



St Patrick's CBC

Online Teaching Policy

P.O. Box 10281
Beaconsfield
8315
South Africa
Tel: 053 831 1558
Fax: 053 831 1669
Website: www.stpatricks.co.za

April 2020

Dear Staff

As you know, we are living in uncertain times where circumstances are changing on a daily basis. Hence, management is meeting regularly (via video conferencing) to consider any necessary changes to our deadlines and expectations.

However, we are determined to make this phase of our teaching as stress-free as possible for all staff, as well as for our pupils and parents.

Included in this online policy are the following sections:

1. Guidelines for Online Teaching, where we discuss some "Do's and Don'ts"
2. Special timetables for each phase
3. A Lesson Plan Template (Addendum A)
4. Guidelines to using Microsoft OneDrive - a step by step instruction on how to connect and use OneDrive to upload your lessons (Addendum B)

At this stage, we are not sure how long the lockdown is going to last and when pupils will be allowed to return to school and so we need to be prepared for a long haul. Updates will be provided on a regular basis.

We do require all lessons to be uploaded on OneDrive on the Monday prior to the week of lessons, per the deadlines below:

DATE OF LESSONS *	DUE ON MICROSOFT TEAMS
15 – 17 April 2020	06 April 2020
20 – 24 April 2020	13 April 2020
27 – 01 May 2020	20 April 2020
04 – 08 May 2020	27 April 2020
11 – 15 May 2020	04 May 2020

* Dependent on the return of pupils.

Remember: Work is only to be sent to pupils the afternoon of the day before their lesson is scheduled to take place.

Subject-specific folders have been created on OneDrive for each grade:

1. Primary School Online Lessons 2020 for Grades 4 – 7
2. High School Online Lessons 2020 for Grades 8 – 12

The deadlines given will allow management sufficient time to work through all lesson plans in order to determine what is being taught to pupils, the standard of work presented, as well as the worksheets/videos being used.

Please take note that work for a specific day must only be sent out the day before by 14h00. We do not want to overwhelm our pupils and parents. We do understand that some of you may find it easier to prepare work for the entire week. In that case your lesson plan must contain clear instructions indicating where pupils need to stop each day, e.g. how far the pupils need to watch the supplied video.

Every lesson sent out to pupils must include a lesson plan. A template of the lesson plan (Addendum A) is attached to this policy. This will give pupils clear guidelines as to what is expected of them for every lesson. The idea is that we keep it simple, yet clear. All lesson plans will be checked.

Please assure that before your lessons are uploaded on OneDrive, your work has been edited by either your moderators (High School) or peers (Primary School), as assigned.

In the event that there is more than one teacher for a specific subject in a grade, only one lesson needs to be prepared. For example, in Grade 8 where there are three Maths teachers, only one teacher needs to prepare the lesson but the other two teachers must review the work and moderate. Where possible, all teachers should be involved in the preparation of a lesson.

The following revised timetable will be used during this period:

	PRIMARY SCHOOL (GRADES 4 – 7)	HIGH SCHOOL
08h00-09h00	Lesson 1	Lesson 1
09h00- 09h30	Break	Break
09h30-10h30	Lesson 2	Lesson 2
10h30-11h00	Break	Break
11h00-12h00	Lesson 3	Lesson 3
12h00-13h00	Break	Break
13h00-14h00	Lesson 4	Lesson 4
14h00-14h30		Break
14h30-15h30		Lesson 5

Foundation Phase pupils will follow special timetables per grade, as given below.

We have deliberately provided a break for pupils between each lesson so that they can rest their eyes and prepare for their next lesson.

Included in this policy are detailed timetables for each Phase. There are timetables for specific grades, not classes. This could result in you possibly having more than one class busy with your lessons at one time. However, at the time of your lessons, you are to be at your workstation at home ready to answer any queries from pupils whether it be via WhatsApp, Edmodo, or via your platform of choice. Please be strict about your times of availability as we do not want pupils to feel that they can contact you anytime of the day or night. The idea is that contact is made during their lesson time. This will be explained to the pupils. When not answering questions, you will be expected to prepare lessons for the following week. In the event of load shedding or no internet at home, staff are to inform the Head of their respective section.

We are all professionals and as such we expect all lessons, worksheets, assignments, etc., to be of the highest standard. In the event that you choose to use a YouTube clip, we suggest that you download the clip using a YouTube downloader. However, in the event that the size of the clip is large, you are permitted to provide, pupils with the link, thereby saving time and data for both the staff member and the pupil. Furthermore, it is critical that you watch the entire clip before simply sending it to pupils and remember to acknowledge and credit your source for copywrite purposes. Should a pupil download the video, they can refer to it off-line at some other time for reference purposes.

