



Online Learning Plan for Potential School Closures

Rationale

To support efforts to contain the spread of Covid-19, Dominican College, Taylor's Hill, will strive to ensure that the impact of any future school closure on teaching and learning is minimised, by providing tuition, subject material and assignments online for all our students. We have therefore compiled a list of guidelines and expectations for members of our school community to support us all in engaging in high quality, effective and safe distance learning.

These guidelines follow consultation with staff, students, and the Parents' Council. They were compiled in conjunction with the school's ICT Acceptable Use Policy, and with 'Guidance on Continuity of Schooling' document issued by the Department of Education and Skills in April 2020.

Guidelines and Expectations

Students:

- Students should develop a routine that allows them to engage with schoolwork in a way that suits them and their families
- Students should engage with work and with teachers online during the school day and keep evenings free for creative and physical activities
- While working from home during a school closure, students should not follow the usual timetable of the school day, but instead will be issued with a separate timetable for online learning that differs to the normal school timetable
- Students should check their Google Classrooms for each of their subjects at the time scheduled for those subjects
- Students should be aware that comments posted on the 'Stream' function of Google Classroom are public and can be viewed by all students in that class
- Students should complete and upload work/assignments by the deadline set by their teachers. It is each student's responsibility to complete the work or communicate to their teacher why it has not been completed
- Students must download the Google Docs app if they are using a mobile phone or tablet device to return assignments on a Google document. Only documents submitted as a Google Doc can have comments inserted by teachers in Google Classroom
- Students should only submit work in the Assignment section of Google Classroom unless instructed to do otherwise by their teacher

- Students should only submit work relevant to a particular assignment and not attach extra work set from previous assignments
- If students are instructed by teachers to submit work as a photograph, they must ensure that it is clearly legible and the right way around. Teachers cannot correct work that is unclear or upside down
- If unable to complete work / if unwell / any other reason, students should contact their teacher via private message on Google Classroom or by email to inform them of this
- Students may request additional support/guidance from their teachers, Learning Support teacher, Guidance Counsellor team. If required, students should contact the relevant staff member through Google Classroom or by email
- The online platform Webex or Google Meets will facilitate live online classes or video conferencing style classes and will be used as additional tools to facilitate greater engagement between students and teachers, and to enhance the quality of teaching and learning during the school closure
- Webex and/or Google Meets are the video conferencing platforms used by Dominican College
- Invitations / information about scheduled classes will be shared with students in the normal way on Google Classroom (e.g. the time of online class, materials required by students etc.)
- All 'live' online classes will take place during school time and students should attend these in accordance with the scheduled online learning timetable, and/or with notification from teachers
- If a student is invited to attend a 'live' class online the student must join the class at the agreed time and should have all relevant material to hand (e.g. pens, copybook, other resources). Teachers will have overall control over who is permitted to join or be removed from the class
- During 'live' online classes, students must follow agreed protocols, and must not interrupt the teacher during the lesson. Questions should be sent to the teacher via the messaging/chat function or when invited to ask any questions for clarification
- Students must adhere to the settings that the teacher has in place and must keep their microphone muted throughout the lesson, must ensure their camera function stays off when directed, and should minimise any movement or distraction during the lesson
- Students may use the messaging/chat functions for questions/discussions about the work and not for any other purpose, they may not directly message other students in the class
- Students should only turn on their microphone when they are invited to contribute by the teacher, they should mute their microphone once the contribution to the discussion is finished
- Recording of a live lesson (audio/video/photographs etc.) by students is strictly prohibited
- The recording and posting of any video/live lessons on any social media platform is strictly prohibited

