



Contingency Plan for Remote Teaching and Learning Report

St. Mary's Secondary School, Baldoyle, Dublin 13.

St. Mary's Secondary school contingency plan has been developed in response to the first lock down experience building on our experience, development of one consistent learning platform Office 365 by the school, enhancement of the remote teaching and learning experience, development of strong robust communication strategies between home and school and commitment to ongoing pastoral support for student and staff wellbeing.

This document aims to provide a strategic plan for school closure which necessitates that students are to be educated remotely. The guidance contained within has been written in line with the Government on-going guidance, the latest being issued in November 2020 (Guidance on Emergency Remote Teaching and Learning in a Covid-19 Context)

This plan outlines some of the systems and protocols used for the delivery of ongoing education and wellbeing supports for students. The plan operates alongside all our existing policies, particularly the Acceptable Use Policy and the Code of Behaviour.

Blended learning is the integration of digital tools, techniques, and materials alongside the traditional physical classroom. In blended learning, students may view classes, access readings, ask questions, and complete assignments online in virtual learning environments (VLE). Other terms, such as mixed, hybrid, or integrative learning, all describe the same method of teaching.

The Framework for Junior Cycle programme places significant emphasis on the acquisition of digital skills as a subset of the 8 key skills that are part of the core of the new programme. The main digital tool that St. Mary's, Baldoyle Office 365 Teams for Education – a suite of digital tools, including Google Classroom, tailored for schools. Each student on entering the school is given an Office 365 Email Address and Set up on Teams Accounts which she will communicate and participate in blended learning over the duration of her time in the school.

The school online management system, VSWare and Office 365 Email is the main medium for communication between the home and school. Office 365 Teams and School Email is the communications tool between teachers and students for the purposes of teaching and learning in the delivery of live classes and blended learning.

The school has invested heavily in IT infrastructure in recent years. A WiFi network was installed throughout the school and a class sets of chrome books have been purchased for class use, which were deployed to students in need, leaving the school in a good position to adopt a more blended approach to teaching and learning.

The COVID-19 pandemic has resulted in an accelerated adoption of blended learning by all teachers and students. Because of school closure, the digital tools used for teaching and learning have moved centre stage and all students should be prepared to receive and return work via their school Teams and or Office 365 email. Lockdown and subsequent return to school with High-risk Staff teaching remotely to classrooms, schooling must continue through the above digital platforms. Students must use their St. Mary's account to log into their class Teams and must use this in communication with their teachers.

Online Learning Approaches through Office 365 Teams provides several applications which support digital teaching and learning, and staff and students have become familiar and comfortable with these applications. Training was provided to staff through in house workshops and wriggle connect CPD platform purchased for the staff. Ongoing staff training and support framed our approach to teaching and learning and will ensure that we can do our best to attain a good balance in our online provision as stipulated by the Department of Education guidelines on continuity of education in the event of school closures.

There is no "one size fits all" solution for computer mediated online teaching and learning and our teachers will continue working hard providing a mix of synchronous and asynchronous learning experiences for the students as they guide them through curricular specifications, learning objectives, skills, knowledge, attitudes and understanding

Different teachers may use a different balance of different methods. Some may use more live classes than others and some may distribute work as weekly assignments and others may issue daily homework tasks. All staff consensus resulted in an agreed approach to adopt the principle that one live class would be delivered if a subject had three periods a week and two live classes would be delivered if a subject had five periods at a minimum. Many staff members opted to do more live classes. As in normal school time, each teacher's methods differ depending on subject and level, curricular content under consideration and of course the needs of the students in a particular class. In all cases the required curriculum for each subject will be followed. The teacher will decide the most effective way to meet this aim. Students experiencing difficulties are afforded opportunities to get in touch with their teacher through their Teams Chat function or official email.

Teachers will regularly provide flexible, blended learning opportunities for their classes.