It appears that there are pupils from other schools that are managing to get onto class Edmodo groups (Grades 6 – 12). Please monitor this carefully. We are in the process of opening an email address for every pupil (example: mbasson@stpatricks.co.za), but at this stage pupils are still to be informed of this. Please be vigilant and monitor your groups carefully.

We wish you well in your preparations. Remember, we have a dynamic team that is a mere email away and ready to assist. Our IT Manager, Brian Ward, is always willing to assist. Simply submit a request via Onsite Support support@onsitegroup.biz.

Regards



Jacques Tredoux
Executive Head

GUIDELINES FOR ONLINE TEACHING

1. WHERE TO START

- 1.1 Find an area in your home with good lighting, comfortable seating, a strong internet connection and as few distractions as possible.
- 1.2 Follow the same routine every day as you would for a day at school. Set an alarm, get dressed, etc.
- 1.3 Plan your day:
 - 1.3.1 Follow the special timetable that has been set for your classes.
 - 1.3.2 Be online during your lesson time and be prepared to answer questions and assist pupils.
 - 1.3.3 Prepare lessons for the following week.
- 1.4 Communicate expectations with your spouse and family while you work.
- 1.5 Set boundaries:
 - 1.5.1 Revert back to pupils only during their lesson time (as per special timetable), otherwise you may create the expectation that you are available 24 hours a day.
 - 1.5.2 Unless it is your lesson, work on the 20-20-20 rule:
 - 1.5.2.1 Every 20 minutes, look up from your screen and focus on something that is 20 feet (6 metres) away for 20 seconds.
 - 1.5.2.2 Every hour, walk around, get water, and take a mental break. Your eyes need to be away from the screen for a few minutes.
 - 1.5.2.3 Eat meals away from your computer and work area.

2. BE PROFESSIONAL

- 2.1 Do not presume that all your pupils:
 - 2.1.1 have access to internet.
 - 2.1.2 have access to 24/7 internet.
 - 2.1.3 have a good connection.
- 2.2 Be patient – not all pupils understand how to:
 - 2.2.1 connect.
 - 2.2.2 send messages.
 - 2.2.3 submit tasks.
- 2.3 Remember siblings may have to share a computer.
- 2.4 If video chatting:
 - 2.4.1 make certain that your background is appropriate.
 - 2.4.2 wear your St Patrick's CBC shirt.
 - 2.4.3 look professional.
- 2.5 If sending emails to multiple pupils or families, be sure to use the BCC (Blind Carbon Copy) function so as not to compromise the privacy and personal information of the recipients.
- 2.6 Maintain a positive attitude.
- 2.7 Be patient with yourself – this is new to you too.
- 2.8 Stick to a work schedule and make time for your family.

3. YOUR LESSONS

- 3.1 You are to give clear instructions for every lesson. In order to assist, St Patrick's CBC has put together an "Online Lesson Plan", which must be distributed with every lesson every day. This will assist the pupils in understanding:
 - 3.1.1 what the outcomes of every lesson will be.
 - 3.1.2 what resources they will require.
 - 3.1.3 a description of what needs to be done during the 1-hour lesson.
 - 3.1.4 what assessments or worksheets need to be completed.
- 3.2 'OneDrive' has been set up wherein all lesson plans, video clips, worksheets, etc. must be placed in order for Senior Management to have access so that they can:
 - 3.2.1 ensure that the lessons are of a high standard
 - 3.2.2 have access if the need arises to send/print lessons for pupils who do not have access to the internet

(Please refer to Addendum B that is attached to this document for a guideline on how to set up and connect to OneDrive).

- 3.3 All lessons for a specific week must be placed on the drive on the Monday, a week before the lessons get posted. In other words, all lessons for 20th-24th April must be uploaded on Monday, 13th. Refer to the deadlines detailed in the letter above (page 2).
- 3.4 Create a Word or Excel document whereby you are able to monitor which pupils have and have not made contact with you and which worksheets or assignments have been submitted. We cannot afford to “lose” a pupil during this time.
- 3.5 Give feedback to pupils on assignments or work that has been submitted.
- 3.6 All work is new work – this is not a time for revision. Pupils need to be prepared for the June examinations and you will not have the time to re-teach when school re-opens.
- 3.7 Unless an assignment/activity during the lesson is given, there is no need for homework.
- 3.8 Do not over- or under- assign. Your lesson should be for the full hour. Pupils have been assigned breaks in their timetables.
- 3.9 Do not be afraid to do videos of yourself teaching or talking. Pupils would like to see you, as your presence would give your lessons a personal touch and would be reassuring to them. **Please do not use ‘live’ broadcasts, e.g. WhatsApp videos, etc. Please record your lessons and then only upload them.**
- 3.10 Have fun while learning and teaching. It will carry you through these uncertain times.

