



PRESENTATION SECONDARY SCHOOL

Educating the Students of Wexford Since 1818

"Our Best Always"



Information re: Distance Learning & Teaching

SLOW/SIMPLE/STEADY/SUSTAINABLE

Please see below key information regarding our planned approach to Blended Learning / Distance Learning & Teaching.

As you will appreciate, the CV19 pandemic is impacting the personal lives of our staff in the same way as everybody else, and as such we will do our best to live up to the aspirations set out in the guidelines below.

Pupil Access and Usage of Teams

- All Pupils are familiar with accessing and using TEAMS.
- All teachers have been using TEAMS since the start of the year and indeed during Distance Learning during last year to share resources / assignments etc. with pupils.
- There should be no reason why a pupil cannot access or use TEAMS.
- All scheduled Live Classes and Assignments will appear in your child's TEAMS page.
- Issues with access to office 365 or email should be directed to Ms O'Brien at mobrien@preswex.ie
- Issues to do with iPads should be directed to Ms V Redmond at ipadcoordinator@preswex.ie

Live Lessons

- Our goal and preferred approach are to have all mainstream teachers using TEAMS to link in with their classes LIVE (for a short period of time – 20 minutes – **this may not always be possible**) at scheduled times throughout the week, that are in sync with their School Timetable.
- **This may not always be feasibly possible for all classes due to a multitude of reasons.**
- NOTE – LIVE LESSON can be Live-in person or pre-recorded by the teacher.

How many Live Lessons?

- Ideally, all mainstream teachers will use TEAMS to link in with their classes LIVE (for a short period of time – 20 minutes) for all timetabled classes at scheduled times throughout the week.
- Classes can be a mixture of LIVE, Pre-recorded lessons, or set assignments for classes.
- If this is not possible, the following is a guide for the number of LIVE lessons that will take place.

Number of Periods per week with class	Number of LIVE lessons per week with class
4 periods a week	2 LIVE lessons with pupils per week at scheduled times that sync with Timetable – can be as short as 20 mins LIVE
3 periods a week	2 LIVE lessons with pupils per week at scheduled times that sync with Timetable – can be as short as 20 mins LIVE
2 periods a week	1 LIVE lessons with pupils per week at scheduled times that sync with Timetable – can be as short as 20 mins LIVE
1 period a week	1 LIVE lesson with pupils per week at scheduled times that sync with Timetable – can be as short as 20 mins LIVE

- If the timing of the scheduled lesson does not suit the staff member to do a LIVE lesson, staff may record a lesson or PowerPoint and post it to the TEAM.
- Resources and Assignments will be uploaded for lessons.

Non-Exam classes

- Subject teacher of non-exam subjects should link with pupils as per guidelines, but it may be advisable that assignments that are set are not mandatory, to avoid pupils being overwhelmed with work.

When will LIVE Lessons be on?

- All staff and pupils are to follow the school timetable to schedule online lessons.
- As TEAMS will only allow you to set up 30-minute events, it is not possible to set up online lessons to correspond with the exact times of the normal school timetable throughout the day / week. i.e., 1 hour classes – which would in fact be very heavy online for both student & teacher.
- As such, the approach is to give a 30-minute slot to each lesson – of which 20 mins may be live according to the table above.
- If you have a lesson Period 1 Monday, the online lesson may be from 9.00-9.30am, Lesson 2 is 10.00-10.30am, and so on.
- In a 30-minute lesson slot, ideally the lesson would finish after 20 minutes, to give both staff member and pupil time to get prepped for, and to join the next lesson.

Recording Lessons

- When doing live lessons, some staff will record the lesson. This will then be shared with the class on Teams.

Assignments and Homework

- We do not want pupils to be overloaded with Assignments and work.
- Staff will be using this as a rule of thumb,
 - ✓ If you have pupils 1 or 2 times a week - give 1 short assignments (15 minutes each) per week
 - ✓ If you have pupils 3 times a week - give 2 short assignments (15 minutes each) per week
 - ✓ If you have pupils 4 times a week - give 2 short assignments (15 minutes each) per week
- **Homework will only be assigned during class time and not during other lessons or after school hours.**

Support for SEN pupils

- For pupils who are withdrawn from certain classes e.g., Irish, French etc. and receive support from a member of staff at that time.
- The staff member should set up a LIVE class for those pupils at the time of withdrawal and following the approach to scheduling; resources and assignments detailed above.
- Pupils receiving more substantial SEN support will be linked with specific members of staff who will support them.

Tutor time

- Tutor time will go ahead as normal.
- And we will have the normal tutor theme of the week etc.

Contacting a member of staff

- If you have any questions with a subject or have reason to struggle with online classes, please do not hesitate to contact your subject teacher.
- If a pupil needs to contact a member of staff.
- **The pupil should email the member of staff during school working hours only and not after school hours.**

Avoid speculation.

Particularly the negative spirals that can be found on Twitter, Facebook, and other social media, and continue to engage in your Programme of learning.

I along with Ms Dooley, Ms C Ryan, your teachers, tutors and Year Heads will keep you up to date as we get further information from the DES and SEC and make decisions regarding Mock Examinations, Work Experience, CBAs, Subject Choice, CAO etc

AND REMEMBER this will be the process until the 1st February so please follow the motto below:

SLOW/SIMPLE/STEADY/SUSTAINABLE