

Remote learning in the event of an extended period of school closure

Expectations of pupils

Assuming that a pupil is healthy and well enough to work from home, he will be expected to participate as fully as possible in the remote learning process by fulfilling all of the requirements asked off him by his teachers. This will mean:

- Pupils should endeavour to follow their normal timetable from 9.10 a.m. until 3.30 p.m. Therefore, pupils must be available to check in with their tutor when registration starts at 9.10am every morning.
- Ensuring that they have logged into each Google Classroom for each subject area. Pupils must not share the google classroom information with pupils that are not in their class.
- Only using their C2K account to access Google Classroom.
- Engaging positively with all set tasks.
- During “live sessions” pupils MUST NOT record sessions or capture screenshots. Also, appropriate behaviour will be essential, and pupils must engage positively and not interrupt the teacher or other pupils.
- Livestreaming will not involve one-to-one contact with pupils;
- Submitting all work and meeting all required deadlines.
- Completing independent tasks as required and providing evidence of same by posting images of his work to the Google Classroom.
- Reading communications from teachers and their form tutor and responding, where required.
- Acting responsibly within the framework of the Google Classroom (while logged into the virtual classroom and engaging with the teacher and his peers) and not using it as an alternative media platform – inappropriate use of the Google Classroom will incur a sanction in line with our disciplinary policy.
- Keeping the teacher informed of any impediments to their accessing material – e.g.: not having the correct textbook or equipment.

Role of Parent(s)/Guardian(s)/Carer(s)

Our parents/guardians/carers have a vital role to play in ensuring that their son(s) continue with their education in the event of being off school for a period of time or in the event of an extended school closure. Parents/guardians/carers must:

- Engage proactively in the remote learning of their son(s). It is essential that parents/guardians/carers encourage him to engage with set tasks. Given the peculiar circumstances of any extended time away from school due to the pandemic, the role of parents in ensuring continuity of learning cannot be overstated.
- Parents/guardians/carers should endeavour to provide an appropriate place, such as a room where they will not be disturbed, for the pupil/s to engage in the live session.
- Ensure that their son is ready to engage with his school work at 9.25 in the morning s that he can follow his normal timetable in conjunction with his teachers.
- Parents/guardians/carers must not participate, interact or “listen in” to the live session. We would expect that parents/guardians/carers would commit to allowing the teacher to teach and the pupil to learn.
- Should there be unwarranted interaction, the teacher will close the live session.
- Parents/guardians/carers should contact the school using the following email account, support@stcolumbscollege.org where problems arise in relation to home learning. These

might be due to technical difficulties, absence of appropriate hardware, where there is no access to the internet, etc.

Role of teachers

In the event of an extended period of school closure, the school will provide continuity of learning in the following ways:

- Google Classroom is the remote learning platform that must be used, and pupils and teachers must engage on this platform in much the same way that they would were they in class. The use of C2K email accounts will be essential to ensure safeguarding for all concerned.
- Teachers will follow their normal timetables (9.25-3.30) and be virtually present at these times for their pupils. This will allow for engagement during real-time through the medium of the class "Stream" should pupils have questions for the teacher about the content or assessment of the posted work/tasks. Alternatively, teachers may opt to provide an online lesson through the medium of Google Meet.
- There is an expectation on all pupils to complete all work set on Google Classroom. Failure to meet this expectation will be addressed by the school through our normal disciplinary procedures.

Live Sessions Teachers may engage in providing real-time, live teaching sessions with pupils that are absent due to self-isolation or at the instruction of the Minister for Education. Where teachers can, they may have an online presence via Google Meet (within the framework of their Google Classroom) at the time they would normally have a lesson with that class. Teachers will, therefore, follow their normal timetables. Pupils can be notified of the online session through the Google Classroom "Stream". The onus is on pupils to regularly check GC for updates re. times of live classes etc.

Teachers may:

- Use the audio facility of Google Meet to deliver content to the absent pupil/s.
- Use the share screen facility of Google Meet to share notes, resources, images, PowerPoints, etc. with the absent pupil/s.
- Ask pupils for their feedback/responses in much the same way they would if the pupils were in the classroom.
- Use broadcast video through Google Meet although there is no expectation or requirement for staff or students to do so.

Students should note that teachers will keep a register of "attendance" for those pupils that are virtually participating.

Students are expected to uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes, but is not limited to:

- Ensuring appropriate language is used in Google Meet comments or emails or in offering verbal responses that the whole class can hear.
- Ensuring that any comment is on-topic and relevant to the task in hand.
- Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensuring that clothing is appropriate, following the same guidance as a normal "non-uniform" day in school.