4. TIMETABLES

4.1 High School

4.1.1 Grade 10 - 12 Timetable

F.E.T.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08h00-09h00	ENGLISH HOME LANGUAGE	FIRST/SECOND ADDITIONAL LANGUAGES	MATHEMATICS/MATHEMATICAL LITERACY	ENGLISH HOME LANGUAGE	FIRST/SECOND ADDITIONAL LANGUAGES
09h00-09h30	BREAK				
09h30-10h30	LINE 3	LINE 3	FIRST/SECOND ADDITIONAL LANGUAGES	MATHEMATICS/MATHEMATICAL LITERACY	ENGLISH HOME LANGUAGE
10h30-11h00	BREAK				
11h00-12h00	LINE 2	LINE 1	LINE 1	LINE 2	LINE 3
12h00-13h00	BREAK				
13h00-14h00	MATHEMATICS/MATHEMATICAL LITERACY	MATHEMATICS/MATHEMATICAL LITERACY	LINE 3	LINE 1	LINE 2
14h00-14h30	BREAK				
14h30-15h30	LINE 1	LINE 2	ENGLISH HOME LANGUAGE	LIFE ORIENTATION	MATHEMATICS/MATHEMATICAL LITERACY

GRADE 10 SUBJECT LINES	GRADE 11 SUBJECT LINES	GRADE 12 SUBJECT LINES
LINE 1: GEO/ACC/IT/MUS LINE 2: LS/BS/CAT LINE 3: PHY/HIS/DA	LINE 1: ACC/IT1/CAT/GEO/MUS LINE 2: LS/IT2/BUS LINE 3: PHY/HIS/DA	LINE 1: ACC/IT/CAT/MUS LINE 2: LS/DA/BS/MUS LINE 3: PHY/HIS/GEO

4.1.2 Grade 8 - 9 Timetable

G.E.T.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08h00-09h00	MATHEMATICS	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	MATHEMATICS	FIRST ADDITIONAL LANGUAGES
09h00-09h30	BREAK				
09h30-10h30	FIRST ADDITIONAL LANGUAGES	GEOGRAPHY	FIRST ADDITIONAL LANGUAGES	ENGLISH HOME LANGUAGE	MATHEMATICS
10h30-11h00	BREAK				
11h00-12h00	PHYSICAL SCIENCES	BIOLOGY	ECONOMIC MANAGEMENT SCIENCES	HISTORY	ECONOMIC MANAGEMENT SCIENCES
12h00-13h00	BREAK				
13h00-14h00	BIOLOGY	COMPUTER TECHNOLOGY	GEOGRAPHY	PHYSICAL SCIENCES	CREATIVE ARTS (MUSIC/DRAMA)
14h00-14h30	BREAK				
14h30-15h30	HISTORY	CREATIVE ARTS (MUSIC/DRAMA)	COMPUTER TECHNOLOGY	LIFE ORIENTATION	LIFE ORIENTATION

4.2 Primary School

4.2.1 Grade 7 Timetable

WEEK ONE	MONDAY 13 APRIL 2020	TUESDAY 14 APRIL 2020	WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
08h00-09h00			ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE
09h00-09h30	BREAK				
09h30-10h30			MATHEMATICS	MATHEMATICS	MATHEMATICS
10h30-11h00	BREAK				
11h00-12h00			FIRST ADDITIONAL LANGUAGE	LIFE ORIENTATION	FIRST ADDITIONAL LANGUAGE
12h00-13h00	BREAK				
13h00-14h00			SOCIAL SCIENCES	ECONOMIC MANAGEMENT SCIENCES	CREATIVE ARTS (MUSIC/ART/ DRAMA)

WEEK TWO	MONDAY 20 APRIL 2020	TUESDAY 21 APRIL 2020	WEDNESDAY 22 APRIL 2020	THURSDAY 23 APRIL 2020	FRIDAY 24 APRIL 2020
08h00-09h00	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE
09h00-09h30	BREAK				
09h30-10h30	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS
10h30-11h00	BREAK				
11h00-12h00	FIRST ADDITIONAL LANGUAGE	FIRST ADDITIONAL LANGUAGE	FIRST ADDITIONAL LANGUAGE	LIFE ORIENTATION	FIRST ADDITIONAL LANGUAGE
12h00-13h00	BREAK				
13h00-14h00	COMPUTER STUDIES	NATURAL SCIENCES	SOCIAL SCIENCES	PHYSICAL EDUCATION	CREATIVE ARTS (MUSIC/ART/ DRAMA)

4.2.2. Grade 4 - 6 Timetable

WEEK ONE	MONDAY 13 APRIL 2020	TUESDAY 14 APRIL 2020	WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
08h00-09h00			ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE
09h00-09h30	BREAK				
09h30-10h30			MATHEMATICS	MATHEMATICS	MATHEMATICS
10h30-11h00	BREAK				
11h00-12h00			FIRST ADDITIONAL LANGUAGE	LIFE ORIENTATION	FIRST ADDITIONAL LANGUAGE
12h00-13h00	BREAK				
13h00-14h00			SOCIAL SCIENCES	PHYSICAL EDUCATION	CREATIVE ARTS (MUSIC/ART/ DRAMA)