- The nature of online lessons is significantly different from that of normal classroom-based lessons that involve a mixture of teacher input, student input, student work etc. This interaction does not work as effectively online. Teachers will not provide long lectures online as this does not make for effective learning. Instead, more intense instruction may take place, and consequently, the duration of the lessons may vary. Teachers may give input, use resources such as PowerPoint, videos etc., address student queries and questions and assess learning. They may then end the online session to enable the students to engage in lesson related work
- Due to the difference between online learning and school based learning, most of the tuition will take place through Google Classroom, however, each subject will involve at least one 'live' session per week according to the online teaching timetable and to teachers' instructions (these may be less frequent for subjects with only 1-2 scheduled classes per week). The number of online sessions may vary due to topic, subject and year group. During the other scheduled times for each subject, students should carry out the work assigned by their teachers on Google Classroom
- The submission of work assignments on Google Classroom is a very important means of teachers ensuring that all students are engaging effectively in online learning. As teachers may teach up to 9 class groups in any school day, it is not possible for them to correct and give individual feedback on every piece of work submitted. However, teachers will review all work and keep note of students who are not engaging or submitting their work
- Students should keep themselves safe, healthy, and well by following all the guidelines while engaging in distance learning

Parents/Guardians:

- The school recognises the challenges and difficulties of students working from home and the pressures of home life
- Parents/guardians should become familiar with the online timetable in helping their daughter to develop a routine that allows them to engage with schoolwork effectively
- If possible, parents/guardians should support students to engage with schoolwork and with teachers online during the school day and keep evenings free for creative and physical activities
- Parents/guardians should monitor and be mindful of students' engagement with Google Classroom, and encourage students to try and complete any online schoolwork to the best of their abilities where possible
- Parents/guardians should encourage students to communicate with their subject teachers through the appropriate channels if they are having any challenges or have questions during the school closure
- Parents/guardians should contact their daughter's Year Head by email at office@taylorshill.ie if they would like to bring anything to the school's attention that relates to difficulties experienced in completing online work

- Parents/guardians should contact the school office by email if their child is ill or otherwise unable to engage in online learning
- While online lessons at home are different to those in school, the same rules of communication apply. This means that the interaction during these lessons is to be between the teacher and students only – parents, other adults and siblings should not seek to engage in the lessons
- Parents/guardians of students with additional learning needs should contact the Learning Support Coordinator with any issues or concerns regarding online learning by emailing mknight@taylorshill.ie
- Parents/guardians may request additional support from the Guidance Counselling team if required by initially contacting the school office and appropriate follow up and supports will be agreed
- Parents/guardians will be able to keep track of their daughter’s engagement with their online learning through checking in with them; being aware of their online learning timetable; supporting them with their work; and monitoring their Google Classroom activities and work submissions
- The nature of online lessons is significantly different from that of normal classroom-based lessons which involve a mixture of teacher input, student input, student work etc. This interaction does not work as effectively online. Teachers will not provide long lecture-type lessons online as this does not make for effective learning. Instead, more intense instruction may take place, and consequently, the duration of the lessons may vary. Teachers may give input, use resources such as PowerPoint, videos etc., address student queries and questions and assess learning. They may then end the online session to enable the students to engage in lesson related work
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- Parents should contact the school office by email if their daughter does not have access to a computer or laptop to engage in online learning. Where possible, the school will loan a device to students
- Keep your family healthy, stay well and remind students to follow all the guidelines to help contain the spread of Covid-19

Teachers:

- Work activities and assignments should be explained using clear guidelines and instructions.
- Deadlines for assignments should be set by teachers
- All classwork should be filed by teachers under relevant topic headings to help with organisation on Google Classroom
- Teachers will assign work for the entire class and will differentiate as appropriate for students with additional educational needs – as would be the case if students were in class
- Where appropriate, teachers should add SNAs to their Google Classroom so that the SNA can support students with additional educational needs by guiding them through assignments
- If necessary and appropriate, teachers may show some flexibility with timelines or deadlines for students with additional learning needs
- A varied approach to online learning should be used by teachers. This can involve:
 - Google Classroom – uploading notes, videos, work assigned from textbooks, assignments and other resources
 - ‘Live’ classes which may include teacher input, discussion, questioning, display of resources/PowerPoints etc. as appropriate
 - Recordings such as LOOM recordings where teachers can provide students with pre-recorded lessons
 - Podcasts, as students often want to listen in their own time
- Teachers are best placed to decide which online activities suit their specific subjects and topics
- While teachers will require students to upload their completed assignments, it is not expected that each of these will be individually corrected or feedback given. The submission of such work allows teachers to monitor student engagement but it will not be possible or feasible to correct all work submitted
- The online platforms Webex and Google Meets facilitate ‘live’ online classes or video conferencing style lessons that should be used as an additional tool to facilitate greater engagement between students and teachers and to enhance the quality of teaching and learning during the school closure
- At least one video call per class per week should take place (this may vary for subjects which have only 1-2 lessons per week). However, the weekly number of ‘live’ classes very much depends on the year group and on the subject. These should be scheduled in accordance with the online timetable
- For GDPR reasons, teachers should only use school based accounts to have ‘live’ classes with students, they should not use their own personal accounts on these or other platforms
- It is recommended that when engaging in live classes, teachers do not appear on the screen for prolonged periods of time. It may be appropriate for teachers to just share content from their screens (e.g. PowerPoint, notes etc.) and use audio to speak to the students, or to

