

## Remote Teaching and Learning from Wednesday the 15th of April – Day 8 of the timetable

At least twice a week, 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). Notifications need to be enabled so that students will know when these meetings are scheduled. They can also view the scheduled meetings by selecting the 'Calendar' in Teams or on their phone/computer.

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.

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.

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/ict handbook) <https://tinyurl.com/ict handbook> 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>

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. This was an issue for a few students prior to the holidays and so we ask that parents please support the teachers by checking on your children while they are learning. If possible, don't not allow them to be in their own bedrooms while the Scheduled Meeting is occurring. Any inappropriate activity will be dealt with by the Deputy Principals who will contact parents directly.

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](mailto:help@trinityschools.nz) for technical support. Teacher emails follow this address system: [firstname.lastname@trinityschools.nz](mailto:firstname.lastname@trinityschools.nz)

### **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.

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](mailto:teresa.ahipene@trinityschools.nz) Reverend Ben Arcus is also available for those who need support [ben.arcus@trinityschools.nz](mailto: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](mailto:shane.mann@trinityschools.nz)

### **Concerns about your health contact Healthline:**

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

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