WEEK TWO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08h00-09h00	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE	ENGLISH HOME LANGUAGE
09h00-09h30	BREAK				
09h30-10h30	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS	MATHEMATICS
10h30-11h00	BREAK				
11h00-12h00	FIRST ADDITIONAL LANGUAGE	FIRST ADDITIONAL LANGUAGE	FIRST ADDITIONAL LANGUAGE	LIFE ORIENTATION	FIRST ADDITIONAL LANGUAGE
12h00-13h00	BREAK				
13h00-14h00	COMPUTER STUDIES	NATURAL SCIENCES	SOCIAL SCIENCES	PHYSICAL EDUCATION	CREATIVE ARTS (MUSIC/ART/DRAMA)

4.2.3 Grade 3 Timetable

WEEK ONE	MONDAY 13 APRIL 2020	TUESDAY 14 APRIL 2020	WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
09h00-09h30			MENTAL MATHS AND BONDS AND TABLES	NUMBER SENSE BOOKS	MENTAL MATHS AND BONDS AND TABLES
09h30-10h00			MATHEMATICS - CALCULATIONS, WORD PROBLEMS AND PATTERNS	MATHEMATICS - CALCULATIONS, WORD PROBLEMS	MATHEMATICS - CALCULATIONS, WORD PROBLEMS
10h00-10h30	BREAK				
10h30-11h00			AFRIKAANS	MATHEMATICS - SHAPES	MATHEMATICS - TIME
11h00-11h30			PHONICS AND READING	READING	AFRIKAANS
11h30-12h00	BREAK				
12h00-12h30			LANGUAGE	PHONICS	COMPREHENSION
12h30-13h00			COMPREHENSION	HANDWRITING	CREATIVE WRITING

4.2.4 Grade 2 Timetable

	MON	TUES	WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
READING (10-15 MINUTES)			READ : MONSTERS ARE NOT REAL	READ: GIANT SQUID	READ: WE LOVE BAMBOO
PHONICS (15-20 MINUTES)			PRACTISE ALL THE: FL- WORDS BY MAKING USE OF THE: LOOK, SAY, COVER, WRITE, CORRECT METHOD (WRITE THE PHONIC WORDS IN YOUR HOMEWORK BOOK)	PRACTISE ALL THE: GL- WORDS BY MAKING USE OF THE: LOOK, SAY, COVER, WRITE, CORRECT METHOD (WRITE THE PHONIC WORDS IN YOUR HOMEWORK BOOK)	COMPLETE THE FL- AND GL- PHONIC WORKSHEETS
ENGLISH LANGUAGE (20-30 MINUTES)			COMPLETE THE VERB WORKSHEETS	COMPLETE THE HANDWRITING WORKSHEETS	COMPLETE THE COMPREHENSION WORKSHEET: THE ELEPHANT
MATHEMATICS (20-30 MINUTES)			PRACTISE WRITING NUMBER NAMES 50 - 55 IN YOUR HOMEWORK BOOK COMPLETE PG. 22 + 23 IN YOUR NUMBER SENSE BOOK	COMPLETE THE MONEY WORKSHEETS ORAL COUNTING BACKWARDS AND FORWARDS: <ul style="list-style-type: none"> • 1'S - 180 • 2'S - 120 • 10'S - 200 	COMPLETE THE MIXED MATHS WORKSHEET ORAL COUNTING BACKWARDS AND FORWARDS: <ul style="list-style-type: none"> • 3'S - 30 • 5'S - 120
AFRIKAANS (20-30 MINUTES)			OEFEN DIE VOLGENDE IN JOU AFRIKAANSE BOEK: SIGWOORDE: 4 SPELWOORDE: 7 KLANKKAART: A	VOLTOOI DIE TUIN WERKSVEL	VOLTOOI DIE A-KLANK WERKSVEL
LIFE SKILLS (10-15 MINUTES)				COMPLETE THE FARM ANIMAL WORKSHEET	

			WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
09H00- 10H00			<p>USING THE COUNTING CHART ON PG. 72 OF YELLOW BOOK COUNT IN 1'S. PRACTISE COUNTING ON FROM A NUMBER E.G. 7 & STOP AT 19. GO FORWARDS & BACKWARDS. ON THE NUMBER LINE DO 1 MORE AND 1 LESS.</p> <p>SPEND +/- 10 MINUTES ON THIS. DO PG. 10 IN MENTAL MATHS BOOK. THEN DO PGS. 10, 11 & 12 IN NUMBER SENSE BOOK. YOU SHOULD BE FINISHED BY 10:00. IF YOU FINISH VERY QUICKLY AND HAVE INTERNET ACCESS TRY GOING TO WWW.TOPMARKS.CO.UK</p> <p>THEY HAVE SOME NICE MATHS GAMES, AS WELL AS STORIES, ETC.</p>	<p>USING THE COUNTING CHART ON PG. 72, PRACTISE COUNTING ON FROM A NUMBER AGAIN AS WELL AS 1 MORE THAN AND 1 LESS THAN. DO PG. 11 IN MENTAL MATHS BOOK. ON THIS PAGE YOU HAVE TO COUNT THE PICTURES IN THE BLOCK AND ADD 1 MORE.</p> <p>THEN DO PGS. 13 & 14 IN YOUR NUMBER SENSE BOOK. ON PG. 13 DO 1 LESS AS PER THE EXAMPLE AT THE TOP OF THE PG. IN EXERCISE 2, FIRST COUNT THE HANDS AND WRITE THE ANSWER NEXT TO THE HAND. THEN COUNT ALL THE FINGERS (NOT JUST THE FINGERS THAT ARE STICKING UP). THERE ARE FIVE ON EACH HAND.</p>	<p>USING THE COUNTING CHART ON PG. 72, PRACTISE BEFORE AND AFTER. COUNT IN 2'S TO 30. (THIS SHOULD NOT TAKE MORE THAN +/- 5 MINUTES). DO PG. 12 IN MENTAL MATHS BOOK. WHEN DRAWING YOUR APPLES ETC. AT THE BOTTOM OF THE PAGE, DON'T FORGET TO COLOUR IN. DO PGS. 15, 16 AND 17 OF NUMBER SENSE BOOK.</p> <p>READ THROUGH YOUR 'A' AND 'E' WORDS ON PGS. 28 AND 29 OF YOUR YELLOW BOOK</p>
10H00- 11H00	BREAK - PLAY A GAME, HAVE A SNACK, DO A BRAIN BREAK ON YOUTUBE. IF YOU CANNOT PLAY IN A BACK YARD, THEN JUMP UP AND DOWN TO GET SOME EXERCISE. PLAY MUSICAL STATUES.				
11H00- 12H00			<p>REVISE THE 'L' SOUND ON PG. 20 OF YELLOW BOOK. TRACE OVER THE 'L' SOUND IN ORANGE ON PG. 20 WHILE SAYING THE RHYME. OPEN YOUR RED PHONIC WORKBOOK TO PG. 12. TRACE OVER THE L AND L SOUNDS. (USE YOUR ORANGE CRAYON TO TRACE OVER THE LETTERS). TAKE OUT PG. 12A AT THE BACK OF THE BOOK. CUT OUT AND COLOUR ALL THE PICTURES OF WORDS STARTING WITH 'L'. (THEY ARE: LAMP, LOCK, LOG, LEG, LEMON, LION). COLOUR IN THE TREE AS WELL ON PG. 12. YOU TUBE WEBSITE FOR PHONIC SONGS: KIDSTV123</p> <p>READING: REREAD YOUR READING CARDS (THE ONES THAT YOU HAVE COMPLETED). READ THE NEXT ONE. READ AND DO PG. 41 OF YELLOW BOOK. REVISE YOUR WEEK 9 WORDS (WE DID NOT COMPLETE THEM IN CLASS).</p>	<p>OPEN GENERAL 2 BOOK. PARENTS PLEASE PUT LITTLE CROSSES IN THE MARGINS, AS ON PREVIOUS PAGES, AS THIS HELPS YOUR CHILD TO USE THE CORRECT SPACE. WRITE 1 LINE OF EACH OF THE FOLLOWING LETTERS AND NUMBERS. USE THE YELLOW BOOK OR RED PHONIC WORKBOOK AS A GUIDE, IF YOU ARE UNSURE OF THE FORMATION. C, E, G, A, D, F, 7, 8. GO TO PG. 28 OF YELLOW BOOK. READ S-A, SA, SA-T, SAT WORDS AGAIN. THEN LOOK AT PG. 29 AND PRACTISE THE L-E, LE, LE-G, LEG WORDS. DO PG. 38 OF RED PHONIC WORKBOOK.</p> <p>READING: PRACTISE THE FIRST 4 WORDS OF WEEK 10 WORDS. PRACTISE YOUR DOLCH WORDS. READ AND DO PG. 42 OF YELLOW BOOK. READ YOUR NEXT CARD IF YOU ARE STILL BUSY WITH THEM</p>	<p>REVISE 'B' SOUND ON PG. 15 OF YELLOW BOOK. TRACE OVER THE 'B' SOUND IN BLUE ON PG. 15 WHILE SAYING THE RHYME. OPEN YOUR RED PHONIC WORKBOOK TO PG. 2. TRACE OVER THE B AND B SOUNDS. (USE YOUR BLUE CRAYON TO TRACE OVER THE LETTERS). TAKE OUT PG. 2A AT THE BACK OF THE BOOK. CUT OUT AND COLOUR ALL THE PICTURES OF WORDS STARTING WITH 'B'. (THEY ARE: BELL, BUG, BIB, BAT, BONE, BED).</p> <p>COLOUR IN THE BASEBALL NET AS WELL ON PG. 2. YOU TUBE WEBSITE FOR PHONIC SONGS: KIDSTV123 PHONICS B SOUNDS</p> <p>TAKE A BRAIN BREAK OF 10 MINUTES.</p> <p>DO PG. 1 OF SIMPLY THE BEST PHONICS WORKBOOK. READ THE WORDS AT THE TOP. LOOK AT THE PICTURES BELOW. WRITE THE CORRECT WORD NEXT TO THE CORRESPONDING</p>

