**St. Francis Xavier Senior School**

 **Remote Teaching and Learning Plan**

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**Introduction**

During this unprecedented period of time where we are living through a pandemic and engaging in remote teaching and learning, this plan has been formulated in accordance with the provisions of the Department of Education and the following documents:

* DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
* Guidance on Remote Learning in a COVID-*19* Context: September - December 2020

The primary obligation of all schools is to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and school staff and that personal and sensitive data is also protected under GDPR legislation.

However, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school’s Code of Positive Behaviour and all of the school’s policies apply. The policy presented here should be read also in tandem with our school’s Code of Behaviour Policy and Anti-Bullying and Cyber Safety Policy.

Our *‘Remote Teaching and Learning Plan’* will include a combination of assigned work, pre-recorded instructional lessons (Google Classroom) and live sessions (Zoom/Google Meet).

# Guidelines for Online Communication

1. Students and staff are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
3. Staff members will communicate with pupils via Google Classroom.
4. Students and staff will communicate using tools which have been approved by the school (Google Classroom, Google Meet and Zoom)
5. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
6. For video calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian’s contact details on Aladdin. In the case of SET and SNA, contact will be made directly by telephone.
7. By the participation of the pupil on to the call, parental permission is assumed.
8. For security reasons, Google Classroom accounts are password protected.
9. St Francis Xavier Senior Schoolcannot accept responsibility for the security of online platforms, in the event that they are compromised.

Class Video Calls

1. These calls will be conducted via Zoom or Google Meet.

2. Under no circumstances should pictures or recordings be taken of video calls.

3. The school video call charter will be uploaded to all Google Classrooms. All pupils are expected to

 adhere to this charter.

4. In the event that a pupil(s) engage in inappropriate behaviour during these calls, the school

 Code of Behaviour will apply and school management may decide to deny access to future

 class video calls.

# **Communication tools which the school will use**

## **Aladdin**

* The school will communicate with parents via Aladdin. All families are asked to download the Aladdin app.

 Email - Parent Queries

* Two-way communication is encouraged and a new contact email for parents has been created for remote learning. Parents can contact the school on o.fficesenior@sfxns.ie with any queries for their child’s teacher and/or with any general queries. All emails sent to this address will be responded to within 24 hours.

## Google Classroom

* Google Classroom is the online platform our pupils and staff will be using. It enables our pupils to connect to their folder of work and it also allows access to their teacher when required. Teachers will provide feedback and communicate with pupils via Google Classroom. Instructional videos will be recorded and uploaded onto Google Classroom. Parental consent is required prior to using this platform.
* Should any pupils have queries for their teacher in relation to their classwork, these queries should be posted privately to the teacher in the “Private Post” section of Google Classroom.

## Zoom/Google Meet

* Zoom/Google Meet is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers will connect with pupils twice weekly. The link to the class video calls will be communicated to parent/guardian’s via Aladdin. By the participation of the pupil on to the call, parental permission is assumed.

# Expectations for Pupils using Online Communication

## Submitting Assignments:

* Our pupils are asked to submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
* Always use kind and friendly words – remember our Five Core Values!
* Give your very best effort when completing your work, just as you would in the classroom.

## 2. Video Calls:

* Make sure you are appropriately dressed. No PJs!
* Try to sit in a quiet place downstairs, be conscious if there is too much noise around you.
* Pictures or recordings of the video call are NOT ALLOWED.
* Remember our school rules - they are still in place, even online.
* While we are on the call, we ask that there is no drinking nor eating at this time.
* Be sure to have your video camera on.
* Listen to all instructions. Place your call on mute until the teacher has spoken with

everyone. The teacher will tell you when to unmute your microphone.

* Leave the meeting when the teacher tells you the meeting is over.

 And remember our 5 Core Values at SFX Senior:-

 **Respect - Responsibility - Kindness - Courtesy - Honesty.**

**Please be as respectful, courteous and kind as you would be in school.**

**By adhering to the Class Video Charter above, we can all enjoy a class chat together!**

# Guidelines for Parents/Guardians

##  For Learning, we ask parents:

1. To ensure that pupils are supervised while they work online.
2. To check over the work which pupils send to their teacher, ensuring it is appropriate.
3. To ensure that pupils are engaged in online learning and that pupil work is submitted.
4. To continue to review online safety measures with your child.
5. Where pupils are struggling with online learning, it is most important that parents communicate this to the school via o.fficesenior@sfxns.ie so that the pupil can be supported.

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##  For Video Calls

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Please ensure that your child is on time for a scheduled video call.
3. Make sure to familiarise your child with the video call technology in advance. For video in particular, show your child how to mute/unmute and turn the camera on/off.
4. Participants in the call should be dressed appropriately.
5. An appropriate background/room should be chosen for the video call.

*It is most important to note that any breach of the above guidelines may result in a person being immediately removed from a meeting or a meeting being immediately terminated.*

# Technology Support for Families

We understand that there can be many demands on technology in different homes and for some families, access to technology can be difficult. Our school will endeavour to support families and pupils through sharing school ipads.

# Remote Teaching and Learning Protocols for Pupils

1. Check your assigned work each day.
2. The normal school calendar will apply.
3. The following school policies apply to remote teaching and learning and can be viewed on our website

[www.sfxsenior.com](http://www.sfxsenior.com) :

* + Code of Behaviour
	+ Anti- Bullying Policy
	+ Internet Acceptable Use Policy
1. Pupils are expected to engage with remote learning in a manner that best suits their family circumstance.

# Remote Teaching and Learning Protocols for Teachers/SNAs

The following school policies apply to remote teaching and learning:

* 1. Child Protection Policy
	2. Data Protection Policy

# Mainstream Class Teachers

# Mainstream class teachers will engage with their pupils on a daily basis, uploading daily assignments for their pupils as well as instructional videos with new learning points before the normal school opening time.

# A blend of guided and independent learning tasks/experiences will be prepared for pupils.

* Assignments “turned in” to the teacher will be corrected with audio or written feedback given to pupils.
* Pupil queries submitted during school hours will be responded to on the same day.
* Parent queries will be responded to within 24 hours.
* Class video calls will be scheduled twice weekly, one in the early part of the week and one later in the week. The purpose of these calls is two-fold: to check in with the pupils regarding class work and also to create an opportunity for the children to engage with their classmates though fun activities.

SET (Special Education Teachers) and SNA (Special Needs Assistants)

* Through their work with our pupils with special needs, both our SET team and SNAs will engage regularly with their pupils. The level and frequency of engagement will be in agreement with the parents of assigned pupils. In certain cases, social groups may be created to support children who are challenged in this area.
* Learning tasks: The tasks chosen will be specifically aligned to the needs of the pupil/student, and will enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.

*This plan was ratified by the BOM of St.Francis Xavier S. N.S. in January 2021 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.*

*Note: This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.*

 *John Mitchell (Chairperson, BOM)*