

Learning for all students will be delivered online via our Microsoft Office 365 & TEAMS platform from 9am on Monday 11th January. As far as is possible, each students’ regular timetable will be followed to deliver remote learning.

Students have been using Office 365 and TEAMS over the past term in order to help maintain familiarity with the platform.

Please note the following -

- Our Pres Milltown Office 365/TEAMS platform is for communication **between students & teachers** regarding their work, corrections, lessons and feedback only.
- **Parents** who wish to communicate with a teacher or the school office should do so by emailing office@presmilltown.ie. (Or for technical support email office365support@presmilltown.ie)
- Communication with teachers via the 365/TEAMS platform should be confined to **school days** from **9am – 5pm**.
- All Office 365/TEAMS communications are subject to the terms of the school’s **Internet Acceptable Use Policy** (see our website) & **Remote Learning Protocols** (below).
- Where possible lessons will be delivered in live format either via Microsoft TEAMS video meetings or through our designated school ZOOM account.
- Teachers who are in a position to facilitate live lessons will communicate details to their students through their specific class team from Monday morning. Please note that for a variety of reasons not all teachers will be able facilitate live lessons for each timetabled period. Where live lessons are not possible remote learning will take the form of activities, notes and/or recorded lessons.
- While students and staff are now more familiar with remote learning, we envisage that there may be some technical issues and challenges in the first few days. We ask for your patience and understanding in this regard.
- Please check that your son/daughter can log-in to their Office 365/TEAMS account as soon as possible.

If students are having any difficulties in accessing remote learning in any way please email office365support@presmilltown.ie

Class Times - Regular Timetable

Time	Class Period
9am – 10am	Period 1
10am – 11am	Period 2
11am – 11.20am	BREAK
11.20am – 12.20pm	Period 3
12.20pm – 1.20pm	Period 4
1.20pm – 2pm	LUNCH
2pm – 3pm	Period 5
3pm – 4pm	Period 6

N.B. School finishes at 1.20pm on Wednesday

Remote Learning will operate under our regular class times.

COVID measures while in school resulted in these times being amended for our 1st, TY & 5th Years over the past term.

For the purpose of remote learning class times for 1st, TY & 5th Year will be as listed here.

Break & Lunchtimes – In order to assist with routine, energy, and wellbeing eat a healthy snack and try to get outside if possible, during the regular break and lunch times. When in school, many of our students play basketball at lunchtime. Try to get some exercise in during your lunch break at home during remote learning.



Distractions – We advise students to leave their phones in another room during ‘school-time’. If students are using their phone to access remote learning, then all **social media notifications must be switched off** while they are studying/completing work or in a remote lesson.



Illness - Your teachers fully appreciate that many homes may experience **illness** over the next number of weeks so please just do as much work as you can given your individual situation at home.

Please let the school office know in the usual ways (school app or email) if a student cannot engage in remote learning due to illness.



Please bear in mind that teachers may also be dealing with illness within their families during this public health closure so we ask for your **patience & understanding**.

[Access to Remote Learning/Technical Support](#)

If students are having difficulties in accessing remote learning in any way, please email office365support@presmilltown.ie

Great care is needed to ensure the online security of everyone involved in remote learning and when using the school's Office 365/TEAMS platform in any way.

Students & parents are reminded that **all of the school's policies**, notably the **Code of Behaviour**, **Anti-bullying** and the **Internet Acceptable Use Policy**, apply during online engagements using the school's Microsoft Office 365/TEAMS platform.

Office 365 / TEAMS Platform

- The school's Office 365/TEAMS platform must only be used for communication between students & teachers regarding their work, corrections, lessons and feedback only.
- Parents who wish to communicate with a teacher or the school office should do so by emailing office@presmilltown.ie. (Or for technical support email office365support@presmilltown.ie)
- Students are not permitted to set up TEAMS or meetings. Chats and messages should not be sent between students using this platform. Communication should only be with their teacher unless specifically permitted to do so by a teacher.
- Screenshots, photos and/or recordings of any kind are not permitted while using the Office 365/TEAMS platform.
- Communication with teachers via the Office 365/TEAMS platform should be confined to school days from 9am – 5pm.

Live Lessons

- When students join a live lesson their device cameras and microphones are 'off' by default (this setting is controlled by the teacher).
- However, an important part of the virtual live lesson experience relies on the teacher and students being able to see each other. This provides for better engagement and creates an opportunity for participation under the teacher's direction. Therefore, once students enter a live lesson each **teacher will ask students to turn on their camera for the duration of the lesson**.
- Students' **microphones will remain muted**, other than when a teacher requests for students to unmute to allow for discussion/questions etc.
- Students are advised that best practice when participating requires the following:
 - a quiet location,
 - proper attire/dress,
 - no personal information visible in background (*eg. bedrooms or rooms with lots of photos should be avoided*)
 - respectful interactions and behaviour towards all present at the virtual session.
- **Audio or visual recording** of a live lesson is **NOT permitted** by either the teacher or the students. This is to respect the personal data of all, both teachers and students, who participate in each virtual live session.
- Participants will be reminded that **no recording (or screen photograph)** of any part of the video session should be made by **any means**. **The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies**.

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting privacy and confidentiality.

If at any stage, you have any concerns or wish to provide any feedback then please do not hesitate to contact the school through office@presmilltown.ie