

## Patrician Presentation Secondary School Remote Learning (Distance Teaching & Learning) School Guidelines:

This document sets out the guidelines for the school community if we return to remote learning due to CO-VID restrictions (in the event of a partial or full closure).

A virtual timetable will consist of a 15 Hour timetable for students. Zoom/meets classes will occur in the AM while tasks set for students will be completed in the PM with teachers available to give feedback until 3.50pm

The Presentation online school will run as closely as possible to the normal routines that take place during a regular school day/week.

### **Platforms:**

Students/staff must use their school account to log in to all platforms. Students/staff are not to use any other account under any circumstances for the purposes of online schooling within the school.

The list of applications that will be used for distance learning will primarily be:

- Gsuite with will include the following:
  - Gmail (to liaise with students and staff)
  - Google classroom (for setting/submitting of work)
  - Google meets (for online classes)
  - Google documents (for staff to share documents relating to polices, students performance and attendance)
- Zoom (for online classes)

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. These must, in all cases, use students/staff Gmail account to login.

School Acceptable Use Policy applies to our online school.

### **Patrician Presentation Online School:**

All classes will run as per student/teacher timetable which will be amended from the existing in school face to face timetable. The reason for this is to ensure the wellbeing of students and teachers is at the forefront

School starts at 9pm and finishes at 3.50pm (Monday & Thursday), finishes at 1.15pm on Friday.

All classes are 30 minutes duration and breaks are incorporated into the day between lessons.

Special Education Needs classes will run with SEN teachers and SNA's arranging classes to suit the students in question

Career Guidance teacher can be contacted through agreed protocols.

School management will endeavour to provide substitute teachers for classes where regular subject teacher is unavailable under normal workplace practices

School management may use Part time hours available to them if they feel needs be.

### **Teachers:**

1. All teachers will provide at least one live session a week to enable student questioning/queries.
2. All teachers will use the Google classroom platform to issue assignments and collect assignment.
3. Teachers will teach online remotely from the school or other location dependent on Government Covid guidelines.
4. All teachers' online classes will run through Google Meets/Zoom.
5. Links to these classes will be shared within the platform with students.
6. SNA's may link with students to help re-teach topics being taught by class teacher.
7. All teachers will take roll calls for all "live" classes and will furnish the care team with a list of students who are not present for classes every Friday.
8. Staff will meet once a week via Zoom meetings
9. The care team will meet once a week via Zoom
10. Teachers should not assign work or email work to students outside of school hours

### **Students:**

1. Students are encouraged to switch cameras and audios on
2. Online classes cannot be recorded by students.
3. Students must ensure that their electronic devices are set up to access virtual classes.
4. Students must follow teacher instructions during online classes as you would in regular classes.
5. Student's must submit assignments through the correct medium to be corrected by teachers. (Email or google classroom)
6. Inappropriate behaviour during the online school day will result in student being blocked from school eLearning platforms. This will be recorded as a suspension.
7. Students should not expect teachers to respond to communications outside of school hours.
8. Students must have access to all textbooks and other materials which may be required by your class teacher.
9. Parents must email the principal, deputy principal, SEN or career guidance teacher if they will be absent from classes

### **Parents:**

1. Parents should try ensuring that for online "live" classes their son/daughter is in an area of the house that is quiet and free from distractions.

2. Parents should ensure that their son/daughter is dressed appropriately for their online classes .
3. Ideally, students should have access to a tablet or laptop to support online learning. If not then contact should be made with the school and the school will endeavour to provide one.
4. Contact should be made with the school regarding any issues of access to broadband
5. Parents should not communicate with teachers outside of school hours and issues relating to teaching and learning concerns online should be referred to school principal.

The Guidelines will be updated accordingly as information comes to us from the Department of Education. All members of our school community will be updated regards any changes to the present guidelines.