for the duration of the live feed.
- Project work will be assigned by teachers on a weekly basis.
- Oral/written feedback from teachers will be given at the end of their task/project
- TY Students are responsible for keeping their Digital Portfolios up to

date - tutors and Mr Kenny will monitor these.

- Work Experience/Community Placement will still go ahead pending DES Guidelines.

LCA Students

- Teachers will hold at least one online class each week.
- Teachers will take attendance following the agreed procedures.
- Teachers will set work for the students to do on a weekly basis, based on what is covered in class.
- **To be considered for full credits students must submit assignments online via Google classroom. It is not enough for students simply to attend class. Students must also do the work assigned.**
- Teacher Feedback will be given on the assignments submitted.

Feedback:

- Feedback will be provided on at least one piece of work per week.
- Class notes/instructions will be made available to students on Google Classroom to facilitate students working remotely.
- Google Forms and other applications may be used to assess the learning and gauge understanding.
- Teachers will be available to answer questions, but no emails should be sent to teachers outside of school hours.

Code of Behaviour - online learning

- VSWare will be used to monitor engagement, behaviour and progress.
- Student progress will be monitored and endorsed through the VSWare Behaviour Tab using positive points.
- Lack of engagement will be logged on the VSWare Behaviour Tab using negative points.
- If there is an extended period of closure, a student engagement report will be created and sent to parents.
- Calls may be placed to parents to follow up on engagement reports by the Year Teams and Management.
- Normal school rules apply when working online and students remain subject to the code of behaviour. Cyberbullying is never acceptable.

- The Code of Behaviour and the Use of Technology for Remote E -learning Policy are applicable.