



**St. Joseph's Secondary School
Castlebar
Co. Mayo**

Remote Learning Policy

Rationale

St Joseph's Secondary school has drawn up a new Remote Learning Policy to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue teaching & learning. This policy applies to a situation where a school has to respond to a full or partial closure due to COVID 19 and HSE/DES guidelines. It will also apply in situations where a student(students) are required to self-isolate and are unable to attend class/school.

This policy outlines the various applications used for the delivery of online classes remotely and the procedures and protocols relating to teaching and learning in a remote environment.

This policy should be read in conjunction with the Acceptable Use Policy, The Code of Behaviour and the Anti-Bullying Policy

Scope of this Policy

This policy covers any aspect of student distance learning as used by teachers and students of St. Joseph's Secondary School.

In all cases students and teachers must use their @stjosephscastlebar.com account to log in. Students are not to use any other account under any circumstances for the purposes of remote learning

The list of applications that will be used for distance learning will primarily be: the GSuite applications (google classroom, Gmail, google meets, slides, docs, jamboard..)

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. This must, in all cases, use a @stjosephscastlebar.com account

Remote Teaching & Learning Approach

Remote Learning will take what is known as a blended approach and teachers may use different methods. For example:

- Teachers may use a combination of 'live' classes at the assigned time on the teacher/students timetable and/or distribute work through google classroom or use a recorded lesson
- 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 and teachers will follow the school timetable where possible

The following procedures & protocols are designed to support students with remote teaching and learning where a lesson is taking place as a 'live' session using google meet

Students are expected to:

- Be prepared and on time so that the class can start on time.
- To behave as they would in a real classroom
- To mute themselves when they enter the virtual classroom, and follow instructions from their teacher.
- Choose an appropriate place in their home where they can set up a workstation.
- Ensure that there are no distractions in the vicinity of their workstation
- Be aware that the same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in the lessons are between the teacher and the invited member of the class only
- Dress appropriately.
- To ensure that their name is linked to their image/profile so that a roll can be taken (Please ensure that any icon used is appropriate)
- Stay attentive - give other students and the teacher time to respond to questions.
- Look at the camera when you are speaking.
- To write questions in the textbox or raise their hand and wait for the teacher to respond if they wish to ask a question
- Give full attention to the teacher for the duration of the lesson.
- Expect that the class may be recorded by the teacher.
- Ensure that homework is completed and submitted on time in the format requested by the subject teacher.

- Inform their teacher if have difficulty attending the class/ submitting the homework/meeting school related deadlines
- Only use school email accounts for school business

Students should not expect responses from their teachers during break times, after 5pm and at weekends.

Under no circumstance may a student record a google meet lesson

Students are also expected to:

- Access google classroom and class material posted by their class teacher
- Submit work for correction in the format requested by their teacher and on time

Parents are expected to:

- Make provision to ensure that their daughter can access lessons/school work as arranged by their teacher in order to fully participate in remote learning.
- Encourage and support their daughter's work including: finding an appropriate place to work, checking that set work is completed and submitted by the end of each day and ensuring that the normal school timetable for the day is followed as much as possible.
- Contact the Year Head if there are any concerns/difficulties.
- Support students in choosing an appropriate location for Google Meet sessions.
- Be aware that bringing staff instruction into the home, the lessons can feel different. The same rules of communication apply as if this were a regularly taught lesson, meaning that the interaction in these lessons is between the teacher and the invited members of the class only.

Feedback -

Students will continue to receive the feedback they need through online correction of work, audio feedback etc. whilst teachers can track their progress and see where support is required.

Child Protections & Safeguarding Statement

This policy document is supported by the school ***Child Protection & Safeguarding Statement*** and the ***Covid-19 addendum to the Safeguarding Statement*** at St. Josephs Secondary School.

This Policy was Reviewed and Ratified by the Board of Management at its meeting on:

5th January 2021

This Policy is operational from: **6th January 2021**

Mr. John Caulfield

Ms. Marie Mac Cabe

Mr. John Caulfield

Ms. Marie Mac Cabe

Chairperson of Board of Management

Principal