



# Loreto Secondary School Clonmel

Coleville Road, Clonmel, Co. Tipperary

8<sup>th</sup> January 2021

Dear Parents/Guardians,

We write to up-date you on our plans starting next Monday 11<sup>th</sup> January 2021.

## Online Learning for all on Monday

We would ask that **all students** get ready for online learning. Each student will need to find a quiet place with access to a device with Microsoft Office. If a student's quiet place is in a bedroom please orientate the desk so that your back is to a blank wall - this means that during live classes when the student will be expected to turn their camera and microphone on, for safety reasons, their room is not on view.

All students should following their timetable on Monday from 8:55am and at the relevant time access the subject Team and undertake the work set out by their teacher.

However, TYs must join their normal Monday TY call at 9:35am. This information is already on their TY Team.

## Absences

Live teaching and learning will begin for all students on Tuesday. Attendance and participation are compulsory and it is the school's expectation that if a student is absent for any reason their parent/guardian will email [reception@loretoclonmel.ie](mailto:reception@loretoclonmel.ie) with this information as usual.

Students will have engagement from teachers either through live classes, PowerPoint presentations, video recordings, work placed on Teams, etc.

However this time teachers will all be following the regular school timetable. So you should expect that your daughter attends school each day.

- at 8.55am to 3.50pm on Monday and Tuesday and
- at 8.55am to 3.10pm on Wednesday, Thursday and Friday.

Normal break times and lunch times apply also!

## Participation and engagement

Loreto Clonmel students from 1<sup>st</sup> Year to TY inclusive have an individual device. We have surveyed our 5<sup>th</sup> Year and 6<sup>th</sup> Year students and anyone who required a device has been loaned a school device for the period of remote teaching and learning. So we believe that every student in Loreto has a device to enable them to engage with remote Teaching and Learning. If this is not the case, parents/guardians should urgently contact [reception@loretoclonmel.ie](mailto:reception@loretoclonmel.ie) so that we can work with you to provide a device.

As we cannot be sure how long remote teaching and learning will continue for please be aware that participation and engagement online will be included in end of term and year reporting for **ALL** year groups. If your home has particular broadband issues etc we need to know this as soon as possible. So please email [reception@loretoclonmel.ie](mailto:reception@loretoclonmel.ie) with this information.

### Communication Platform

As you know **Office365** is the platform we use to conduct Remote Teaching and Learning. Today we want to ask parents/guardians to sit with their child(ren) at some stage before Monday and take a tour of each subject in Teams, OneNote, etc.

Your child(ren) can show you how they can:

- log on to Office 365
- connect with their teachers
- gather classwork and homework/assignments
- submit assignments
- join live classes
- etc

From these conversations with your child(ren) you might become aware of areas that your child(ren) need help with. If this is the case in the first instance, please ask your child(ren) to message their teacher on Monday directly through Chat in Teams or emails. Following that, if further assistance is required, your child(ren) can contact their Tutor or Year Head.

### Remote Teaching and Learning Protocols

We will send updated *Remote Teaching and Learning Protocols* out to students and parents/guardians early next week to remind you of the school's expectations.

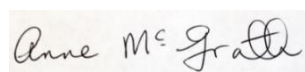
### School Office

At present the school office is not open to the general public, although you may contact the school by phone or email. The office email is [reception@loretoclonmel.ie](mailto:reception@loretoclonmel.ie) and the school phone number is (052) 6121402. *We remind you that the school office will refer your query to the relevant person.*


Please be mindful of the time you are ringing or emailing. Our office hours during term time are as follows:

Monday to Thursday:	8:45 am to 12:50am	and	1:50pm to 5pm
Friday only:	8:45 am to 12:50am	and	1:50pm to 4:30pm

Yours faithfully,



Anne Mc Grath, Principal



Sarah Rice, Deputy Principal