Responsibilities in Online Learning Teachers:

- have overall control of the online interaction of their class.
- will establish class Teams for all their class groups to facilitate communication with students.
- will communicate with students during normal school hours and request that students communicate with them during school hours.
 - **Follow the live Class Timetable – agreed with school management and shared as a live doc with all Staff**
- will facilitate the students to follow their class at the identified time on their timetable, whether through assigned work or live.

Students:

- must communicate through your @stmarysbaldoyle.org account only. The use of any other account or e-mail address is not permitted.
- follow the set timetable and all communication should take place within the school day
- must always be respectful in interactions with their teachers and fellow students just as they would in the classroom
- must not at any time of for any reason voice or video record or forward any content within a Teams group – such as worksheets, exam papers, answers, solutions, videos or notes to anyone else without the permission of her teacher.
- must not record classes at any time or take screenshots or photos of others.
- must be suitably dressed for class and work in a suitable environment with no distractions.

Procedure for students not engaging online:

- class teacher may mark attendance on VSWare or record a Discipline note
 - Teacher will report non-attendance to school office and the office will send note to Parents
 - The office has designated year groups to each secretary to track and monitor support.
- class teacher will contact the Year Head/Form teacher if there is continuous lack of engagement who will email the student.
- Year Head will contact the parent of the student.

Parents:

- should ensure that your daughter is checking her Teams /email account regularly for assigned work. It will be noted on VSWare if she is failing to engage.
- Where live classes are being run should try ensuring your daughter is in an area of the house that is quiet and free from distractions.
- Live online classes should be viewed by your daughter only.

Live Online Classes Teachers may deliver some of the course “live” using Teams. This will involve audio, video, virtual whiteboards, and screen sharing.

- students must always follow the direction of their teacher just as in the classroom and come prepared for class
- students should turn off or on their camera or microphone when invited by the teacher to do so.
- microphones should be muted when a person is not speaking to avoid background noise interference.
- live classes must not be recorded/screen grabbed/or photographed.

Meetings held specifically with the issue of how to best support the emotional wellbeing of the students in our care.

The following meetings took place:

- Staff Meetings
- Well-Being Committee Meeting
- Student Support/ Year Head/SEN Team
- SNA Team Meetings
- Guidance
- Year Heads
- Senior Management

As a result of these meetings several specific plans were drawn up the one-to-one supports for students who normally avail of the Guidance/Chaplaincy service was something that has necessitated the drawing up of a specific policy to safeguard the staff involved and ensure that they can continue in their work in supporting vulnerable students. It is envisaged that this contingency plan will require amendments as necessitated by the changing times in the next few weeks and months. As such the plan will be reviewed on a regular basis wellbeing:

- check that students have access to a device at home.
- Form time became a live check in time for all classes with Form Teachers.
- Form Teachers and Year heads lease on student welfare.
- SNAs will check in with their assigned students each day and act as a liaison between home and school listening to student needs and sharing this information with the SET team.
- SNA and SET teacher will aim to have a weekly meeting with their relevant students to discuss support during this period.
- The SNAs will access to Teams for their allocated students in certain subjects so they can support the class teacher in helping students to understand the tasks that are set for them. This approach is in line with the updated guidance document for supporting students with SEN.

Wellbeing and Career Guidance

- Wellbeing resources will be provided to all senior cycle students in their Teams class each week. Students are encouraged to make a conscious effort to access the resources and practice the activities to support and maintain their mental health.
- 6th year's one to one career meeting will continue virtually or via telephone. Guidance Twitter A/c and email is used to keep students informed of career options, online events, and accredited grades updates.
- PE sports challenges will be set for PE- Dance class will be provided on the Wellbeing Teams for some classes. Sports Twitter will provide exercise plans and suggestions. Additional links for mental health provided on the Sports Twitter Page.

- Regular updates of virtual career events will be sent via 6th, 5th and 4th year Teams. Several events were registered for that dealt with mental health and email links sent out as reminders in Friday email.

Please be advised that some events may require students to register in advance and places can be limited.

- Wellbeing programme will be highlighted through the Wellbeing Team at junior cycle, TY and Leaving Cert programmes. Year Heads will engage in activities to promote and support Mental Health.

