



# St. Francis de Sales Virtual Learning Guide



## 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,

A handwritten signature in blue ink, appearing to read "Alexandria Roberts-Bowe", written over a horizontal line.

Alexandria Roberts-Bowe  
Curriculum Officer Catholic Board of Education

## **Learning Platform**

**Schools within the Catholic Board of Education use Google Classroom as the main platform for teaching. There may be instances when teachers use other platforms for supplemental teaching. Classes will be delivered virtually via Google Classroom at the beginning of the school year 2021 - 2022 until it is deemed safe to return to face to face classes.**



## APPROVED DEVICES

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**

# Netiquette

**In order for virtual learning to be effective, we need the assistance of both the parents and students.**



# PARENTS / GUARDIANS CAN:

- Ensure your child is well rested, fed, and dressed appropriately.
- Assist your child in being organized with the materials they would need for the day.
- Ensure your child has a workspace conducive to learning. (quiet, good lighting, good ventilation, enough room, table/desk and chair)
- Ensure that all work is completed independently by the student, unless instructed otherwise.
- Ensure your child submits their work in a timely fashion. (communicate with the teacher if work has to be submitted late)
- Ensure your child is remaining physically active.

# STUDENTS ARE TO:

- Find a quiet place to work from.
- Dress appropriately (tops should extend from shoulder to tip of elbow; no pajamas, underwear, singlets, head ties, should be worn during screen time)
- If there are persons in the background or need to move around in the background, ensure they are appropriately dressed.
- Be prepared -- organize yourself with materials needed for the day ahead of time.
- Sign in 5 - 10 minutes before your scheduled class time.
- Cameras should be on and mics muted when entering the room. You are to be visible throughout the lesson.
- Only unmute microphones when invited to do so by your teacher; otherwise; all mics should be muted.
- Ensure there are no distractions around you.

# STUDENTS ARE TO:

- Lift or show your hands in front of the monitor, or use the raise hand icon, to get permission to speak, ask or answer a question.
- Not to interrupt the teacher while he/she is speaking.
- Not to eat during virtual lessons. Water is permissible and should be on hand. Permission must be obtained to drink water during a class session.
- When permitted by your teacher, you are allowed to make comments to posts or comments in the chat portion of google meet in order for the teacher to see your response.
- Be respectful in your comments and posts; even when addressing your teacher and classmates when you unmute your microphones -- questions and comments should be related to the lesson.
- Be honest about your work and turn it in on time. If for some reason you are unable to turn in your work; please notify your teacher before it is due.



# STUDENTS ARE TO:

- Lift or show your hands in front of the monitor, or use the raise hand icon, to get permission to speak during a class session.
- Actively participate and this also involves keeping your focus on your teacher or whomever is presenting. Attention should be on the screen at all times during class unless otherwise directed by your teacher.
- Respect each other's right to privacy. Absolutely NO screenshots or photos of any kind are allowed.
- Exit google meet when the teacher instructs the class to do so.

**KEEP IN MIND THAT THE SAME RULES THAT APPLY IN FACE TO FACE INSTRUCTION ALSO APPLY IN THE VIRTUAL CLASSROOM!!!**

# Virtual Timetable:

## Prekindergarten and Kindergarten

8:45 – 9:00	National Anthem, Pledge and Devotions
9:05 – 9:35	Period 1
9:40 – 10:10	Period 2
10:10 – 10:25	BREAK
10:25 – 10:55	Period 3
11:00 – 11:30	Period 4
11:35 – 12:20	LUNCH
12:20 – 12:50	Period 5
12:50 – 1	Prayer and Dismissal

# Virtual Timetable:

## Grade 1 – Grade 6

8:45 – 9:00	National Anthem, Pledge and Devotions
9:05 – 9:35	Period 1
9:40 – 10:10	Period 2
10:10 – 10:25	BREAK
10:25 – 10:55	Period 3
11:00 – 11:30	Period 4
11:35 – 12:20	LUNCH
12:20 – 12:40	D.E.A.R. (Drop Everything and Read Program (grades 1-6))
12:45 – 1:15	Period 5
1:20 – 1:50	Period 6
1:50 – 2:00	Prayer and Dismissal

# ANNOUNCEMENTS:

1. Teachers will give students their subject schedules during student orientation on the first day of school (i.e. September 6th, 2021)
2. Workbooks will be distributed starting Monday September 13th, 2021. Please be advised that workbooks will only be distributed to parents who have met their first term tuition obligations. We will advise you when you can come and collect.
3. First term tuition is past due and notices will be forthcoming.

