



## Sixth Year Virtual Learning Conference 2020

Please be advised of the following **Guidelines for Parents** to provide clarity on how the event will run and hopefully answer any questions or concerns you may have:

- The 6<sup>th</sup> Year Virtual Learning Conference will take place in the school on **Tuesday the 1<sup>st</sup> of December 2020**.
- 6<sup>th</sup> year students will come to school on the day during their allocated two-hour slot. (If they wish to avail of supervised study for the day, they must let their Caomhnóir know before Thursday the 26<sup>th</sup> of November. Full school uniform must be worn by students who are staying for study)
- The student will **leave their iPad at home with their parent/guardian and provide parent/guardians with all log-in details**. (iPad access code and your Office 365 email/password.)
- Each 6<sup>th</sup> Year student will be given a two-hour time slot on the day where they can go visit their teachers. **They will also be provided with a list of teacher names and what room number each teacher will be in.**
- Students will use this **two-hour window to visit all of their teachers**.
- Parents/guardians are requested to ensure the Ipad is kept unlocked and that the Teams app is open throughout their two-hour slot.

Dowth: 9am - 11am

Knowth: 11:15am - 1:15pm

Newgrange: 1:30pm - 3:30pm

- When the parent/guardian sees the notification for the meeting appear on teams on the ipad simply click 'JOIN' and turn on your camera/ipad (see video).
- Each conference will be kept to 3 minutes to ensure that every student is able to meet every teacher. If a more in-depth conversation is required, then that can be done at a later date.

- Student will fill in their subject sheet and get each teacher to sign the sheet. This sheet will be checked at the end of the two-hour slot to ensure that all students have seen all of their teachers.
- Under no circumstances are the meetings to be recorded this is a serious data breach.
- *Please ensure that the camera is on to ensure that the teacher can identify that they are speaking to a parent/guardian. Only parents/guardians who are listed as contacts on e-portal are able to participate in this conference.*
- *Please note that if a student is over 18 years of age, then the school needs to have the student's consent to share educational data with parents/guardians. Most students have already completed the relevant consent forms. By giving their log-in details and pass codes to their Ipad to their parents/guardians, the student is indicating their consent to have their parent/guardian join their learning conference.*
- Please understand that teachers are strictly prohibited from discussing potential *Calculate Grades*. At the moment the Leaving Cert 2021 exams are going ahead so please only ask about your current grades and how to improve them.