Remote Teaching and Learning Plan/Policy

Scope

This policy outlines the guidance for remote teaching and learning at Sacred Heart Secondary School in the changing circumstances brought about by the COVID-19 pandemic.

This Policy operates alongside all our existing policies including our Acceptable User Policy, ICT policy, Code of Behaviour, Anti-Bullying, Data Protection, Child Protection Guidelines.

Required Feature of Remote Teaching and Learning

➢ **Regular engagement with students:** Teachers should, as far as possible, engage with students as per the normal school timetable. Special education teachers (SETs) should also, as far as possible, continue to engage with students on their caseload as frequently as they would under normal circumstances. The assignment of tasks to be completed is not, of itself, sufficient because students need direct teaching inputs from their teachers in order to feel connected to the school, to stay motivated, and to make progress in their learning.

➢ **A blend of guided and independent learning tasks/experiences:** Teacher-student engagement should involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the students. Teachers should ensure, as far as practicable, that direct instruction is provided for aspects of learning that require it, using a variety of approaches, for example video, audio, presentation software and written instructions. Regular engagement with students when they are out of school will also help them to reintegrate when they return to school.

➢ **Appropriate and engaging learning opportunities:** Teachers should ensure that the chosen learning tasks give students an opportunity to demonstrate their learning in a clear and concise way. It may be necessary to adjust the number of tasks usually given in the school setting to take account of the fact that students are doing this work from home.

➢ **Learning tasks:** The tasks chosen should be specifically aligned to the needs of the student, including students with SEN, and should enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.

➤ **Skills development:** Schools should make local arrangements that seek to ensure that students are given opportunities to develop self-management and organisational skills so they are equipped to engage in remote learning.

➤ **Two-way feedback between home and school:** Schools should ensure that two-way feedback between teachers and parents/guardians and between teachers and their students is encouraged and supported. Schools should provide manageable and accessible opportunities for all students to share samples of their work with the subject teachers as frequently as they would if the students were in school. Teachers should ensure that work received is corrected and relevant feedback is provided, as would be the expectation if the school was open. The benefits for students include maintaining their motivation and their engagement with learning as well as providing a connection with the school and their peers.

Agreed Platform and Applications for Remote Teaching and Learning

 A blended approach to eLearning will adopted in Sacred Heart Secondary School.

The primary aim is to cover the required curriculum areas for all subjects. Students should get in touch with their teacher if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Students must use their @sacredheartclonakilty.ie account to log in.

The list of applications that will be used for eLearning will primarily be: Gsuite, incorporating:
- ✓ Gmail (e-mail)
- ✓ Google Classroom
- ✓ Google Forms
- ✓ Google Drive
- ✓ Google Sheets
- ✓ Google Docs
- ✓ Google Canvas or Whiteboard
- ✓ Google Meet for live classes
- ✓ Screen Castify
- ✓ Mote

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them.

- ❖ Subject departments have agreed an amended scheme of work for all year groups in all subjects.
- ❖ The normal timetable applies for all students.
- ❖ Class roll will be taken at all classes.
- ❖ The focus will be on learning and teaching and on ensuring that the curriculum is covered in all subjects.

- ❖ A variety of approaches will be used. These include live teaching via Google Meet, pre-recorded tutorials via Google Meet, work on assignments via Google Classroom and a question and answer session to provide the teacher with an opportunity to check on learning and to provide feedback to the students. The main focus will be on the delivery of live classes or recorded tutorials created by the teacher.
- ❖ There will be a weekly staff meeting to discuss and review the progress of students.
- ❖ Care team meeting will continue via Google Meet.
- ❖ Guidance support continues to be available.
- ❖ Special Education Team support continues to be available.
- ❖ SNA's will continue to provide support to students by attending classes and providing the student with daily individual support.

For students:

To facilitate engagement with learning and teaching, students are requested to:

- ❖ Follow the regular time table.
- ❖ Attend classes on time and be appropriately dressed.
- ❖ Engage with all subjects and teachers.
- ❖ Students are advised to have the camera on, and when required, to do so, and turn on their microphone. This is to allow for verification of student attendance and to promote active student engagement. Students can, if they want to, change or blur the background on their Google Meet.
- ❖ Have appropriate materials (copies, books pens etc.) ready in advance of the class.
- ❖ Participate and engage positively in all classes.
- ❖ It is prohibited to record or share any content, visual or audio within Gsuite.
- ❖ Students should get in touch with their teacher if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.
- ❖ Communication between teachers and students will be limited to the school day. Outside of these times, communications should be sent by scheduled send.

For parents:

- ❖ Please ensure that your daughter is checking in regularly for assigned work by viewing her Google platform.
- ❖ If your daughter is unwell, and not in a position to attend classes on a specific day, please contact the office.
- ❖ During live classes, it is advisable that your daughter is in an area of the house that is quiet and free from distractions, if possible.
- ❖ Live online classes should be attended or viewed by you daughter.