

Dear Parents and Guardians,

*Athbhliain faoi shéan is faoi mhaise daoibh uilig.*

I wish you all a very happy and healthful 2021 and we look forward to working together with you as a community of support, courage and commitment to each other, through the challenges that lie ahead

Unfortunately, we find ourselves again in the situation whereby the school cannot reopen as normal after the Christmas holidays. This is in accordance with the latest Department of Education and Skills directive for all schools currently. This means that all students (1st - 6th Year) will remain at home and engage in remote teaching and learning from Monday 11th January 2021. We hope that the closure will not be prolonged. You will be notified of the school reopening date when we are advised of it.

### **Leaving Certificate and Junior Cycle Students**

We are very conscious of the increased stress this closure may present for our Leaving Certificate and Junior Certificate Students. We will endeavor to provide ongoing information and required support to our examination students on an ongoing basis. At this stage no decision has been made about the Mock Examinations - it is too soon to do so and prior to making any decision on this we will consult with students, parents and teachers.

### **Continuity of Learning – Remote Teaching and Learning.**

Our teachers are ready to deliver a Continuity of Learning Programme for use in the event of a school closure. As a school community we have continued to use, develop and evolve our communication and learning platforms (Office 365, Outlook, Teams, OneNote, etc.) with our student body since previous school closures and all students and staff are equipped and experienced in the use of these online learning forums. This programme, which is in accordance with DES Guidance for such closures, makes provision for remote teaching and learning and will take effect from Monday 11th January 2021. As we prepare for the transition to remote learning, adjusting our teaching strategies to support the continuance of student learning and student wellbeing, we ask that parents and guardians plan and prepare with the students in their homes also.

To allow for planning for Remote Learning and staff and subject department collaboration we plan to have a whole staff meeting on Monday 11<sup>th</sup> January, followed by Subject Department Meetings to enable teachers to engage in collaborative planning for online teaching. Therefore, online learning for all year groups ( 1st Year to 6th Year) will begin on Monday 11th January from 1:50pm. Teachers will commence connecting-in with students in the course of that day. Students should log into their @sdk.ie accounts at this time to begin engagement with their online learning and then follow their normal daily timetable for all classes thereafter. Issues with passwords etc. can be addressed directly to:

[eamonmulvihill@scoildara.ie](mailto:eamonmulvihill@scoildara.ie)

[clodaghward@scoildara.ie](mailto:clodaghward@scoildara.ie)

[ronanmccabe@scoildara.ie](mailto:ronanmccabe@scoildara.ie)

**Collection of books/materials from the school building.**

Monday 11<sup>th</sup> of January will be used by our students to collect all books/materials which remain in the building and which will be required to support distance learning. We advise students to bring an empty school bag or bags as required to ensure all materials may be collected and brought home, especially if they are on foot. Please see an outline of procedures around this collection below.

**Schedule for the collection of Textbooks and Materials from School Building****Collection Date: Monday 11th January**

In line with our Covid-19 Response Plan students must adhere to the scheduled collection times set-out below. Students will be supervised by members of staff and a contact tracing register of attending students will be recorded.

- All students must wear a facemask for the duration of the collection visit and hand sanitisation stations will be available to students as they enter and exit the school building.
- Parents will not be permitted to the school building – we ask that accompanying parents remain outside the school gates and observe public health protocols.

*We appreciate your support in adhering to the necessary Covid-19 safety protocols.*

<b>Year Group</b>	<b>Base Class</b>	<b>Collection Slot</b>	<b>Access Point</b>
<b>First Year</b>	1A	11.45 – 12 noon	Main Reception
	1B	12 – 12.15	Main Reception
	1C	12.15 - 12.30	Main Reception
	1D	12.30 – 12.45	Main Reception
	1E	12.45 – 1pm	Main Reception
	1F	1.00 – 1.15	Main Reception
<b>Second Year</b>	2A	1.00 - 1.15	Entrance at G 1
	2B	1.15 – 1.30	Entrance at G 1
	2C	1.30 - 1.45	Entrance at G 1
	2D	1.45 – 2.00	Entrance at G 1
	2E	2.00 – 2.15	Entrance at G 1
	2F	2.15 - 2.30	Entrance at G 1
<b>Third Year</b>	3A	11.45 - 12 noon	Entrance at G 1
	3B	12.00 – 12.15	Entrance at G 1
	3C	12.15 – 12.30	Entrance at G 1
	3D	12.30 – 12.45	Entrance at G 1
	3E	12.45 – 1.00	Entrance at G 1
	3F	1.00 – 1.15	Entrance at G 1

## Tech Tools/Devices for Remote Learning.

All students will require access to a digital device (laptop; desktop computer; iPad, phone etc. with internet access) in order to enable them to connect to the remote learning. Our office 365 learning platform may also be accessed through Xbox or PlayStation. Please see instructions below:

**Using X Box or Play Station to access HWB**  
Accessing your remote learning. An alternative method of accessing remote learning during times of lockdown.