- School communication and family check in will take place to support all students and parents. A regular email, attendance email and teacher contact where necessary will be made to support students.

Data Privacy Statement Our Online Learning Policy operates in conjunction with the school's Internet Acceptable Usage Policy (AUP), Data Protection Policy, Code of Behaviour (including our privacy statement), Anti-Bullying Policy (including cyberbullying) and Child Protection Safeguarding Statement which are available from our website

Related policies: Code of Behaviour Anti-Bullying Policy (including Cyberbullying) Acceptable Use Policy (AUP) Child Protection Safeguarding Statement Data Protection Policy These policies are available on our website.

Student Training Material

Communicating with Teachers Online

GUIDELINES FOR CONTACTING TEACHERS

Online Learning

- ▶ Vital during school closure last year to continue teaching and learning
- ▶ Great for communication between students & teachers
- ▶ Remains a really important tool for teaching and learning learning
- ▶ We now have to develop best practice for all users.
See pages 56, 57 & 58 for Guidelines on Online Learning in your Journal.

Useful things to remember

- ▶ **Individual teachers will give you instructions on how they want you to use Teams/Edmodo:** Take note of what your teachers expect in **all** of your subjects
- ▶ **Turn off your notifications on Teams/Edmodo:** Pick a time every day to check **all** your subject Team pages.
- ▶ **Late evening messaging:** If you message a teacher late in the evening you **must not** expect a reply until later in the school week
- ▶ **Please do not message teachers about missed homework, instructions that have been given out in class time and or ingredients/equipment/ art materials/ etc needed for practical subjects which you were in class for.**

Homework & Class Material

- ▶ **Missed class material:** Ask a classmate for any material missed to catch up
- ▶ **Team's chat function should **not** be used to seek further explanation/instructions about homework: **listen in class.**** If you have difficulty with something, discuss this with your teacher next time you're in class
- ▶ **Requests to do tests/exams should **not** be made through teams unless your teacher allows this:** Any queries about this should be made to your teacher next time you're in class.
- ▶ Please do not message teachers at the weekend
- ▶ **Parents/guardians queries:** These should be sent to the office by phone or email info@stmarysbaldoye.org

HOW TO EMAIL A TEACHER

1 SUBJECT LINE
2-5 word summary of the email.
"Missing Grade"
"Homework Question"
"Late Work"

in the message body...
2 BEGIN WITH A GREETING
"Good morning, Ms. Goicochea,"
"Hello!"
"Good afternoon,"

3 GET TO THE POINT + ADD DETAILS
"I am writing because..."
+
"I have already tried..."
"I remember the first step, but can't remember..."



4 CLOSING
"Thank you,"
"I hope you're well,"
"Have a nice evening."

5 SIGN YOUR NAME



Live Class Timetables:



Attendance Strategy Report In line with Contingency Plan for Remote Learning and 2021/2022 Academic Year

St. Mary's Secondary School, Baldoye, Dublin 13.

Online remote learning and in school strategies for March 2020 to September 2021
Report and strategic plan moving forward:

Strategies for Academic Year 2021-2022.

The aim of the attendance strategy of St Mary Secondary School, Baldoye is to increase attendance, engagement and to move Students from self-exclusion to full participation in school life.

This aim is aligned with the school's vision and mission to provide an education for life that attends to the holistic development of the person, striving to achieve the full potential of all students.

Communication.

Traditionally the school journal provides duplicate pages for communication between home and school in relation to absence, home early, and late explanations. Following the Covid-19 response plan the handling of the school journal and the signing of notes by staff was not advised. This result is in the initiation of an email communication system which facilitates parents to communicate absence, home early and late explanations through a dedicated email system to the Year Head of each individual year group.

The following emails assigned to each year group:

First Year attendance27@stmarysbaldoye.org
Second Year attendance26@stmarysbaldoye.org
Third Year attendance25@stmarysbaldoye.org
Fourth Year attendance24@stmarysbaldoye.org
Fifth Year attendance23@stmarysbaldoye.org
Sixth Year attendance22@stmarysbaldoye.org

Communication on the use of the email and ensuring that all parents had access to the email was sent out prior to its launch. Communication and assistance were provided to staff in accessing and using the absence email system.

