



C.B.S. High School Remote Learning School Guidelines

07/01/21

Introduction:

In response to this time of uncertainty regarding school closures, we have formulated this policy to outline how the school will maintain the link between school and home. In the event of a whole or partial school closure, or indeed a class closure, we aim to continue to communicate with our pupils through various means.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our Acceptable Usage Policy. Rather, it is proposed as an important addition to the area of learning from a digital platform. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying Policy.

The primary obligation of all schools is to the welfare and wellbeing of the learners and teachers in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

Platforms:

Students/staff must use their school Google 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:

- Gmail
- Google Classroom
- Shared Drives
- Google Meets
- Google Forms
- Google Sheets

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 the student/staff Google school email account to login.

The school's Acceptable Use Policy applies to our online school.

High School Online School:

The High School online school will run, where possible, as closely to the normal routines that take place during a regular school day/week. This is open to change however, given the constantly evolving public health situation and directives provided by the DES. All members of the High School community will be informed should changes need to take place.

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 specific subjects. The teacher will decide the most effective method to achieve this aim.

School starts at 8.50 p.m. and finishes at 3.45 p.m. Monday and Tuesday and finishes at 3.05 p.m. on Wednesday, Thursday and Friday.

PE/SPHE/RE/CSPE classes form an integral part of curricular focus on Wellbeing and where appropriate, activities will be set for students at intervals throughout the school week. Both specific Google Classrooms or the overall year group portal may be used for this purpose. Special Education Needs classes will run in liaison with the students timetable. Guidance Counsellors can be contacted through agreed protocols.

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

Teachers:

1. Should provide both synchronous (a lesson that is live and where the teacher and students are online and interacting at the same time) and asynchronous (a lesson that is completed in the student's own schedule and does not include a live element e.g. pre recorded lessons, notes etc.) classes. These classes should only be assigned where possible, when they appear on the school issued timetable. The schedule facility on Google Classroom should be used.
2. All teachers will provide a maximum of 20 minutes of instruction per 40 minute class followed by assigned work for students to complete. This is to ensure continuity in terms of completing the agreed curriculum for each year group by school subject departments. Independent learning and research will be an essential element of the High School curriculum.
3. All teachers will use the Google platform to issue assignments, collect assignments and to provide effective feedback to students.
4. All teachers' online classes will run through Google Meets and teachers should where possible, open up the 'classroom' 5 minutes in advance.
5. All teachers must ensure all students are members of their Google classroom.
6. SNA's may link with students to help re-teach topics being taught by the class teacher.
7. Teachers should where possible, keep a record of students who have engaged with online classes.
8. Teachers cannot provide one to one tuition online except under exceptional circumstances.
9. Teachers may teach online remotely from the school or other locations dependent on Government Covid guidelines.
10. In the event of an online class, the teacher must finish the class on time and always be the last person to leave the 'classroom'.

Students:

1. Students must switch cameras on during online classes unless otherwise instructed by teachers.
2. Online classes cannot be recorded by students but can be recorded by the teacher to put up on Google Classroom for students who are unable to log in for any reason.
3. Students must ensure that their electronic devices are set up to access the Google online school as instructed by the school.
4. Students must follow teacher instructions during online classes as you would in regular classes. They should 'arrive' to the lesson at the agreed time, use appropriate 'classroom' language when speaking online and adhere to guidelines around muting microphones and protocols for asking and answering questions.
5. Students should ensure that any online lessons take place in an appropriate location and that they are suitably attired.
6. Students must submit assignments through the correct medium to be corrected by teachers.
7. Inappropriate behaviour during the online school day may result in a student being blocked from school eLearning platforms. This may be recorded as a suspension.
8. Students should not expect teachers to respond to communications outside of school hours.
9. Students must have access to all textbooks and other materials which may be required by their teacher and must be adequately prepared for online class.
10. Students should not use their mobile phone other than if it is being used as the device to connect to the online class.

Parents:

1. Please try ensuring that for online classes your son is in an area of the house that is quiet and free from distractions and that the online class is being viewed by him only.
2. Ensure that your son is engaging regularly with his teachers online and submitting the work assigned within the required timeframe.
3. Parents should understand that teachers may record live classes to upload to Google Classroom. Teachers will ask all students to turn off their cameras in order to record.
4. Live online classes should be viewed by your son only as required under GDPR guidelines.
5. Ideally, your son should have access to a tablet or laptop to support online learning whilst mobile phones can be used to submit school assignments through Google Classroom.
6. Please contact the school through the Principal or Deputy Principals should an issue with access to I.T. arise.

7. Please contact your son's Year Head if you have broadband issues and your son is unable to attend the High School Online School.
8. Please do not expect all teachers to provide 40 minute full contact online classes as screen breaks and time for independent learning and research will be an essential element of our online school. This is in keeping with best practice to ensure active engagement by the students themselves.
9. Assemblies may be held online and contact can also be made through the individual year group portals.
10. Under Child Protection Guidelines school staff cannot provide one to one tuition or support online without agreed protocols.
11. Please understand that school staff must adhere to all child protection guidelines whilst teaching online.
12. Please do not communicate with teachers outside of school hours and issues relating to teaching and learning concerns online should be referred to the school Principal or Deputy Principals by emailing:

principal@cbshighschoolclonmel.ie (2nd years)
seamusryan@cbshighschoolclonmel.ie (3rd and 6th years)
ocorcoran@cbshighschoolclonmel.ie (1st and 5th years)
ebarry@cbshighschoolclonmel.ie (Transition Year)

Covid Absences from School:

Teachers are expected to make a reasonable effort to ensure that notes and homework are available on Google Classroom. This is not a substitute for face to face teaching. Students who are absent for non-Covid reasons are welcome to take advantage of work posted to Google Classroom but should make the same effort they would normally make in non-Covid times to catch up.

Students have been trained to use G-Suite in school. Account access problems should be notified to studentsupport@cbshighschoolclonmel.ie

Students are expected, where possible, to work from home if they need to self isolate and submit their homework through the appropriate medium requested by their teacher.

Parents are asked not to contact teachers outside of working hours via email and only to expect teachers to respond during the working day. Parents should ensure that their son is keeping up to date with work assigned as it makes their return to school that much easier.