			<p>READ YOUR DOLCH WORDS – FIRST LEVEL ON PG. 8</p>		<p>PICTURE. THE ONLY SOUND THAT WE HAVE NOT YET COVERED IN THESE WORDS IS THE 'J' SOUND. HELP YOUR CHILD IF HE/SHE IS UNABLE TO READ IT. COLOUR IN THE PICTURES.</p> <p>READING: PRACTISE THE SECOND 4 WORDS OF WEEK 10 WORDS. PRACTISE YOUR DOLCH WORDS. READ AND DO PG. 43 OF YELLOW BOOK. READ YOUR NEXT CARD IF YOU ARE STILL BUSY WITH THEM.</p>
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4.2.6 Grade R Timetable

	MON	TUES	WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
EDUCATIONAL ACTIVITIES OR ANY EDUCATIONAL TOYS YOU HAVE			PEGBOARD, PUZZLES, TRICKY FINGERS, TEACHER GUIDED ACTIVITY, FREE PLAY, BOOK CORNER, GESTALT PATTERNS	PEGBOARD, PUZZLES, TRICKY FINGERS, TEACHER GUIDED ACTIVITY, FREE PLAY, BOOK CORNER, GESTALT PATTERNS	PEGBOARD, PUZZLES, TRICKY FINGERS, TEACHER GUIDED ACTIVITY, FREE PLAY, BOOK CORNER, GESTALT PATTERNS
RELIGIOUS EDUCATION			BIBLE STORY, PRAYER AND SONGS	BIBLE STORY, PRAYER AND SONGS	BIBLE STORY, PRAYER AND SONGS
TO BE DONE DAILY			DAILY WEATHER, DAYS OF THE WEEK, MONTHS OF THE YEAR, SHAPES, COLOURS	DAILY WEATHER, DAYS OF THE WEEK, MONTHS OF THE YEAR, SHAPES, COLOURS	DAILY WEATHER, DAYS OF THE WEEK, MONTHS OF THE YEAR, SHAPES, COLOURS
THEME DISCUSSION			LAND TRANSPORT AND SAFETY THEREOF	AIR TRANSPORT AND SAFETY THEREOF	WATER TRANSPORT AND SAFETY THEREOF
VOCABULARY			ANIMAL TRANSPORT, OLD TRANSPORT, HORSE AND CARRIAGE, VINTAGE CARS, BICYCLE, CAR, TRUCK, ROBOT, WHEEL, MOTORBIKE, LORRY, ZEBRA CROSSING, ROAD SIGNS, SCOOTER, SKATEBOARD, ROLLERBLADES, TRACTOR, WHEELCHAIR	AIRPORT, RUNWAY, AEROPLANE, HELICOPTER, HOT AIR BALLOON, FIGHTER JET, LUGGAGE LABEL, TICKET, PILOT, BATONS, SECURITY, WEATHER SOCK, HOVERCRAFT, ROCKET, SPACE SHIP,	HARBOUR, PORT, SHIP, SAIL BOAT, SUBMARINE, ROW BOAT, CANOE, FERRY, YACHT, OIL TANKER, TUG BOATS
CREATIVE ACTIVITIES			PAINTING, PASTING, FREE DRAWING, PLAY DOUGH https://www.pinterest.com/amp/pin/95771929554659285	PAINTING, PASTING, FREE DRAWING, PLAY DOUGH	PAINTING, PASTING, FREE DRAWING, PLAY DOUGH
GROSS MOTOR			https://youtu.be/o8utdn_zkok	https://youtu.be/o8utdn_zkok	https://youtu.be/o8utdn_zkok
MATHEMATICS			ROTE COUNT 1- 50, RECOGNISE NUMBER SYMBOL 1-7 , INTRODUCE NEXT NUMBER, COUNT BACKWARDS 10 -	COUNT OBJECTS TO 50, IDENTIFY NUMBERS SYMBOLS 1-7, INTRODUCE NUMBER VALUE OF NEXT NUMBER,	ROTE COUNT TO 5 – 15, 20 -35, RECOGNISE NUMBERS 1-7, INTRODUCE NEXT NUMBER NAME

