



Remote Learning Policy

Introduction

Remote learning provides an opportunity for students and teachers to remain connected and engaged while working away from the physical school environment.

The purpose of this policy is to provide information and guidelines to students, their parents/guardians and staff regarding remote learning at FCJ Secondary School Bunclody. It sets out to provide clarity around our approach to remote learning, the platform being used and the expectations for our students, teachers and parents.

This Remote Learning Policy will outline procedures and inform practice should the following circumstances arise:

- In the event that the school is temporarily closed or a group of students, a class group or one or more year groups are required to access school remotely.
- In the event that a student is in self isolation but is otherwise fit and healthy, to continue with their academic programme.

In the event of these circumstances arising FCJ will continue to provide education and support to our students using remote learning. All learning will be conducted through a range of Google's G Suite for Education apps including Google Classroom and Google Meet. This will allow staff to keep in regular contact in a professional and confidential manner with their classes. We believe that it is in the best interest of students, parents and staff that the structure of the school day is maintained in so far as is possible and to that end the school timetable will be followed.

This Remote Learning Policy should be read in conjunction with our school's Code of Behaviour and Internet Acceptable Use Policy. It operates alongside all of our existing policies. These are available on the school website.

Student Expectations

- Students should retain the structure of the school day logging on to Google Classroom by 8.40 am each morning.
- In the event of school closure or where year groups are sent home, a mixture of video/Screencastify and live classes will be provided through Google Classroom and Google Meet. Where a class group is sent home the same approach will be adopted in core subjects where possible. The live classes will be scheduled as per the normal timetable and where video/Screencastify is used it will be scheduled to deliver at the timetabled class in that subject. A roll call will be logged at all live classes. Attendance will be monitored. Written materials may also be posted on Google Classroom to complement the live classes and video/Screencastify.

- In the event that a student is in self isolation but is otherwise fit and healthy, to continue with their academic programme the class teacher will post any electronic resources used in their lesson, including worksheets, power points, video clips etc. Google Classroom will be used by teachers to upload teaching materials, lessons and assignments where relevant.
- In all cases students must use their fcjbunclody.ie email account to log in.
- All assigned work must be completed and submitted to the subject teacher in the agreed manner.
- Deadlines must be met where practicable. The Form Teacher/Dean of Year will be notified where this is not achieved.
- Students must use the designated Google Classroom messaging to communicate with the class teacher. During a live class, students can use the chat function to communicate with the teacher. All communication should be respectful.
- Students should get in contact with their teacher if they are having difficulty with any aspect of their subject or if they are finding the work unmanageable. They should also make their teacher aware of any difficulty they are having accessing or submitting work online. This should be done during or immediately following the timetabled class as would be the norm in school.
- Messages will take place during normal school hours 8.40 am – 3.10/3.50 pm or will be scheduled to deliver within these hours. However submission of work, by students, created as an assignment can take place beyond school hours but with no expectation that the teacher will access the work ahead of the next scheduled class.
- Students should have notifications switched on during school hours.
- During live classes, while uniform is not required, appropriate dress is expected. Background content also needs to be considered, no personal information visible.
- Each student has signed and accepted the schools code of behaviour. The code of behaviour emphasises respect and safety in the classroom to enable teachers to teach and students to learn. The virtual classroom is no different.
- Material created by the teacher and posted on Google Classroom is the property of the teacher and students do not have permission to share it with parties outside of the classroom.

Teacher Expectations

- Teachers will use a mixture of video/Screencastify and live classes via Google Classroom and Google Meet to deliver curriculum content during a school closure or where a year group are sent home. The live classes will be scheduled as per the normal timetable and where video/Screencastify is used it will be scheduled to deliver at the timetabled class in that subject. Teachers will be available at this time to answer any questions students may have regarding course material and/or assignments as would be the norm in the regular classroom. Where a class group is sent home the same approach will be adopted where possible. Written materials may also be posted on Google Classroom to complement the live classes and video/Screencastify.

In the event that a student is in self isolation but is otherwise fit and healthy, to continue with their academic programme the class teacher will post any electronic resources used in their lesson, including worksheets, powerpoints, video clips etc.

Google Classroom will be used by teachers to upload teaching materials, lessons and assignments where relevant.

- Teachers will provide differentiated instruction and tasks in line with the learning needs of their students and work will be scheduled in a manner that does not overwhelm students.
- Teachers will allow a degree of flexibility in terms of deadlines for completing activities in recognition of the circumstances in which families may find themselves.
- Homework which is required to be submitted will be marked and feedback provided regularly. Guidance for self correction of homework by the student will be provided where appropriate.
- Messages and work set will be provided during normal teaching hours, 8.40 am – 3.10/3.50 pm. and where this is not possible it must be scheduled to deliver during these hours. The exception to this arises where teachers are correcting work and providing feedback.
- Primary responsibility for monitoring and follow-up on student engagement lies with the class teacher. Where there is a concern regarding engagement the teacher should email the student. Where there are ongoing concerns the teacher will email the relevant Dean of Year or a member of the Senior Management Team, as appropriate.
- Teachers will work collaboratively to build learning resources which can be shared by teachers across classes.

