

Guidelines for teaching and non-teaching staff members

- In the event of the whole school or an entire class learning remotely, staff members will use primarily their Microsoft Outlook email accounts, Seesaw and/or Aladdin to communicate with pupils, parents and colleagues.
- Staff members will seek to become familiar with online apps/tools before using them with pupils.
- Staff members will communicate with pupils and families during normal working hours, where possible. However, everyone's circumstance is different and we have to be as accommodating to all members of our school community as we can, especially in these uncertain times.
- Teachers must make contact with parents if a lack of engagement is noted.
- Staff members will have high expectations insofar as pupils' online behaviour is concerned. ▪ Staff members will report any concerns regarding online behaviour or interactions to school management.
- Teachers must use what they consider to be the most effective methods to cover the required curriculum in each subject area. These methods may differ from teacher to teacher, in the same way as teaching methods may differ in the classroom.
- Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary to contact a parent, staff members will ensure that their caller ID is private.
- Staff members are expected to model good behaviour online.
 - Teachers must set clear expectations for students who are engaging in remote learning.
 - Teachers and parents/guardians will share the responsibility of making pupils aware of what to do if they encounter something inappropriate or upsetting online.
 - In some instances, individual pupils or pods may be expected to learn remotely. When this happens, teachers (both class teachers and support teachers) are required to: - send books home for the pupil(s) in question.
 - send a note each week outlining what work has been covered. The focus will be on English, Gaeilge and Maths and teachers are not required to share every single activity with the pupils at home. Teachers may decide how they want this work submitted (i.e. online or in person when the pupils return to school).

Disclaimer

- St Mary's Primary School cannot accept responsibility for the security of online tools and platforms.

Ratification

This Remote Learning Policy was ratified by the Board of Management on

MBel,ärry McDonald, Chairperson of the Board of Management

Mr. Declan Downey, Principal

Ms. Ashling Ryan, ICT Co-ordinator