			1 REVISE: BIG, BIGGER, BIGGEST	REVISE: SMALL, SMALLER, SMALLEST	COUNT BACKWARDS 10 – 1
LANGUAGE DEVELOPMENT			WEEKEND NEWS REINFORCE FULL SENTENCES WHEN YOUR CHILD ANSWERS QUESTIONS.	REINFORCE FULL SENTENCES WHEN YOUR CHILD ANSWER QUESTIONS. SONGS: HTTPS://YOUTU.BE/CDVMZMSQM-I	LISTENING AND FOLLOWING 2 OR MORE INSTRUCTIONS, TWO OR MORE SYLLABIFICATIONS – CLAP FAMILY NAMES

4.2.7 Grade PR Timetable

	MON	TUES	WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
EDUCATIONAL ACTIVITIES OR ANY EDUCATIONAL TOYS YOU HAVE			PEGBOARD, PUZZLES, TRICKY FINGERS, TEACHER GUIDED ACTIVITY, FREE PLAY, BOOK CORNER, GESTALT PATTERNS	PEGBOARD, PUZZLES, TRICKY FINGERS, TEACHER GUIDED ACTIVITY, FREE PLAY, BOOK CORNER, GESTALT PATTERNS	PEGBOARD, PUZZLES, TRICKY FINGERS, TEACHER GUIDED ACTIVITY, FREE PLAY, BOOK CORNER, GESTALT PATTERNS
RELIGIOUS EDUCATION			BIBLE STORY, PRAYER AND SONGS	BIBLE STORY, PRAYER AND SONGS	BIBLE STORY, PRAYER AND SONGS
THEME DISCUSSION			WHERE ARE SEA CREATURES FOUND? WHAT ARE SEA CREATURES?	HOW DO SEA CREATURES LIVE UNDER WATER?	DO THEY HAVE EXTERNAL OR INTERNAL SKELETONS?
CREATIVE ACTIVITIES			DRAW A BODY IMAGE DRAWING	DRAW A PICTURE OF A SEA CREATURE.	TOILET PAPER OCTOPUS
GROSS MOTOR			JUMP LIKE A DOLPHIN JUMP LIKE A STARFISH WALK SIDEWAYS LIKE A CRAB MOVE YOUR ARMS LIKE AN OCTOPUS https://youtu.be/LurCQ9XGkt0	REPEAT EXERCISES FROM DAY 1	REPEAT EXERCISES FROM DAY 1.
MATHEMATICS			COUNT FROM 1 – 10.	COUNT FROM 1 - 10	COUNT FROM 1 - 10
LANGUAGE DEVELOPMENT			LETTER LAND MAGIC WORD	LETTER LAND MAGIC WORD	EYE SPY MAGIC WORD
VOCABULARY			https://youtu.be/Oxw6FouNeT4	https://youtu.be/FDUzGLuEsOc	https://youtu.be/FDUzGLuEsOc

	MON	TUES	WEDNESDAY 15 APRIL 2020	THURSDAY 16 APRIL 2020	FRIDAY 17 APRIL 2020
EDUCATIONAL ACTIVITIES OR ANY EDUCATIONAL TOYS YOU HAVE			<ul style="list-style-type: none"> • THREAD TOILET ROLLS ONTO STRING/LACES. • ARRANGE SHOES IN THE SHAPE OF A HOUSE (SQUARE AND TRIANGLE). • ARRANGE SHOES IN THE SHAPE OF A FLOWER. • ARRANGE SHOES IN THE SHAPE OF A SQUARE • ARRANGE SHOES IN THE SHAPE OF A CIRCLE • ARRANGE SHOES IN THE SHAPE OF A RECTANGLE 	<ul style="list-style-type: none"> • THREAD TOILET ROLLS ONTO STRING/LACES. • ARRANGE SHOES IN THE SHAPE OF A HOUSE (SQUARE AND TRIANGLE). • ARRANGE SHOES IN THE SHAPE OF A FLOWER. • USING TOILET ROLLS, BUILD NUMBER TOWERS FOR 1 – 5 	<ul style="list-style-type: none"> • THREAD TOILET ROLLS ONTO STRING/LACES. • ARRANGE SHOES IN THE SHAPE OF A HOUSE (SQUARE AND TRIANGLE). • ARRANGE SHOES IN THE SHAPE OF A FLOWER. • ARRANGE SHOES IN THE SHAPE OF A THREE SQUARES – LARGEST TO SMALLEST • ARRANGE SHOES IN THE SHAPE OF A THREE RECTANGLES – LARGEST TO SMALLEST • USING TOILET ROLLS, BUILD A TOWER 
FINE MOTOR			<p>MAKE A SAND BOX BY POURING SAND INTO A TRAY. PRACTICE DRAWING SHAPES (SQUARE/RECTANGLE/CIRCLE/TRIANGLE/OVAL/HEART) IN THE SAND USING YOUR FINGER.</p> 	<p>MAKE A SAND BOX BY POURING SAND INTO A TRAY. PRACTICE DRAWING SHAPES (SQUARE/RECTANGLE/CIRCLE/TRIANGLE/OVAL/HEART) IN THE SAND USING YOUR FINGER.</p> 	<p>MAKE A SAND BOX BY POURING SAND INTO A TRAY. PRACTICE DRAWING SHAPES (SQUARE/RECTANGLE/CIRCLE/TRIANGLE/OVAL/HEART) IN THE SAND USING YOUR FINGER.</p> 
GROSS MOTOR			<p>STAR JUMPS FROG WALKS "HEAD, SHOULDERS, KNEES AND TOES" SONG</p>	<p>STAR JUMPS JUMPING FORWARD "HEAD, SHOULDERS, KNEES AND TOES" SONG</p>	<p>STAR JUMPS CRAWLING "HEAD, SHOULDERS, KNEES AND TOES" SONG</p>