Year Heads had direct communication from parents/guardians on student absence, home-early, late explanation and this provided significant data on both pastoral and attendance issues for Year Heads.

It also promoted ongoing communication, awareness, knowledge and understanding of attendance.

Year Heads gave regular reports on attendance, home early, and late(s) at regular Year Head meetings. Where necessary pastoral supports were sought, follow-up phone calls and/or meetings were arranged with parents to assist with absence issues.

Text alerts are sent every morning to inform parents that students have not attended school.

Additional texts are sent as reminders where students have accrued a significant number of days in a term of absence.

The October, Christmas and Summer Report provides an attendance record for all students.

Communication continued...

All parents have been given access to the Attendance Statistics on VShare for their daughter(s). Parents are regularly informed through school communication that they can view their daughter's attendance. This is both encouraged and advised by the school on a regular basis.

All parents have been given access to their daughters' behavioural notes on VShare, where in an effort to promote attendance. Positive comments as well as disciplinary comments serve to provide parents with a picture of the positive outcome of attendance and/or issues that can arise from non-attendance.

Staff and Attendance.

All staff are required to call their class roll on VShare. The roll should be called and recorded for every class. Staff are also required to call the roll of a class that they are supervising and/or covering for another staff member on VShare.

In the event of an issue with VShare staff record a paper roll and give it to the school office to supplement the attendance records.

The office will on occasion send alerts to staff to remind them to complete the roll if they appear incomplete on the system. However, responsibility for calling the roll remains with each individual teacher.

Staff will be asked to complete records if they have been left incomplete. These records are vital for accurate documentation of attendance that may be used by the Educational Welfare Officer and could be used in legal proceedings under the Education Welfare Act. Therefore, best practice would be that staff complete the Roll Call at the beginning of every class.

Students

Students are required to arrive to school on time. Students go to their first class in the morning and are marked present on the attendance role.

Students arriving late to school must sign in at the main office and on arrival to class asked the teacher to mark them present/late on the attendance roll.

Students who are in the school building but who arrive late to class will be marked late, 5 late(s) or more in a three-week period will result in detention or an accumulation of more than 8 late(s) in a term will result in detention.

Students have no permission to ring home seeking to leave school early. Should a student need to contact home this must be done through the school office.

Students must be signed out from the school building by a parent at the school office.

Any student who fails to sign out but leaves the school building without permission is in breach of our Attendance Policy, Code of behaviour, School Rules and Fire Safety Policy. This will result in sanctions.

Parents must 'sign out' their daughter at all times and not remove them from the premises without informing the office.

Parents are asked to write to the relevant Year Head using the **following email address** for their daughters' relevant to year group: -

First Year	attendance27@stmarysbaldoyle.org
Second Year	attendance26@stmarysbaldoyle.org
Third Year	attendance25@stmarysbaldoyle.org
Fourth Year	attendance24@stmarysbaldoyle.org
Fifth Year	attendance23@stmarysbaldoyle.org
Sixth Year	attendance22@stmarysbaldoyle.org

To notify the Year Head in advance of absence, home early, or late explanations. Parental notification of absence is especially important for attendance records and the pastoral care of our students. These emails are a vital connection between home and school.

Parents are reminded that they play an important role, in ensuring that the school has accurate records pertaining to a students' absence and attendance.

Parents are asked to notify the school in advance of appointments, requirements to leave early, and/or requests to leave the school before the end of the day.

Parents are asked to refrain from ringing the school in the afternoon for students to leave early. Parents/Guardians can only give permission for their own child and cannot make requests for others.

All requests must come through the school office and any student who uses her mobile phone in school to request to leave school early will also be subject to sanctions. If, a parent subsequently arrives to collect the student and/or phone in to request that the student leave school following notification from the student herself.