



Online/Virtual/Remote/Distance Teaching and Learning Policy for Teachers, Students and Parents/Guardians

1. Teaching and Learning (online classes)

Respectful online communication, wellbeing and the use of digital technologies to support teaching are key to managing teaching and learning outside of the physical school structure.

To support the online engagement of students and to optimise student learning, teachers may need to vary and appropriately scaffold subject content. This will help ensure that students are not overwhelmed by a multitude of online content.

The normal school calendar and timetable will apply.

The applications that will be used primarily will be within the school's loretothegreen.ie Google Apps for Education G Suite. The table of these applications can be viewed below.

Learning Management System	Video Conferencing	Email	Calendar
1. Google Classroom	1. Google Meet 2. School licensed Zoom	1. Gmail	1. Google Calendar

In all cases students and teachers must only use their @loretothegreen.ie account as the login.

There may be some additional applications that teachers use, and the teacher will provide the student with the information required to access them. Again, students must, in all cases, use their @loretothegreen.ie account as the login.

2. eLearning Approach

eLearning will take what is known as a 'blended' approach. As with traditional classes, different teachers may use different methods or approaches, often dependent on the subject.

In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should contact their teacher right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

One day a week will be designated as a Google Meet/Zoom free day. (Wednesday - to be rotated each week. Monday and Friday will be exempt from Google Meet/Zoom free day.)

Teachers, when working remotely, will on most occasions, try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours.

However, teachers may have to send material/ assignments outside of regular school opening hours. In this instance there is no expectation on the student to respond or begin work at the time it is received. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on outside of normal school hours. Whilst it might suit teachers or students to communicate outside of normal working hours, it is essential that everyone agrees that responses or actions outside of normal working hours are not required.

All members of the school community should turn off notifications outside of their learning/working hours.

Teachers should:

- Set up classes (synchronous and asynchronous) on Google Calendar/Google Classroom at the start of the week;
- Open up the “classroom” 5 minutes in advance (where possible);
- Finish classes on time and be the last person to leave the “classroom”;
- Only assign classes when they appear on the school timetable;
- Give clear instructions and realistic timeframes to students for assignments, and clearly set out a **date** and **time** for completion of work;
- Give online assessments which are simple to access and deliver;
- Provide effective feedback to students to enable them to progress their learning;
- Limit email communication with classes to one email per day, if needed;
- Ask students to:
 - turn their microphones off unless asked to contribute;
 - turn their camera on, being mindful of students with SEN or other needs who may find it easier to be “present” in the online class with the camera turned off.
 - not record classes at any time;
 - not take screenshots or photos of others;
 - respect the views of everyone online;
 - use appropriate ‘classroom’ language when speaking online;
- Communicate with students during normal school hours;
- Request students to communicate with them only during school hours;
- Use Google platforms and school accounts (Google Classroom, Google Meet, Gmail, etc. or school licensed Zoom) as the only methods of communication;
- Use a combination of synchronous (real-time) classes and asynchronous (pre-recorded) classes each week.
- Synchronous classes, via Google Meet or Zoom, will, where possible, take place at the normal timetabled class times and not last more than 30 minutes;
- Asynchronous communication, via Google Classroom or Gmail, will involve sending work to students during the school day.
- Teachers should schedule a maximum of 90 minutes, minimum of 30 minutes on Google Meet/Zoom per week for their classes. This does not have to be continuous; teachers may use their professional discretion to decide how they use this time.
- Teachers of students in receipt of Learning Support will continue to support students by assisting them with the adjustment of online learning and with their course work. They will not assign additional work.

Students are expected to adhere to the school’s Code of Behaviour, including our Anti- Bullying Policy, Acceptable Use Policy.

In addition, students should:

- Work in a suitable learning environment - a quiet space, at a desk/table, with no distractions;
- Log on to classes on time;
- Be suitably dressed for class

- Follow the direction of their teacher just as in the classroom;
- Turn camera on for class unless they have an agreement with the SEN or Pastoral Team and/or Year Head;
- Not record classes at any time;
- Turn microphone off unless called on by the teacher;
- Not take screenshots or photos of others;
- Respect the views of everyone online;
- Use appropriate 'classroom' language when speaking online;
- Be adequately prepared for each class - this includes having the correct textbooks, completed homework assignments, and any relevant materials;
- Communicate with teachers using the given platform and during school hours only;
- Log in to Google classroom and emails every day to check for updates from teachers;
- Not use their mobile phone other than to join online classes

Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time.

Non-compliance with these procedures will result in a warning to students. Further non-compliance will result in parents being contacted and students may be removed from the online class.

Procedure if student is persistently not engaging with online learning

1. Class teacher emails student.
2. Class teacher contacts Year Head who will email student.
3. Year Head emails parent of student.

Parents/Guardians should:

- Ensure that their daughter is checking in regularly for assigned work;
- Ensure that, when real time classes are taking place, their daughter is on time, working in a suitable learning environment – where possible in a quiet space, **at a desk/table**, suitably dressed for class and with no distractions (please be mindful of Child Protection Guidelines)
- Ensure that real time online classes are viewed by their daughter only
- Communicate any concerns regarding online learning with the Year Head
- As student internet access cannot be supervised by teachers during periods of distance learning, student personal responsibility is essential and/or parental/guardian monitoring where possible.

3. Additional Online/Virtual/Remote Teaching and Learning Protocols and Procedures for Teachers

Synchronous classes, via Google Meet or Zoom, should, where possible, take place at the normal timetabled class times and not last more than 30 minutes. A maximum of 90 minutes per week should be assigned for online teaching.

Asynchronous classes, via Google Classroom or Gmail, should, where required and possible, involve sending work to students at the start of the school day.

Tutor time will take place once a week.

Subject departments should continue to share any new online resources to aid consistency for students and to reduce the workload for teachers

Short staff meetings will take place once a week using Google Meet.

Social media sites e.g. Facebook, Snapchat, Hangouts, WhatsApp etc., to communicate with students is never permissible and teachers have been advised accordingly. Social media may be used by teachers to demonstrate examples of good work to parents and the wider school community but will not be used for the conduct of teaching and learning. Any such activity will only be on the official school social media account (Twitter and Instagram). All names on student work should be redacted unless express permission to do otherwise has been obtained.