

St Paul's Online Learning Guidelines January 2021

Rationale:

Due to current Covid-19 restrictions and school closure until February this document provides guidelines for best practice regarding Online Learning at St Paul's Monasterevin.

Strategy:

St Paul's use the G-Suite platform. G-Suite is predominantly the communication platform which will facilitate Online learning.

This allows:

1. Online classes to be set up or recorded and communicated with students.
2. Communication between teachers and students for enquiries and day to day questions.
3. Sharing of resources to enhance learning and make students more responsible and independent.

Responsibility of the teacher

Emergency remote teaching and learning will be characterised by:

- Regular engagement with pupils as far as is possible as per the normal school timetable.
- A blend of guided learning and independent tasks/experiences.
- Appropriate and engaging learning opportunities which include learning tasks & skills development.
- A two way feedback between home and school. Good communication will be essential for this experience to be effective.

Responsibility of the Student

- All students must have their Google classroom codes for each class.
- Students must communicate regularly with class teacher via email to submit work and if they are unable to attend live classes catch up on a later date.
- Students are expected to log in from home to access the class material. This may either be during the class time or later in the week BUT it is expected that students complete the work assigned on a weekly basis.
- While engaging in Online Learning, students must abide by the expected online etiquette:
 - Be polite
 - No speaking out of turn
 - Keep your mic muted until you want to ask a question
 - Dress appropriately
 - When contacting a teacher with an issue, please address the teacher appropriately and sign off similarly (*Hi Sir/Miss* and *Thank you Sir/Miss*)
 - Contact with a teacher should only be made via Google classroom or Email at appropriate times
 - Ordinary school rules and Code of Behaviour applies

Responsibility of the Parent

- Parents are encouraged to work in partnership with the school and our teachers to facilitate online learning and encourage students to participate to the best of their ability
- Parents are encouraged to ensure their son or daughter has access to classroom codes and is engaging in work on a daily basis.
- Parents are encouraged to promote a regular timetable of work for the time working online.
- Parents are encouraged to contact the class teacher directly via email with any subject related issues.
- If the issue relates to engagement with a number of subjects or other student issue contact the relevant year head teacher.
- Any other serious not subject related concerns can be addressed to the Principal.