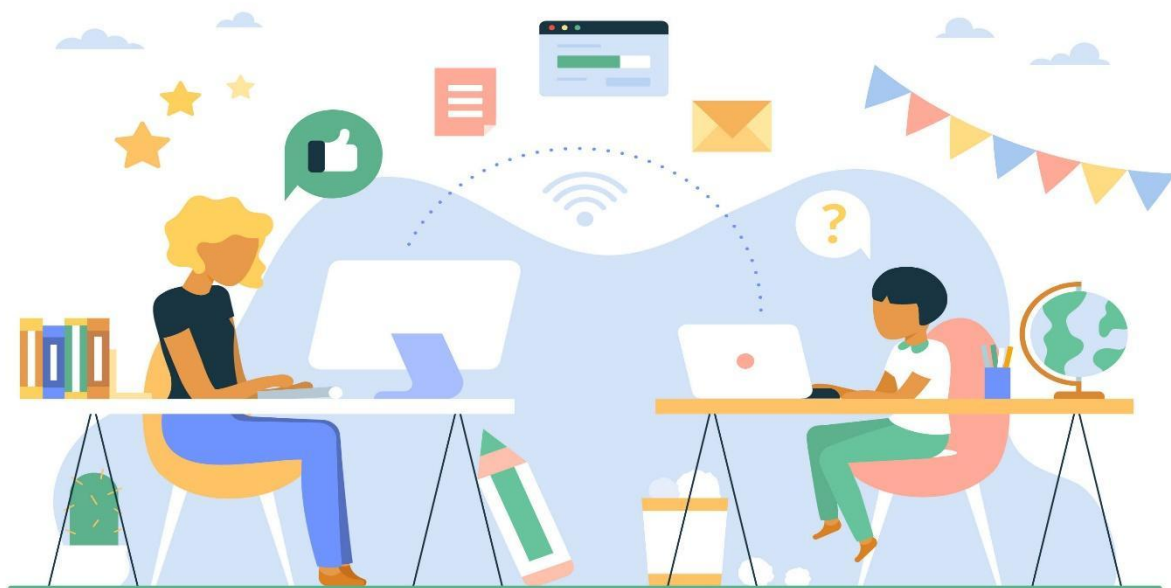




**Mary, Star of the Sea Catholic Academy**  
**VIRTUAL LEARNING INFORMATION**  
**2021-2022**  
**A Guide for Parents & Guardians**



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# LETTER FROM CBE CURRICULUM OFFICER

Dear Parents & Guardians:

The Catholic Board of Education aims to ensure that all our students receive a high level of curricula exposure that is consistent with national and global standards. While we know there is no substitute for face-to-face instruction, our remote learning initiative will encompass engaging teacher-led lessons using the Google Classroom platform. Instruction may include group Google Meet sessions, some audio or video calls, emails, work packages and other resources to effectively engage students. In keeping with the World Health Organization's guidelines, we aim not to have students sitting in front of a screen all day, simulating a face-to face scenario. Thus, you will note that the schedules you have received give specific times for live Google Meet sessions. However, these sessions will not run continuously as a normal school day. There will be times when students will be encouraged to explore and deepen their understanding of curricula objectives through activities that may take them outside in the yard to investigate, observe and problem solve.

We are committed to the success and progress of all students and have instituted measures to ensure that every student receives the assistance that is needed to meet curricula expectations. In addition to schedules developed for each grade level, all teachers will have time set aside daily to check in and communicate with students and parents to ensure that students are developing academically and effectively responding to curricula expectations. We are confident that students will thrive and excel with the initiatives instituted for remote learning within this archdiocese.

Sincerely,



**Alexandria Roberts-Bowe**

Curriculum Officer

Catholic Board of Education

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# Netiquette

## Learning Platform

Catholic Board of Education (CBE) Schools will use the **Google Classroom** as the main platform for teaching. There may be times when teachers use other platforms for supplemental teaching or additional resources.

