



The Very Useful Guide

Learning from home - Parental Guidance

In St. Projects parents have always played a vital role in supporting our students to achieve their full potential. The present restrictions have had a huge effect on how schools manage teaching and learning and have posed many challenges for students, parents and teachers. Now, more than ever, we ask parents to be actively engaged in their children's learning. It is crucial that we all work together to maintain the high standards of education outcomes that have always been part of St. Projects.

We are very proud of our students' very positive interactions with online learning. Their engagement and commitment has been highly commendable. Their resilience in the face of these challenges is incredibly strong. We want to continue to do our best for them.

HOW PARENTS CAN HELP

Provide support for your children by:

1. Establishing routines and expectations.
2. Setting aside a space for your child to work in.
3. Monitoring communications from your child's teachers. Additionally, if you have any concerns or queries, please email the subject teacher at their email address – *some schools may not facilitate or be in a position to allow direct email access to staff. The procedure may be that the parent will email the school reception with the secretary then forwarding the email to the relevant staff member. This procedure would ensure that the email is being forwarded to a teacher during school hours only.*
4. Beginning and ending each day by asking about your child's learning.
5. Taking an active role in helping your children with their learning.
6. Encouraging physical activity and/or exercise.
7. Remembering that your child might be stressed or worried during this time.
8. Monitoring how much time your child is spending online.
9. Keeping your children social, but setting rules around their social media interactions.

To improve the effectiveness of online teaching and learning we have developed a clear set of rules and expectations for students. Please see below. We will email this policy to all students. Please bring to the attention of your son/daughter.

We thank you for your continued support. We are all working and learning together at this time and by so doing we will get through this crisis. We will continue to communicate with you regularly and are here to provide support in any way we can.

Take care and stay safe

Principal and Deputy Principal(s)



ONLINE TEACHING AND LEARNING – RULES AND EXPECTATIONS FOR STUDENTS

When learning online, it is important that you realise all the normal school protocols around respect apply.

Behave as if you are physically in class. This means:

1. BE PREPARED:

- School day is 9 to 4 – do your work within this time to allow for leisure time afterwards.
- If teachers assign work after 4pm – you can leave it until the next day.
- Have a suitable workspace – make sure the background in online classes is suitable.
- Make sure your laptop/ iPad is fully charged and you have all necessary materials.
- Make sure you have the assigned work / learning / reading complete and submitted on time.
- Eat a snack before your online class & have a bottle of water at hand if you normally do (No eating is allowed).
- Use your diary/dialann to keep track of the work assigned and the work done.

2. BE PUNCTUAL:

- Be sitting at your workstation and logged in at the designated time. A student logging in late disrupts the whole class.
- Attend all classes.
- Respond to all emails sent to you by your teachers.
- Complete all assigned work on time.

3. BE RESPECTFUL: of your teacher and fellow students:

- Be presentable – dress appropriately (no pjs please!).
- Be positive and support others in their learning.
- Only appropriate comments - written or spoken.
- Please and thank you are always appreciated!

4. BE ENGAGED:

- Do your best.
- The work and assignments you post must be your own work.
- Do not copy work from other students or any other source and pretend that it is your own.
- Take part in class tests and assessments honestly, and don't share the answers with your classmates.

5. BE SECURE:

- St Projects has assigned all students a school email account.
- The school email is to be used for school communication only.
- The use of personal email accounts is acceptable only in agreed circumstances. Students should not under any circumstances share their email account login details or class codes with any other student.

REWARDS

By doing your best, you will feel good about yourself. This sense of achievement contributes to your overall wellbeing.

By participating fully in your online classes you will also receive:

- Words of praise.
- Positive email home.
- Very positive Summer Report.

Most importantly, by engaging in this learning now you are paving your way to the next stage in your educational journey.



SANCTIONS

We expect students to do their best, to respect others and to behave in class:

- Inappropriate behaviour associated with online teaching and learning (e.g. See Guidelines below) will be dealt with on an individual basis, as per our Code of Behaviour & Anti Bullying Policy & Acceptable Use Policy apply - All on our website.
- Sanctions can range from contacting students' parents to exclusion from online classes for a period of time.
- Disciplinary consequence for a serious breach of the Code of Behaviour/Acceptable Use Policy may lead to suspension or expulsion in certain cases.
- St. Projects reserves the right to report any illegal activities to the appropriate authorities.

GUIDELINES SPECIFIC TO ONLINE BEHAVIOUR:

- **Do not use words or share content that is offensive or inflammatory** (this includes, but is not limited to, language, names or content that is sexist, racist, homophobic, sexually explicit, abusive, contains swearing or is otherwise likely to cause offence). If you would not say it to someone's face, do not say it online either.
- **Do not 'spam' other learners** by posting the same comment multiple times or by adding comments that are unrelated to the class.
- **Be aware of strong language, all caps and exclamation points:** It is easy for written text to be misread and misunderstood. Yes, grammar and spelling matter. Textspeak can be gr8 4 ur friends. In an educational setting, keep it formal.
- **Be careful with humour and sarcasm:** You should not avoid being funny, just make sure that it is clear you are being funny and not being rude, and remember to keep smiley faces to a minimum.