



Dunmore Community School

Dunmore, Co. Galway. H54 KP03

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Dear parents/guardians,

I hope you all had a healthy, safe and peaceful Easter and got to enjoy the beautiful weather. As you are all aware, due to the extended lockdown we are heading into another period of Online Learning. Hopefully, the following guidelines will make these weeks easier, clearer and more sustainable for all concerned.

Thank you for your feedback I received from parents, students & teachers before Easter. In response to this, we have developed some guidelines for the operation of online teaching and learning for the coming weeks. As you are aware, the main platform that we are using in school is MS Office Teams.

- The **Assignment tab will be used (in most cases) for the setting of a lesson, video, homework assignments, project or task.** The advantage of this is that it will automatically appear in the posts section, students will get a notification and it makes it **much easier for student and teachers to keep track of work due** etc.
- **All work will be assigned by teachers by 11:00 am on the day the student has that subject on their Timetable** and the due date would be no earlier than when you have your next class (for subjects which have classes more frequently such as Irish, English & Maths – you may have work assigned every second class which would result in work being assigned twice/three times a week, – your teachers will make this decision as they can judge the amount of work that needs to be covered.
- **Work must be submitted in the manner requested.** Normally, a teacher will ask for the work to be typed up in the provided document and **sent in via the 'Turn In' option** in assignments. If this is the case, it is not to be submitted via email. If a student Turns it in blank, then the grade given by the teacher will be 0%. If a photo of a copy page etc is requested by a teacher then it can be added to the assignment via the **'+Add Work' option**. (Please see video tutorial I sent out about this prior to Easter - <https://www.youtube.com/watch?v=qbDIFcbYI4A&t=9s>)
- Students engagement in online learning and completing of assignments/homework tasks will form the basis of their Summer grades for their end of term reports. A percentage of this grade will be based on student's engagement with online learning and a percentage will



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be an average of the grades they attained in their assignments. Students who fail to engage will, therefore, receive poor results on the end of term reports. Students who fail to engage with assignments will also **find themselves at a disadvantage next term, as teachers will be proceeding with new content during this term.**

- For the wellbeing of staff and student's **communication should be kept within the hours of the school day where possible.** Both students and teachers may need to work outside of this as their day allows but neither would be expected to respond to emails sent outside normal working hours.
- Teachers hope to use a combination of existing written tasks, pre-recorded instructional videos and/or live classes to give instruction to students on a new topic that they are covering. If it is a pre-recorded video it will be uploaded into teams and attached to an assignment for students to view. The student's individual teacher will give guidance on which method they will be using. The advantage of pre-recorded videos is that it will allow students to watch the videos when they have access to a device in the home, or when the internet is not as slow. E.g. after 6 pm.

The points listed above are in response to the concerns raised by the online surveys. It is hoped that they will give a positive structure to the upcoming term and reduce some of the issues arose during the first few weeks of online teaching and learning. Finally, we are currently working with our ICT provider to develop a feature that will send parents a weekly update regarding their son/daughters progress in assignments. I will keep you informed if and when this becomes available.

Kind Regards and stay safe,

DQuinn.