



## **SAINT THOMAS MORE SCHOOL PARENT INFORMATION GUIDE**



## **REMOTE TEACHING AND LEARNING**

**2021**

## **TABLE OF CONTENTS**

➤ Message from the Curriculum Officer.....	3
➤ Administration.....	4
➤ Google Classroom & Recommended Devices.....	5
➤ Google Classroom Netiquette.....	6
▪ During Remote/Online Learning	
▪ During Live Classes	
▪ Other Information	
➤ Class Schedules & Payment Options.....	8
▪ Subject Timetable by Hours	
▪ School Reopening	
▪ Online Learning Class Times	
▪ Payment Options	
▪ Banking Information	
➤ Office Hours & Other Information.....	10
▪ School Office Hours	
▪ Virtual Office Hours (Teachers)	
▪ Technical Support	
▪ Contact Information	

## **MESSAGE FROM THE CURRICULUM OFFICER**

September 3, 2021

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.

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 that reads "Alexandria Roberts-Bowe". The signature is written in a cursive style and is positioned above a horizontal line.

***Alexandria Roberts-Bowe***  
Curriculum Officer  
Catholic Board of Education

## ADMINISTRATION



Dr. Renee C. Mortimer  
Principal  
[rmortimer@cec.edu.bs](mailto:rmortimer@cec.edu.bs)



Miss Vanta Culmer  
Vice Principal  
[vculmer@cec.edu.bs](mailto:vculmer@cec.edu.bs)



Mrs. JoAnne Brown-Hamilton  
Guidance Counselor  
[jhamilton@cec.edu.bs](mailto:jhamilton@cec.edu.bs)



Mrs. Elizabeth Hawkins  
Nurse  
[ehawkins@cec.edu.bs](mailto:ehawkins@cec.edu.bs)



Mrs. Winifred Woods  
Secretary  
[wwoods@cec.edu.bs](mailto:wwoods@cec.edu.bs)

## **GOOGLE CLASSROOM & RECOMMENDED DEVICES**

### **GOOGLE CLASSROOM**

Google Classroom is the preferred online platform that will be utilized by Saint Thomas More School.

In the age of the digital classroom, it is important to have virtual spaces for teachers, students and the people supporting them. Google classroom provides everyone involved with the learning process a centralized, user-friendly hub for classwork collaboration.

**Students will not have access to Google Classroom if fees for the first term or installment payments for first term AND arrears are outstanding.**

### **RECOMMENDED DEVICES**

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

Netiquette is short for “**Internet Etiquette**”. Just like etiquette is a code of polite behavior in society, netiquette is a code of good behavior on the internet.

### **DURING REMOTE/ONLINE LEARNING**

1. Be ready to learn.
2. Create a quiet workspace. Find a comfortable area to study and keep your materials nearby.
3. Follow the instructions of the teachers.
4. Check your internet connection and your devices before the start of the online class.
5. Use the break and lunch times to eat, drink and use the bathroom.
6. Keep other devices off during class time.
7. Check in daily and turn in assignments on time.
8. Unless otherwise instructed, all work should be completed independently by the student.
9. Ensure that your child is going to bed at an appropriate time.



## **DURING LIVE CLASSES**

1. Students should attend all live sessions. Communicate any obstacles to the classroom teacher immediately.
2. Log into classes at the appropriate times.
3. Be respectful of others during live sessions. Avoid doing things that may disrupt your teacher and classmates.
4. Dress appropriately for class. Pajamas, sleeveless tops and spaghetti straps **should not be worn**. Parents should dress appropriately. Remember that the camera is capturing you.
5. Mute all microphones upon entering the classroom and they are to remain muted until permission is granted by the teacher.
6. Turn on your camera so that your teacher and classmates can see you.
7. Pay attention while your teacher and classmates are speaking.
8. Use the chat box appropriately. Post comments or questions that are only related to the lesson.
9. Enjoy your online experience and have fun learning.

