



Meánscoil na mBráithre Christian Brothers Secondary School The Green, Tralee, Co. Kerry.

Tel: Office (066) 7145824 Fax (066) 7129807

January 11th, 2021

Dear Parents / Guardians,

I hope this letter finds you and your loved ones safe and well.

We are now faced with the reality of online teaching and learning until January 29th. It is important that we all plan and prepare ourselves for the practicalities of this to ensure the best possible outcomes for our school community.

Today was used as a preparation and organisation day. Assemblies were held with all year groups, outlining the plan and expectations for the next three weeks. The Deputy Principal, Mr Flaherty and Year Heads have been assisting your son with password and device issues and will continue to do so to ensure all students can access their online classes from tomorrow.

Teachers will be engaging in live classes and it is important that students are prepared and organised for their class. Teachers and students will be following their regular timetables for their classes. It is critically important that each student remains in full contact with each subject and each teacher. Students will need to check their school email accounts and MS Teams for their access links to these classes. MS Teams can be accessed from mobile phones, tablets, laptops and desktop. MS Teams can also be accessed on Xbox and PlayStation devices.

Students should be ready for online engagement at 9:00 am each day.

We view the coming weeks as regular term time and we fully expect our students to engage with this. We appreciate that online teaching and learning poses many challenges, we encourage you to oversee and support your son(s), and to also engage with us so that we can work together to find resolutions to difficulties as they arise.

This is a challenging time for us all and particularly so for our 6th year students. There will be regular contact with 6th years. Their Year Head Mr JJ O'Brien and Academic Monitor, Ms G O'Dwyer will be linking in weekly with the boys and Ms Moran will continue to support them with their CAO applications.

We are especially aware that this is a new situation for our first years, and we will work with you to ensure that the process is accessible for all.

Online class protocols

- Pupils are expected to engage with their online learning in the same way as they would in their face-to-face teaching, therefore, appropriate attendance records and follow up will be undertaken.
- Your son is expected to attend all his live classes. In an 80-minute class teachers will teach for 30 to 40 minutes, will then issue classwork to your son



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that he has to complete in the remaining time. At the request of the teacher evidence of this work may have to be submitted on OneNote. Likewise, in a single 40 minute class period teachers will teach for 20 minutes and class work will be given for the remaining time. Again, at the request of the teacher evidence of the classwork maybe expected via OneNote.

- The class roll will be taken on VSware.
- In an online learning situation where the teacher is live streaming, the pupil learning at home is expected to participate in the lesson. Where work is shared for completion, it should be undertaken during the subject's timetable slot.
- Homework expectations will be outlined by each teacher with work to be returned via the OneNote app.
- If your son cannot remember his password to Office 365, he is to contact his year head.
- Where a student has difficulty with computer or online access we ask that student/parents/guardians contact their Year Head asap.
- Your son's attendance and timetable can be accessed via the VSware app.
- If your son cannot engage in classes because of illness, a note must be submitted via the School App as before.
- Regular updates will be posted via the school app which is our main information channel for parents/guardians. Please ensure that you have access to the CBS The Green App. (if you have difficulty setting this up or with the VSware app please email deputyprincipal@thegreen.ie)
- We also reiterate that if you have any questions or queries in respect of any aspect of your son's learning please contact us at school by using the following emails: principal@thegreen.ie or deputyprincipal@thegreen.ie .We value greatly our communication with you in supporting your son, whether we are face to face or working online.
- The school office is open to take phone calls and emails. Unfortunately, due to current restrictions it is not open for appointments. Marie our secretary can be contacted directly at moconnell@thegreen.ie
- Our key focus in the coming week will be to get the process working effectively and then to support the boys in their learning as the new patterns are established.

Thank you in advance for your support and understanding as we make our way through the coming weeks.

Take care.

Yours sincerely,

Anne O'Callaghan

Principal