perhaps start the lesson with their camera turned on but then switch to audio and other shared content

- Teachers will notify students of scheduled 'live' classes on Google Classroom and will also inform students of the materials required by student (e.g. pens, copybook, other resources)
- When sharing the content on their screens during a 'live' video class, teachers should ensure that nothing of a confidential nature is open or visible to students
- Teachers will explain class protocols at the start of each 'live' class, e.g. students must mute microphones, turn off cameras, use chat function to ask a relevant question etc.
- Only teachers may record their classes/presentation. Student recording of a live lesson (audio / video / photographs etc.) is strictly prohibited for students to make any such recordings
- In most instances, there is no need for any cameras (teacher or student) to be switched on for the entirety of the lesson. The use of a number of video transmissions can impact on bandwidth and cause problems for teachers or students in areas with poor bandwidth. Most teachers will share a PowerPoint presentation or other visuals on screen, talk about and explain this content and respond verbally to questions raised by students in chat/messaging function or verbally when invited to do so by the teacher
- Teachers will provide whole class or individual feedback as appropriate on Google Classroom
- Teachers will report any students not actively engaging in online learning to the relevant Year Head so that their parents can be contacted promptly
- All teachers will follow normal referral and communication systems of reporting issues of concern to the relevant Year Head about student engagement, wellbeing, welfare etc.
- When posting work for students on Google Classroom, teachers will try to do so during the school day, however, due to the challenges of having to work from home this may not always be possible. If teachers are uploading work for students outside school hours, they should use the "schedule" feature of Google Classroom so that the work uploaded will only appear for students during the school day
- If teachers have Google Classroom installed on their mobile phone, they should turn off the notifications so that they will not be notified of student submissions outside the school day
- Teachers should try to manage their day so that schoolwork and school communication does not overly disrupt evenings. It is important that teachers manage their own wellbeing during these times

Learning Support Teachers

- Teachers timetabled to support students with additional learning needs should support the curricular material assigned to the child rather than adding more work to their day/ week

- Learning Support teachers can decide on appropriate tasks and levels when supporting students with additional needs. This should be done on a case-by-case basis, as every child has their own unique learning profile with their own strengths and needs
- SNAs will work with and liaise with students of additional educational needs online as deemed necessary by the coordinator
- SNAs should contact the students in their group once a day to confirm that they are clear on what is required of them in each subject
- At a pastoral level, SNAs should contact their group of students once a week for an informal chat to ensure that those with additional needs continue to feel connected and supported
- Students with additional needs can be directed to accessible websites or other sources that will make the curricular content easier to understand and learn
- Assign small chunks of manageable curricular material and collate together in one email/ sheet/ communication to help the student to organise and manage the workload
- Parents/guardians of students with additional learning needs should contact the coordinator with any issues or concerns regarding online learning by emailing mknight@taylorshill.ie

School Management

- Year Heads to continue to monitor and collate information about student progress in the event of school closure
- Year Heads to contact parents of students who are not engaging in the online learning or who are having difficulties with it
- Principal and Deputy Principal to ensure all students and staff are adequately equipped with computers and other resources to readily engage with online teaching and learning
- Management will ensure a weekly schedule is in place for teachers and students to follow
- Management will endeavour to fully support students and staff in the event of a school closure, and will recognise the need for flexibility in online teaching and learning