Parent Expectations

- Parents will support their child's learning to the best of their ability.
- They will encourage their child to access and engage with Google Classroom and Google Meet, checking regularly for assigned work and live classes.
- Where live classes are taking place it is essential that they are conducted in an area of the house that is quiet and free from distractions.
- Live online classes should be viewed by the student only.
- Parents can contact the school, office@fcjbunclody.ie, if they have any concerns or if they wish to provide feedback.

Learning Support

- The Learning Support team and teachers will continue to connect with students who receive special education support during their usual allocated time via Google Meet and Google Classroom.
- The Special Education Co-ordinators will continue to co-ordinate the special education teachers and communicate with parents.

Live Online Classes Protocol

- As part of the delivery of remote learning, where teachers provide live online classes this will be done using Google Meet through the G Suite platform.
- Classes will be scheduled as per the normal school timetable. Students will use their school email account to access these live lessons.

- Care is needed to ensure the online security of everyone involved. Students are reminded that all of the school's policies, notably the Code of Behaviour and the Acceptable Use Policy, apply during these online lessons.
- When students join a live lesson they should ensure that their device cameras and microphones are turned off. However, as the virtual classroom provides an opportunity for participation, teachers may encourage some audio and/or video interaction with students. It will be at the discretion of the teacher as to whether or not they have their own camera switched on during live lessons.
- No live recording will be done using the Google Meet video conferencing platform. This is to respect the personal data of all, both teachers and students, who participate in each lesson. All are reminded that no recording (or screenshot/ photograph) of any part of the lesson should be made by any other means. The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.
- Students are being advised of best practice around participation in these live classes e.g. quiet location, proper attire, no personal information visible in the background (bedrooms best avoided).

The school appreciates your support to ensure that best learning outcomes are achieved while also respecting everybody's privacy at home. Any breach of these rules will be deemed serious and reported to the Dean of Year who will communicate with the Senior Management Team.

Communication Protocols

- All parental contact with teachers will be made via the school office.
- School contact with parents will be made via Deans of Year and/or the Senior Management Team.
- Communication, between teachers and students and vice versa, will only take place during normal school hours 8.40 am – 3.10/3.50 pm. Correction and provision of feedback by teachers on students' work and submission of work by students are the exceptions to this.
- We would advise all members of the school community to turn off notifications outside of their learning/working hours.
- The normal school calendar will apply.

Home School Liaison

A designated link teacher has been assigned to make contact with individual students who are in self-isolation but otherwise fit and healthy. This teacher will liaise and act as the school link with the student(s) and their parent(s)/guardian(s) for the duration of the absence.

Assessment

Teachers will continue to engage in assessment of and for learning as would be the norm in the standard classroom. However, in the event that whole school assessments are scheduled to take place during a period of remote learning the school will make contact with parents and students regarding the arrangements.

Wellbeing

Regular physical exercise is important in order to promote the physical and emotional wellbeing of students. To that end it is essential that, in the event of a switch to remote learning, students access and engage with the live Google Meet PE classes and also the range of resources provided via the School App and PE Google Classroom facility.

Pastoral Care

FCJ Secondary School is committed to the personal and social development of students in addition to their academic development. During any period of remote learning our pastoral care system will continue to operate. Students can continue to contact their Form Teacher, Deans of Year or indeed any staff member should they prefer via their school email. Class teachers should liaise with the Principal or Deputy Principals. The school Counsellors will also be available for consultations and to provide support. The Principal can be contacted by parents via the school office.

Safeguarding

During any period of school closure, the Safeguarding Statement and Risk Assessment and child protection procedures still applies as does the Code of Professional Conduct for teachers. Live contact between students and staff must only take place through official school channels, i.e. GSuite for Education.

Notes:

Students have been provided with Google Classroom codes in all subject areas which they are already using to engage with subject material and assignments. Google's G Suite is being incorporated into regular classroom teaching and will not be used solely for the purpose of remote learning. It allows students access to a more diverse range of learning resources.

FCJ Secondary School recognises that the circumstances that may cause our students to return to a remote learning environment may affect families in a number of ways. In our planning and expectations we are aware of the need for flexibility on all sides. While we place a high value on live classes we also recognise the importance of the use of video/Screencastify to allow for flexible accessibility by students and teachers.

Training has been provided and is ongoing for students and teachers in the use of G suite's various apps including Google Docs, Slides, Sheets, Forms etc. Parents, students and teachers have access to a range of guides and Screencastify videos explaining how Google classroom works. These can be accessed through the Learning and Teaching tab on the school website.

This policy document has been prepared in light of the current COVID situation and is informed by feedback from students, parents and teachers following their experience of remote learning from March 2020. We are in this together and all stakeholders need to be mutually invested if we are to achieve the best possible future outcomes.