## **OTHER INFORMATION**

**Avatars are not allowed**. An **appropriate picture** of the student is acceptable.

**Initial passwords should be changed immediately.**

**CLASS SCHEDULES & PAYMENT OPTIONS**

**SUBJECT TIME TABLE BY HOURS**

<b><u>PRIMARY SCHOOL SUBJECTS</u></b>	<b><u>HOURS PER WEEK</u></b>	<b><u>MINIMUM LIVE 30 MINUTE SESSIONS PER WEEK</u></b>	<b><u>WEEKLY TIMETABLE</u></b>
<b><u>Mathematics</u></b>	<b><u>5</u></b>	<b><u>5</u></b>	<b>Specific class schedules will be given out in your child's Google Classroom session.</b>
<b><u>Language Arts</u> <b><u>Includes</u> <u>Corrective Reading (C.R.)</u></b></b>	<b><u>5</u></b>	<b><u>5</u></b> <b>(C.R. = 3)</b>	
<b><u>Religion</u></b>	<b><u>2</u></b>	<b><u>1</u></b>	
<b><u>Social Studies</u></b>	<b><u>2</u></b>	<b><u>1</u></b>	
<b><u>Science</u></b>	<b><u>2</u></b>	<b><u>1</u></b>	
<b><u>Music</u></b>	<b><u>1</u></b>	<b><u>1</u></b>	
<b><u>Information Technology</u></b>	<b><u>1</u></b>	<b><u>1</u></b>	
<b><u>Spanish</u></b>	<b><u>1</u></b>	<b><u>1</u></b>	
<b><u>Art</u></b>	<b><u>1</u></b>	<b><u>1</u></b>	
<b><u>Physical Education</u></b>	<b><u>1</u></b>	<b><u>1</u></b>	
<b><u>Total</u></b>	<b><u>21 Hours</u></b>	<b><u>18</u></b> <b><u>30 MINUTE SESSIONS</u></b>	



## **SCHOOL REOPENING**

School will officially commence on **Monday, September 6, 2021** with **Remote/Online Learning orientation from 9:00 a.m. – 12:00 p.m. (K – 6)**

## **ONLINE LEARNING CLASS TIMES**

**Kindergarten: 9:00 a.m. – 12:00 p.m.**  
**Grades 1 – 6: 9:00 a.m. – 2:00 p.m.**

**\*These times are effective as of Tuesday, September 7, 2021.**

## **PAYMENT OPTIONS**

- **FEE SLIPS**: First Caribbean Bank (Payment at the counter)
- **ONLINE BANKING**: First Caribbean Bank/Royal Bank
- **PAYMENT PLAN**: June, 2021 – March, 2022
- **CREDIT CARD**: Catholic Education Centre, West Hill Street
- **THIRD PARTY ONLINE TRANSFER**: Any Commercial Bank

## **BANKING INFORMATION**

### **FCIB School Fee Payments:**

**Account Name:** RCANB Special Catholic School Account

**Bank Transit Number & Account Number:** 097861126917 (Palmdale)

**Account Type:** Checking

### **RBC School Fee Payments:**

**Account Name:** RCANB Catholic Education Centre

**Bank Transit Number & Account Number:** 057452897445 (Palmdale)

**Account Type:** Checking

Please remember to email a copy of the fee slip/online payment to [jrichardson@cec.edu.bs](mailto:jrichardson@cec.edu.bs), [wwoods@cec.edu.bs](mailto:wwoods@cec.edu.bs), [vculmer@cec.edu.bs](mailto:vculmer@cec.edu.bs) or [rmortimer@cec.edu.bs](mailto:rmortimer@cec.edu.bs).

## **OFFICE HOURS & OTHER INFORMATION**

### **OFFICE HOURS (SCHOOL)**

Office hours: 8:00 a.m. – 4:00 p.m.

### **VIRTUAL OFFICE HOURS (TEACHERS)**

- **Kindergarten: Monday – Friday – 12:00 p.m. – 1:00 p.m.**
- **Grades 1 – 6: Monday – Friday – 2:00 p.m. – 3:00 p.m.**
- **Specialists: Monday – Friday – 2:00 p.m. – 3:00 p.m.**

### **TECHNICAL SUPPORT**

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

**Patrick Pratt: [ppratt@cec.edu.bs](mailto:ppratt@cec.edu.bs)**

**Dannavan Morrison: [itadmin@cec.edu.bs](mailto:itadmin@cec.edu.bs)**

**Carson Neilly: [cneilly@cec.edu.bs](mailto:cneilly@cec.edu.bs)**

### **CONTACT INFORMATION**

**School: 322-3755/322-8533**

**Website: [st.cec.edu.bs](http://st.cec.edu.bs)**

Saint Thomas More School

**Email: [sainthomasmore@cec.edu.bs](mailto:sainthomasmore@cec.edu.bs)**