

Loreto Grammar School Omagh

Contingency Plan for a school closure relating to the Covid-19 virus

Staff, pupils and Parents

Updated 23 March 2020



The health and wellbeing of our students and staff in Loreto Grammar School is paramount. In recent weeks we have been monitoring the global outbreak and spread of coronavirus (covid-19). We are making every effort to minimise the risk to our school community and take the necessary action. Events, trips and visits have been postponed until further notice.

The following is a plan for the school community in the event of a closure. This document may be altered at any stage should circumstances necessitate. The school has been and will continue to follow the advice of the PHA, EA and DENI in relation to Covid-19. The school community is encouraged to follow the advice on these organisations' websites.

<https://www.publichealth.hscni.net>

<https://www.eani.org.uk>

<https://www.education-ni.gov.uk>

Health and Hygiene:

1. All students and staff in Loreto Grammar School are expected to practise good hygiene to protect against infections. Good hygiene includes:

- a) Washing your hands often with soap and water, following PHA guidelines.
- b) Using the hand sanitisers strategically placed around the school.
- c) Covering your nose and mouth with bent elbow or tissue when you cough or sneeze. Dispose of the used tissue immediately.
- d) Avoiding close contact with others (for example shaking hands)

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

2. If you are experiencing any of the symptoms associated with COVID-19, you should immediately refer to and follow the instructions provided by the PHA and the recommendations in the link below.

Guidelines for staff in Loreto Grammar School Omagh

The guidelines in the link above cover Guidance for Educational settings:

- Covid–19 including symptoms and treatment.
- How to prevent spread of respiratory infections.
- If a case of Covid-19 is confirmed or suspected (student or staff.)
- Advice for individuals who have travelled from specified areas or countries.
- Advice for cleaning an establishment where Covid-19 is suspected.

Preparation for Closure:

- All teachers to establish lists, groups or teams for each of their students and class groups.
- All teachers to avail of upskilling in the use of the technology available in Microsoft Office 365.
- Teachers to plan for the possibility of a closure being for a minimum period of 4-16 weeks.
- Students to be made aware of relevant on-line resources.
- Ensure that all parents and staff are included in the appropriate communication groups.
- All teachers to practise the use of Office 365 in communication with students.
- All staff to establish routines and the means of being able to work remotely where appropriate.

Procedure should school closure be enforced:

1. School closure announced.
2. All staff informed – in school if during the school day and subsequently confirmed by text and or ‘all staff’ email.
3. All parents informed via text and social media.
4. Work to be disseminated to students via Microsoft Office 365.
5. Teachers to be available via Teams to share educational information.
6. Communications to remain open for the duration of the closure
 - Staff should check texts, emails and MOS TEAMS for regular updates.
 - Pupils check emails and class subject MOS TEAMS regularly for Teaching and Learning instructions and feedback.
 - Parents should note updates via texts; Facebook; Twitter; Instagram and the school website.
 - Any other important communication from parents to the school should be via the school email: info@loretogs.omagh.ni.sch.uk

School Priorities:

- Maintain communication between Principal, SMT and staff, staff and their students (as outlined in point 6 above)
- Maintain communication between the school and parents (as outlined in point 6 above)
- Use of Microsoft Office 365 to be maximised in retaining communication with students

Protocols to be observed during school closure

Procedural Roles:

- Principal: Coordinates actions during closure due to Covid 19.
- VP and Senior Teacher for SEN/Pastoral Care: Support Heads of Department and Heads of Year KS3 and KS4
- VP and Senior Teacher for Post 16: Support teachers and Form teachers of Post 16.

Responsibilities

Principal and Senior Management Team will

- Support staff, students and parents via clear communications and updates.
- Monitor MOS TEAMS and functionality for communications between all staff and students.
- Ensure that teachers have a C2K device for remote delivery.
- Encourage students at home to access learning not only for the development of academic thinking but also for their own Health and Wellbeing.
- Provide ongoing assistance for staff and pupils in the use of Office 365 (SJF/CMcE)

Teachers will

- Endeavour to deliver Teaching and Learning remotely for the duration of the closure.
- Encourage students at home to access learning not only for the development of academic thinking but also for their own Health and Wellbeing.
- Avail of upskilling in the use of the technology available in Microsoft Office 365
- Keep students aware of relevant on-line resources.
- Check their subject MOS TEAMS or emails on a daily basis posting guidance, advice and feedback.
- Respect each TEAM forum and the confidentiality of the communications and material online.
- Encourage Exam classes to consolidate their learning on specification material completed to date.
- Deal with responses appropriately and timely.
- Adhere to the school's Acceptable User Policy. Online communication protocols apply for the safety and wellbeing of all.
- Be professional at all times in manner online, keeping in mind that anything written could be shared without your consent.
- Be sensitive to the challenges pupils will face in working independently at home without the usual support mechanisms of school.
- Keep in mind that pupils may be looking after others in the home.
- Refer pupils struggling with progress to the Form teacher and/or Learning Mentor.
- Report any pastoral concerns or safeguarding issues to the relevant personnel at school via confidential emails or telephone calls.
- Keep Heads of Department informed of any emerging issues, concerns and positive progress.