RELIGIOUS EDUCATION			JONAH AND THE WHALE https://www.youtube.com/watch?v=lfBn-Nvidto	DANIEL AND THE LIONS DEN https://www.youtube.com/watch?v=3KOjLRYsI3k	DAVID AND GOLIATH https://www.youtube.com/watch?v=TSEkqCXNePM
NURSERY RHYME			THE WHEELS ON THE BUS https://www.youtube.com/watch?v=XxVnog80Sq4	ITSY BITSY SPIDER https://www.youtube.com/watch?v=w_Ci8U49mY	FIVE LITTLE MONKEYS https://www.youtube.com/watch?v=sfFwo7iQsDw
HYGIENE			REITERATE THE IMPORTANCE OF WASHING HANDS. THIS BABY SHARK THEMED VIDEO WILL MAKE IT A FUN ACTIVITY FOR ALL https://www.youtube.com/watch?v=L89nN03pBz	REITERATE THE IMPORTANCE OF WASHING HANDS. THIS BABY SHARK THEMED VIDEO WILL MAKE IT A FUN ACTIVITY FOR ALL https://www.youtube.com/watch?v=L89nN03pBz	REITERATE THE IMPORTANCE OF WASHING HANDS. THIS BABY SHARK THEMED VIDEO WILL MAKE IT A FUN ACTIVITY FOR ALL https://www.youtube.com/watch?v=L89nN03pBz
MATHEMATICS			COUNT TO 10 COUNT THE NUMBER OF DOORS IN YOUR HOUSE	COUNT TO 10 COUNT THE NUMBER OF WINDOWS IN YOUR HOUSE	COUNT TO 10 COUNT THE NUMBER OF BEDS IN YOUR HOUSE
VOCABULARY			THE ABC ANIMAL TRAIN https://www.youtube.com/watch?v=DyLbzK-5INw	THE ABC ANIMAL TRAIN https://www.youtube.com/watch?v=DyLbzK-5INw	THE ABC ANIMAL TRAIN https://www.youtube.com/watch?v=DyLbzK-5INw
POTTY TRAINING			https://www.babycenter.com/0_potty-training-in-three-days-or-less_10310078.bc	https://www.babycenter.com/0_potty-training-in-three-days-or-less_10310078.bc	https://www.babycenter.com/0_potty-training-in-three-days-or-less_10310078.bc

In summary:

- 1) Plan your lesson.
- 2) Place your lesson plans and lesson documents on OneDrive a week before the lesson (as per date given above), after they have been moderated.
- 3) Place your lesson on the desired platform (Edmodo, ClassDojo; etc) before 2pm the day prior to the lesson.
- 4) Follow the timetable and be prepared to answer questions at the appropriate time.



ONLINE TEACHING LESSON PLAN

Subject: _____

Grade: _____

Teacher/s: _____

Lesson Length: 1 Hour

Topic: _____

By the end of this lesson you, as pupil, should be able to do the following:	1	
	2	
	3	
	4	
You will need the following resources	1	
	2	
	3	
Description of the lesson and tasks		
Assessment/ Worksheets	1	
	2	
	3	
Sources		



Microsoft OneDrive

Guidelines to using Microsoft OneDrive

1. Open OneDrive on your computer / laptop by searching for it on the start menu.
2. If not logged in already you can login to OneDrive with your St Patrick's email address and password.
3. You will receive an invite via email to join the Online Learning platform. Click on 'open' to have it set up on your OneDrive.

If you would like to sync the files with your laptop, you can press the 'sync' button on the OneDrive portal.