

Tuesday 24 March 2020

Kia ora koutou

This morning we met as a staff to discuss the announcements of yesterday and to implement the many plans that have been formulated over the past weeks. While carrying on their normal duties, our teaching and support staff have also spent many hours devising the strategies that will initially deliver our distance teaching and learning programmes. These will be reviewed and refined as we go forward.

After tomorrow, all schools in New Zealand will be closed to all staff and students. Remote teaching and learning is already underway but it will swing into full force for Thursday and Friday of this week. Then a two-week holiday break will occur, albeit slightly earlier than originally planned this year. The last day of these holidays for staff and students will be Tuesday 14 April. This is the Tuesday after Easter Monday.

On Wednesday 15 April, Rathkeale College and Senior College's remote teaching and learning will open again and by then we will have a better idea of how we as a country will be dealing with COVID-19.

Please spare a thought for our international students. They and their families have decided that the best thing for them at this present time is to stay in lockdown in New Zealand at Rathkeale College. The staff and families who live onsite have committed, without hesitation, to looking after these young men for the duration of the lockdown and we as a school are extremely grateful for this commitment. It must be said that our campus is not a bad place to be in lockdown into to be honest but a month, or longer, is a long time.

We will also stay mindful of the wellbeing of our students and their families. We will be sending out advice on activities to assist both the physical, mental and spiritual wellbeing of our students and their families over this lockdown period.

To this end please [CLICK HERE](#) to enjoy another online sermon from Reverend Ben Arcus, which replaced the Rathkeale Chapel service this week.

Key information follows in this communique in regard to remote teaching and learning. I trust your plans for the impending nationwide lockdown are progressing as best they can. I hope you have all your family safely where you want them to be. Let's stay in touch and be mindful of those who might be lonely and frightened by these series of events. Let's help as much as we can.

Kia kaha, kia maia, kia manawanui

Be strong, be brave, be steadfast



Martin O'Grady JP
Principal

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Guidelines and Instructions for Remote Teaching and Learning

We think it is important to update you on how Rathkeale and Senior College will function via Remote Teaching and Learning over the coming weeks. From Thursday this week, the school, like everywhere else, will be in lockdown and closed. No students or staff will be able to come on site for the next four weeks.

To further test our systems, normal timetabled classes will be held online on Thursday and Friday this week. We ask that all students are prepared for this on these two days

Teachers will be checking in with their students, discussing what work has been done this week, setting work and generally making sure that they know how to use the online resources. These “Scheduled Meetings” could run for 15 minutes or the whole period and will depend on what is required by the students and from the teachers.

Thursday and Friday this week will provide the opportunity for both students and teachers to organise themselves to be ready for further remote teaching and learning. This may include some form of online tuition but is not limited to this. Many subjects may well be more suited to more traditional methods or use textbooks and other physical resources. Students should already be aware of what these are and be prepared to use more than just their device to continue learning over the next few weeks.

The April school holidays have been brought forward and will start next Monday the 30th of March through to Tuesday the 14th of April. This will mean that remote teaching will be limited during this time (as would normally occur in holiday periods) and will resume on Wednesday the 15th of April. Obviously remote learning can continue to occur at any time.

Teaching and learning will operate using the Microsoft apps which the students and staff are familiar with, such as OneNote and Teams. If they have not yet done so, we need students to do the following:

1. Install the Microsoft Teams App:
 - on a laptop: <https://teams.microsoft.com/downloads>.
 - on their phone, go to the Google or Apple App store.
2. Make sure notifications are turned on for each class Team and on the mobile phone app so that alerts are received:
 - Laptop: Go to the General channel for each team => More Options (three dots) => Notifications.
 - Mobile Phone: Go to the General channel for each team => Select Notification button (looks like a bell)
3. Visit the [Student ICT Handbook](https://tinyurl.com/icthandbook) <https://tinyurl.com/icthandbook> to find more detailed information on Remote Teaching and Learning requirements and ‘How-To’ documentation.

Teachers will be communicating with students through Teams, OneNote and/or the school email system. Personal emails and social media platforms will not be used. Students will need to logon to their own school email address which can be done via The Hub from the Rathkeale website or directly at <https://outlook.com/trinityschools.nz>

At least twice a week, from April 15 onwards, teachers will set up a **Scheduled Meeting** so that some face to face contact is maintained. This will occur on the *first normally timetabled lesson* of the week (which

could be Monday or Tuesday, or even Wednesday for some junior options) and the *last normally timetabled lesson* each week (most likely Thursday or Friday). If notifications have been enabled, students will receive a notification for these meetings. They can also view the scheduled meetings by selecting the 'Calendar' in Teams.

The bulk of the learning will be set and completed through OneNote / Education Perfect etc. and will be student led. Remote sessions are an opportunity to check in and teach / review content. Online meetings can be recorded for students who cannot attend.

It is important for students to be aware that, whilst they may well be remote learning in a relaxed environment in the comfort of their own homes (bedrooms etc) that a suitable standard of dress is expected. Uniforms are obviously not expected to be worn, but neither are pyjamas. The usual expectations and standards for communications, either via video or the chat functions also need to be maintained. Any inappropriate activity will be dealt with by the Deputy Principals who will contact parents directly.

It is likely in the first few days some lessons won't go to plan, but with patience and understanding, we will all get through this. We ask that students email their teachers for support and if necessary, contact help@trinityschools.nz for technical support. Teacher emails follow this address system: firstname.lastname@trinityschools.nz

Effort Grades

Effort Grade reports will now not be published in Week 10.

General Expectations

1. The health of you and your family are of utmost importance
2. At this stage, we expect students to continue with assessment work as much as possible. Please don't stress about NCEA such as examinations later in the year; this will be dealt with in a compassionate manner across all New Zealand.
3. Teachers have families too. They will respond to students in a timely manner, but it might not be straight away.
4. Students will need to check OneNote and Teams each day for notifications from their teachers.

Contact Information

For questions relating to academic studies, the first port of call needs to be the subject teacher – via email.

From Thursday the 26th of March through to Friday the 3rd of April, our Librarian Pat Lyons can be contacted by email pat.lyons@trinityschools.nz if they need help accessing resources on the Library Web app. A separate email has been sent to students re accessing the Library App.

If there are concerns about mental health and wellbeing – contact the Year Level Dean who is likely to then discuss the issues with our school Counsellor Teresa Ahipene. For students who are already seeing Teresa please continue to do so remotely via already established channels or

teresa.ahipene@trinityschools.nz Reverend Ben Arcus is also available for those who need support
ben.arcus@trinityschools.nz.

If you have concerns regarding mental health, please phone Child and Adolescent Mental Health Services (CAMHS) 06 946 9808, or the crisis 24 hour number: 0508 432 432

Director of Information Technology, Shane Mann, is also available for tech support:
shane.mann@trinityschools.nz

Concerns about your health contact Healthline:

- COVID-19 related 0800 358 5453
- General Health related 0800 611 116

Mason Summerfield
Deputy Principal – Teaching and Learning