## Netiquette

In order for students to remain on task with their learning, we ask that you assist us by ensuring the following takes place:

### A. During Live Classes

1. Students must attend each live session (if your child cannot be present, you are required to communicate with the teacher prior to the start of class, explaining the reason for the absence)
2. Students must attend morning and afternoon homeroom
3. Students must be signed in to begin each morning by 8:25am
4. Students must wear a correctly monogrammed school shirt, but not necessarily the school skirt or pants
5. Students must be visible at all times during the lesson
6. All microphones must be muted when students enter the virtual classroom and remain muted until asked to speak
7. Students should remain seated at a desk/table for the lesson, unless otherwise instructed
8. Students are not allowed to chat among themselves during the lesson, unless otherwise instructed
9. Students must not eat during the lesson
10. Students must show respect for each other during the lesson
11. Students should have all materials needed for the lesson readily available
12. Parents must not interfere with or interrupt lessons

### B. During Remote Learning

13. Ensure that your child is organized and following a schedule to help him/her navigate each day
14. Unless otherwise instructed, all work must be completed independently by the student
15. Students must submit their work in a timely manner (communicate with the teacher if the work will be late)
16. Ensure that your child has a space in which to work that is conducive to learning (quiet, ample space, good ventilation, good lighting, desk, and chair)
17. Ensure that your child is getting enough sleep each night
18. Ensure that your child is getting enough physical exercise each week

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# CLASS SCHEDULES

## Understanding My Timetable/Schedule

**HR – Homeroom:** All students must sign into the homeroom by 8:25am each morning and at the end of the school day for registration, prayers, and announcements.

**Ind. Work – Independent Work:** Because we do not want students sitting in front of the computer continuously, there are some periods during the day when they will not have a live class. It is expected that during these times students are completing assignments and/or studying.

**Teacher Office Hours:** Teachers will be available to meet with students and/or parents. Some teachers may schedule appointments, so you will need to find out from your child's teachers which format they will be using.

**HW – Homework:** Teachers will give homework assignments to students. These days are indicated on your child's timetable. Homework can be a written assignment or a project-based assignment.

## Daily Virtual/Remote Instruction Times

**K3/4 & K5: 9:00am – 12 noon**

**Gr. 1 & 2 9:00am – 1:00pm**

**Gr. 3 - 6: 9:00am – 2:00pm**

**Gr. 7 – 12: 9:00am – 3:00pm**

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## CURRICULUM & ASSESSMENT

Timetables were created in preparation for face to face classes with students having full day classes beginning at 8:30am. Students in the secondary department will have 40-minute periods each day and the primary department will have 30-minute periods each day.

During virtual teaching/learning, the timetables have been amended to be more conducive to learning while sitting in front of a device. As such, the allocated times for some subjects have been adjusted.

## SCHOOL SUPPLIES & MATERIALS

Primary students, who are financially current, will be able to collect their workbooks and textbooks from the school once they arrive on island.

High school students will be allowed to use e-books in place of hard copies wherever possible. Students are expected to have all necessary text/workbooks for each class.

All students are required to have a tablet or laptop as part of their school supplies.

### Recommended Devices

Recommended devices are:

Samsung Galaxy Tab A8.0" (2019) with S Pen SM-P200

Samsung Galaxy Tab A 10.1" (2019, Wi-Fi Only)

Samsung Galaxy Tab A 10.1" (T510) 32 GB Wi-Fi Tablet Silver

Samsung Chrome book 4

Apple iPad (10.2-inch, Wi-Fi, 32GB) – Gold with Apple pen

Dragon Touch K10 Tablet, 10-inch Android Tablet with 16 GB Quad Core Processor

Lenovo Tab 4 Plus, 8" Android Tablet, 64-bit Octa-Core Snapdragon

### Devices Not Recommended

Amazon Fire or Kindle

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## ADDITIONAL INFORMATION

### Tech Support

If you have questions/queries about operating or navigating Google Classroom, please contact:

High School: [pmedwinter@cec.edu.bs](mailto:pmedwinter@cec.edu.bs)

Primary School: [tmaycock@cec.edu.bs](mailto:tmaycock@cec.edu.bs)

### How to Reach Us

For tuition and fees: [linda.grant@cec.edu.bs](mailto:linda.grant@cec.edu.bs) or [bwatson@cec.edu.bs](mailto:bwatson@cec.edu.bs)

Registration and general inquiries: [marystar@cec.edu.bs](mailto:marystar@cec.edu.bs)

Guidance Counselor: [rbeckles@cec.edu.bs](mailto:rbeckles@cec.edu.bs)

Facebook Page: Mary, Star of the Sea Catholic Academy

Webpage: [mss.cec.edu.bs](http://mss.cec.edu.bs)