**X Box**

1. Plug a key board in to the X box USB slot
2. Go in to my games and apps
3. Find Microsoft Edge and select
4. Type in: HWB and log in as you would in school
5. You can then access your work through one drive and use key packages including:
  - Word
  - Teams
  - Excel
  - PowerPoint
  - Your emails
6. To move around you use the X Box control or plug a mouse

**Play Station**

1. Identify the Play Station internet browser icon (it is WWW with dots around it)
2. Press the PS4 logo on the controller
3. Go to the library and find options for games and applications
4. Go in to applications and you will find the internet browser
5. Type HWB into the browser and log in as you would in school
6. You can then access your work through one drive and use key packages including:
  - Word
  - Teams
  - Excel
  - PowerPoint
  - Your emails

**Hwb**  
Digital Learning for Wales

All students have received and are now familiar with the working of their Office 365/school email account. The operation of these accounts is necessary to access the online platform which will be the main form of communication and instruction over the school closure. Year Heads will liaise by email with their year groups to ensure that all students have adequate access to digital devices enabling them to connect to online lessons, to offer continuous support during this time, to provide important year group specific information and to outline the school's expectations of students during the closure. If there is any issue presenting with the students' school email account and access to our online learning platform, please communicate by email with the relevant year head:

1 <sup>st</sup> Year Head - <a href="mailto:patriciakeane@scoildara.ie">patriciakeane@scoildara.ie</a>	5 <sup>th</sup> Year Head - <a href="mailto:Ronanmccabe@scoildara.ie">Ronanmccabe@scoildara.ie</a>
2 <sup>nd</sup> Year Head - <a href="mailto:caronfinlay@scoildara.ie">caronfinlay@scoildara.ie</a>	6 <sup>th</sup> Year Head - <a href="mailto:jimrattigan@scoildara.ie">jimrattigan@scoildara.ie</a>
3 <sup>rd</sup> Year Head - <a href="mailto:carolynloughlin@scoildara.ie">carolynloughlin@scoildara.ie</a>	LCA Co-ordinator – <a href="mailto:thersatighe@scoildara.ie">thersatighe@scoildara.ie</a>
TY Co-ordinator - <a href="mailto:eamonryan@scoildara.ie">eamonryan@scoildara.ie</a>	
Enquiries may also be forwarded to email <a href="mailto:info@scoildara.ie">info@scoildara.ie</a> .	

## **Guidelines for Students for Remote Learning.**

Students should:

- Follow their timetable as normal. Check in on your Office 365 account for notifications from your subject teachers in relation to teaching and learning, lesson plans assignments etc.
- Engage actively with classes and learning.
- Work towards completing all assigned tasks and handing them in on time.
- Collaborate with teachers and fellow students online respectfully and responsibly.
- Communicate any difficulties with your learning/work to your teacher via email/chat on TEAMS etc.

## **Guidelines for Parents for Remote Learning.**

- Establish a routine which mirrors a normal school day.
- We encourage conversations between parents and students about their learning day and to communicate any issues to us as they arise.
- Support but avoid over supervision
- Encourage exercise, fresh air, regular eating patterns and a healthy sleep routine.
- Be mindful of online overload and too much online activity.

## **Supports for Students**

*Students with Additional Educational Needs:*

Ms. Clare Kenny and our Learning Support Department will be in touch directly with parents to discuss supports, as appropriate. Ms. Kenny is available at [clarekenny@scoildara.ie](mailto:clarekenny@scoildara.ie).

*Guidance and Pastoral Support:*

Our Guidance Counsellors Ms. Payne, [theresapayne@scoildara.ie](mailto:theresapayne@scoildara.ie) and Ms. Brophy, [orlabrophy@scoildara.ie](mailto:orlabrophy@scoildara.ie) will continue to offer guidance and support to all students at this time. Year Heads will also provide pastoral support to students and liaise with parents/students while students are engaging in remote learning.

Our school website will be continuously updated with information for parents and students so we would encourage that you click into our website frequently to keep abreast of all that will continue to happen in the Scoil Dara school community and to ensure you are aware of all the important updates that will be posted.

Very importantly, we encourage students and their parents to utilise our Wellbeing and PE tabs on our school website. Here you will find an abundance of resources, supports and activities which will help to safeguard one's emotional, physical and mental wellbeing in the days ahead.

We thank you the parents and guardians for your continued support and care of our community and for your continued feedback as we continue to work in partnership with you to educate, support and care for your child and each other. We are very proud of our students in their measured responses to date to

changes in teaching and learning and how they have adapted to and engaged with these new platforms to support their continued learning.

We are most grateful for the ongoing support of our whole school community as together we strive to facilitate learning and the development of all our students.

Rath Dé Oraibh go léir.

Le Meas,

David Mc Cormack.