

DISTANCE LEARNING GUIDELINES DRAFT

September 2021

# Introduction

These guidelines are intended to help the school community to prepare for periods of Distance Learning that may occur from time to time in response to Public Health advice and so that we can adapt flexibly to the evolving situation. These guidelines outline the system that we intend to use if children are on Restricted Movement. These guidelines will be reviewed regularly and are subject to change to support best practice.

# Type of Work/Activities

Teachers will aim to provide broad and varied work which will allow classes to continue with teaching and learning.

Distance Learning will be hosted through Google Classroom for all class levels.

# Etiquette for Live Online Lessons

# Children should attend on time.

# If at all possible, the child should be seated at a table in a quiet room. Siblings should ideally not be present.

# To maintain the privacy of each home, please consider the background behind the child. If possible the child should be seated with their back to a blank wall so that this is all that others can see.

# The child should have their school bag and learning materials ready alongside them.

# Pupils should not eat during live online lessons and should use the toilet before their lesson to minimise disruption.

# Responsibility for the behaviour and engagement of the child during the lesson rests with the parents/guardians. Please ensure that the children do not have access to gaming devices etc during their lesson.

# Parents/guardians should not interject or ask questions during the lesson. If you have any queries, please contact the teacher via email, after the teaching period.

# The teacher will control the microphones to minimise background noise.

1. The child’s video should remain on for the duration of the lesson so that the teacher can see that they are engaging well.

# Recordings or photographs of the lesson may not be taken.

# Email Communication

We sincerely hope that parents and pupils will respect that teachers’ email addresses are purely for general communication. If there is something of concern that you wish to discuss with the teacher, please request an appointment for a phone call to be made.

Parents are welcome to email the Principal at [principal@scins.ie](mailto:principal@scins.ie).

When replying to parents/guardians with their school email address, teachers will observe GDPR regulations. Teachers will make every effort to ensure that parent/guardians’ email addresses are not shared with other parents/guardians.

In the unlikely event that there is any misuse or abuse of the teacher’s email address, that parent/guardian’s email address will be blocked indefinitely.

***If a whole class or the whole school is at home***

*1. Live Online Lessons*

If well, each child will be expected to attend a daily online teaching and learning session through Google Meet, along with their classmates and teachers. The timetable has been arranged in such a way as to minimize siblings requiring access to digital devices at the same time, insofar as possible.

| 9.45-10.30 | Junior & Senior Infants |
| --- | --- |
| 10.45-11.45 | 1st & 2nd Class |
| 12.00-1.00 | 3rd & 4th Class |
| 1.15-2.30 | 5th & 6th Class |

*2. Assignments*

Daily assignments will be set for children to work on independently.

As well as use of digital tools, teachers will be mindful of setting a mix of the following:

* Self guided / independent learning
* Tasks that do not require digital technology
* Play based learning
* Life skills (baking, tidying etc)
* Exercise / Mindfulness

Children and parents/guardians will be given guidance on how to upload examples of this work to their Google Classroom so that the teacher can provide feedback. Some assignments may take the form of quizzes etc to be completed directly through Google Classroom.

Teachers will draw on resources from their own resource bank, textbooks, websites and online content.

***If more than 25% of a class are on Restricted Movement***

1. *Live Online Lessons*

As well as teaching the children who are present in school, the class teacher will provide live online lessons for those at home. This will be 40 mins for 5th and 6th, 30 mins for 1st to 4th and 20 mins for Junior and Senior Infants.

*2. Assignments*

Assignments and feedback will be provided through Google Classroom for children to work on independently. This will reflect the work being completed by the children who are present in school.

***If less than 25% of a class are on Restricted Movement***

The class teacher will make contact with the parents to establish what is possible or suitable for the family. Assignments and feedback will be provided through Google Classroom for children to work on independently. This will reflect the work being completed by the children who are present in school.

# Provision for Pupils with Special Educational Needs (SEN)

Differentiated work for children with Special Education Needs, in line with their Support Plan, will be provided by the Class Teacher in liaison with the Special Education Teacher.

Regular, direct communication with the Special Education Teacher will be provided for children on School Support Plus.

# Conclusion

Please ensure that you set up your child’s new Google Classroom for the current school year once your child’s teacher communicates instruction to you. Teachers may set some everyday homework assignments through Google Classroom to help children and parents/guardians to become familiar with using it.

If you need assistance, please email the class teacher or contact [principal@scins.ie](mailto:principal@scins.ie) and we will do whatever we can to help.

“Ar scáth a chéile a mhairimid.”