# School Fee Payment Banking Information:

**First term fees were due on June 30, 2021**

**The following payment options are available to parents:**

- ONLINE BANKING (First Caribbean Bank or Royal Bank)
- THIRD PARTY ONLINE TRANSFER from any commercial bank
- RCANB Special Catholic School account – 112617 transit #097617 if you are sending the payment from your bank ( ) to FCIB
- RCANB Special Catholic School account – 2897445 – transit #05745 if you are sending the payment from your bank ( ) to RBC Both are checking accounts.

Please be sure to place the child's name and grade on the payment slip

- CREDIT CARD (at Catholic Education Centre – West Hill Street)
- FIRST CARIBBEAN (Payment over the counter)

If you would like a fee slip emailed to you, please send an email to [jrichardson@cec.edu.bs](mailto:jrichardson@cec.edu.bs)

Parents are reminded to email a copy of the fee slip to Miss J. Richardson at [jrichardson@cec.edu.bs](mailto:jrichardson@cec.edu.bs) and copy Mrs. M. Daziel at [mdaziel@cec.edu.bs](mailto:mdaziel@cec.edu.bs) and Mr. L. Soncaire at [lsoncaire@cec.edu.bs](mailto:lsoncaire@cec.edu.bs)

## **Office Hours**

**On Site if there are no restrictions**

8:00 a.m. – 4:00 p.m.

**Teaching Staff Hours**

8:15 a.m. – 3:15 p.m.

## Our Staff 2021 - 2022

Mr. Leonardo Soncaire	<a href="mailto:lsoncaire@cec.edu.bs"><u>lsoncaire@cec.edu.bs</u></a>	Principal
Mrs. Michelle Daziel	<a href="mailto:mdaziel@cec.edu.bs"><u>mdaziel@cec.edu.bs</u></a>	Administrator
Mrs Victoria Boodle	<a href="mailto:yboodle@cec.edu.bs"><u>yboodle@cec.edu.bs</u></a>	PreK and Kindergarten
Mrs Gertrude Hield	<a href="mailto:gertrude.hield@cec.edu.bs"><u>gertrude.hield@cec.edu.bs</u></a>	Preschool Aide
Ms Tierra Hanna	<a href="mailto:tierra.hanna@cec.edu.bs"><u>tierra.hanna@cec.edu.bs</u></a>	Grade 1
Miss Vernanda Destine	<a href="mailto:veranda.destine@cec.edu.bs"><u>veranda.destine@cec.edu.bs</u></a>	Grade 1 Aide
Ms Christa Curry	<a href="mailto:christa.curry@cec.edu.bs"><u>christa.curry@cec.edu.bs</u></a>	Grade 2
Ms Averill Edgecombe	<a href="mailto:aedgcombe@cec.edu.bs"><u>aedgcombe@cec.edu.bs</u></a>	Grade 3
Ms Latanya Hield	<a href="mailto:latanya.hield@cec.edu.bs"><u>latanya.hield@cec.edu.bs</u></a>	Grade 4
Ms Samantha Johnson	<a href="mailto:sajohnson@cec.edu.bs"><u>sajohnson@cec.edu.bs</u></a>	Grade 5
Mrs Ann Dennis-Morley	<a href="mailto:ann.dennismorley@cec.edu.bs"><u>ann.dennismorley@cec.edu.bs</u></a>	Grade 6
Mr. Lucknear		Custodian

# Remember Always:

**GOOD HYGIENE IS IN YOUR HANDS.**

Wash your hands thoroughly with soap and water for at least 20 seconds to prevent getting sick from COVID-19.

TOGETHER WE CAN HELP STOP THE SPREAD AND SAVE LIVES!  
For more information about Coronavirus (COVID-19) visit [health.gov.au](https://www.health.gov.au)

**STOP SPREAD**



**NOTICE**

**SOCIAL DISTANCING IN PRACTICE**

Observe a minimum 6 ft distance from person-to-person at all times

6 ft

**IF YOU ARE SICK DO NOT ENTER**



**COVID-19 ALERT**



**WEAR A MASK**



STAY

SAFE