



## Dear Parents/Guardians

Welcome to the sixth bulletin for the 2020/2021 school year.

We wish to take this opportunity to wish each and every member of our school community a very happy and healthy new year. As of this week we have returned to online/remote learning and teaching. This is not what anyone had hoped for at this time. It can bring added pressure, uncertainty and anxiety to all, but we are in this together and it is all systems go to ensure quality learning and teaching continues for each and every student at Sancta Maria College. Last term we have had training, trials, support and planning for this event so we hope to hit the ground running and build on our previous experiences. There will be issues for sure, devices, Wi-Fi, anxiety, illness to name a few but we hope with our supports and working together we will be able to address some of these issues. The most important thing right now is the wellbeing and safety of all our school community which can be helped by staying home and staying safe at this time. This bulletin will discuss some of your questions raised and items of interest.

## A Gentle Reminder

**A gentle reminder to please complete the contact form sent by text on Monday last looking for email addresses and devices used. This information will help us to communicate and sort issues quickly should they arise - Thank you**

## Support

Problem/Issue	Who to contact
For issues with Wi-Fi, access or devices please email	johnpaultiernan@sanctamaria.ie
For issues with attendance (students unable to attend classes due to appointments illness etc.) please contact the relevant class tutor who will communicate with class teachers	Relevant Class tutor (all teacher contact details are in bulletin 5 available on our web-site)
For issues with homework/assignments etc. please contact the relevant subject teacher	Relevant class teacher
Pastoral Care (see page 2)	pastoralcare@sanctamaria.ie or the relevant year head
SEN/Learning Support	chrisholloway@sanctamaria.ie
General Enquiries	info@sanctamaria.ie

## Pastoral Care

Life during lockdown can be difficult at times, but please know that you are not alone.

If any student or parent needs any support at this time, please feel free to contact our Pastoral Care team at [pastoralcare@sanctamaria.ie](mailto:pastoralcare@sanctamaria.ie) or you can email either of our guidance counsellors:

[richardberkeley@sanctamaria.ie](mailto:richardberkeley@sanctamaria.ie)

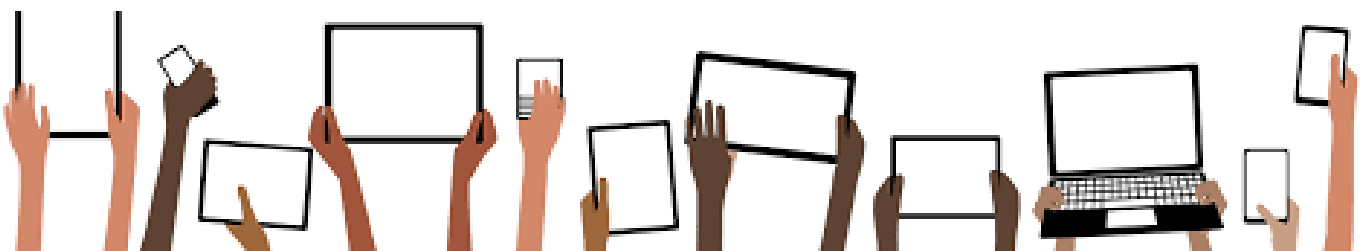
[mariangill@sanctamaria.ie](mailto:mariangill@sanctamaria.ie)

Here are some useful links:

- Mindspace Mayo <https://www.mindspacemayo.ie/>
- Mayo Mental Health Association <https://www.mayomha.ie/>
- Westport Family Resource Centre <https://www.westportfrc.ie/>
- Childline 1800 666 666 or text the word Talk to 50101
- Teenline 1800 833 634
- Spunout Website <https://spunout.ie/>
- Jigsaw <https://jigsaw.ie/>
- Aware- <https://www.aware.ie/> Support line is 1800 80 48 48 email [supportmail@aware.ie](mailto:supportmail@aware.ie)
- Pieta House 1800 247 247 or 01 6010000
- The Samaritans 116 123
- HSE Drugs and Alcohol Helpline 1800 459 459
- Text about it: 24/7 Text line- Text Hello to 50808 for a Crisis Volunteer
- A Lust for Life Website <https://www.alustforlife.com/>

## Some simple tips for online learning

- Do you have access to a phone/tablet /laptop and internet for school work? If not please contact [johnpaultiernan@sanctamaria.ie](mailto:johnpaultiernan@sanctamaria.ie) or your year head.
- Please note that you can use the internet browser function on your games console (xbox/ PlayStation) see page 4.
- Find a quiet space in your home and set up a desk and chair for your daily use. Please ensure this space is free of distractions. Online classes are open to you, your fellow students and your teacher only. No others should be present.
- Follow your normal timetable for the school day from roll call at 8.50am.
- Take your breaks and have your lunch as you would in school. It is important to have some screen free time in your day.
- Organise your materials the night before as you would for school.
- Make sure you have your correct school email and class log in details.
- If you have changed subjects or levels recently make sure you contact the relevant teacher to have you included in the correct class.
- Try to stay up to date with tasks assigned, if you have any difficulty with this or with uploading your work please contact your teacher.
- While you may be doing homework in the evenings and may send questions to teachers please be mindful you may not get a reply until the following morning when classes resume.
- Respectful and mature behaviour is expected at all times, the code of behaviour applies to online learning.
- Please just ask for help if needed. The pastoral team, learning support team, tutors, year heads, deputy principal and principal are available to you. Just email and we will get back to you. We do appreciate that it is a difficult time for all and it may take a little time to settle into this mode of learning but we are here to help if at all possible.



## Xbox / Playstation

Google classroom can be accessed via Xbox and PlayStation consoles. These platforms may be of use to facilitate remote learning

# PS4

1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the library use the search bar to type in *Internet*
5. Select the *Internet Browser* app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box *Google Classroom* and select the first link that comes up:  
Classroom: manage teaching and learning Google for Education - link below'  
<https://edu.google.com/products/classroom>
8. Select *Go to Classroom*. Then log in using student email and password.

# XBOX

1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to Apps
4. Go to *Microsoft Edge* application
5. Type in a search for Google Classroom
6. Select *Go to Classroom*
7. You will need to log in using your student email address and password.



## Online rules - Sancta Maria College

Just a reminder of the rules that your tutor explained to you at assembly on Monday 11th

<b>Before Class:</b>
<p>Participants are expected to check technology in advance (Audio, Video &amp; WIFI),</p> <p>Technical issue are dealt with offline and not during the meeting/class</p> <p>Participants are required to be dressed appropriately and ready at their device at the class start times.</p> <p>Participants are asked to <b>mute their speakers on entry and await instructions on communication procedures</b>. Teachers will ask you to unmute or to use the chat facility as required. (this should help with the sound interference experienced in our trial runs)</p> <p>The meeting/class is for the student and teacher only - <b>no others should be present during this time.</b></p>
<b>During class:</b>
<p>Start and Finish on time.</p> <p>Some events may require a Co-Host that may be assigned during the meeting/class</p> <p>Mics should be muted during the meeting unless you are speaking to the group.</p> <p>Mics and video will be set to off by default at the start of meetings. <i>Please note that by accepting video capability you should be aware and conscious that you will have a video device operating in your place of engagement (Home, other)</i></p> <p><b>Request opportunity to speak (Pen/hand Up) &amp; 1 voice at a time</b></p> <p>Speak and listen and behave respectfully while avoiding external distractions.</p> <p>Address the issue not the person.</p> <p>Respect the confidentiality of all participants and issues raised.</p>
<b>After class:</b>
<p>Complete required tasks on time and submit when required <b>by agreed deadlines</b></p> <p>Reflect on the learning that has occurred</p>