Students will

- Check their subject MOS TEAMS or emails on a daily basis and endeavour to follow instructions posted by staff.
- Access learning not only for the development of academic thinking but also for their own Health and Wellbeing.
- Respect each TEAM forum and the confidentiality of the communications and material online.
- KS4 and Post 16: Consolidate learning on EXAMINATION specification material completed to date and follow guidance on new material on TEAMS.
- KS3: Revise all material taught to date and follow guidance on new material on TEAMS.
- Post queries online and seek advice from Teachers on educational matters.
- Ask to be referred to the Form teacher or Learning Mentor if struggling to do work.
- Adhere to the school's Acceptable User Policy for all communications. Online communication protocols apply for the safety and wellbeing of all.
- Maintain positive and appropriate language online.
- Use TEAMS groups for the educational purpose for which it was established and not casual conversations.
- Respect that time is required for staff to deal with responses.
- Be sensitive to the challenges teachers will face in working at home without the usual support mechanisms of school.
- Keep in mind that teachers may be caring for others in the home.
- Report any pastoral concerns or safeguarding issues to the relevant school personnel via confidential emails or telephone calls.

Parents/ Guardians will

- Encourage and support their daughters in accessing and completing online Learning and Teaching on a daily basis
- Respect that time is required for staff to deal with responses
- Be sensitive to the challenges teachers will face in working at home without the usual support mechanisms of school.
- Keep in mind that teachers may be caring for others in the home.
- Regularly check school communications via texts; Facebook; Twitter; Instagram and the school website
- Relay, via email, any critical communication to the school in relation to daughter/s via. info@loretogs.omagh.ni.sch.uk

Appendix 1. ICT and Internet Policy

(* abbreviate and amended for use throughout closure due to Covid 19)

Rationale

This policy document sets out the school's aims, principles and strategies for the delivery of Information and Communication Technology, including use of the Internet.

Information and Communication Technology (ICT) prepares students to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Students use ICT tools to explore, express, exchange, evaluate and exhibit information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning; with students being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future.

We interpret the term "information and communication technology" to include the use of any equipment which allows users to communicate or manipulate information (in the broadest sense of the word) electronically.

Internet access

- C2k, the Internet provider, has installed filtering software, which operates by blocking thousands of inappropriate websites and by barring inappropriate items, terms and searches in both Internet and e-mail. Thus as far as possible educationally unsuitable material cannot be transmitted to and from the school network.
- Internet access for students in school should only be available on computers that are used in highly visible areas. Computers connected to the Internet, should be in full view of people circulating the area.
- While using the Internet at school, students should, where possible be supervised. However, when appropriate, students may pursue electronic research independent of staff supervision. In all cases students should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.
- Students are reminded the e-mail system provided by C2K is filtered and that any e-mail messages regarded as being unsuitable are directed to C2K administration in the C2K system. This applies to both incoming and outgoing e-mails.

Students will:

- Use a range of software and hardware resources effectively in all areas of the curriculum.
- Use the internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.
- Use e-mail and computer conferencing only for communication between student and teacher, student and student and between school and industry.
- Inform a member of staff if they receive offensive e-mail.
- Report the web address and content of any unsuitable web sites which they discover to their ICT class teacher, to the ICT co-ordinators or to a member of the SMT.
- Students will maintain the security of their log on details by not sharing them with other users, and respect the security and privacy of other users work.
- Utilise Microsoft Office 365 as a tool for school work and activities.

Students will not:

- Misuse computing or internet resources intentionally or otherwise.
- Intentionally waste resources such as online time or printing credits.
- Search, view and retrieve materials that are not related to the aims of the curriculum or future careers.
- Send offensive e-mails to others.
- Forward chain letters.
- Create, publish or share any offensive material.
- Perform any activity that violates the school code of conduct.

Any student who abuses these privileges will be dealt with in accordance with the school's Positive

Behaviour Management Policy.**Parents and Guardians**

While in school, teachers will guide students toward appropriate materials on the Internet. Outside of school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with potentially offensive information which is available via media such as television, telephone, films and radio.

Parents / Guardians should encourage their daughter not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. They should inform the school immediately if their daughter receives an unpleasant or abusive message which has come from an internet service connection provided by the school.

Parents / Guardians will be informed if their daughter has been engaged in any concerning online activity.

Parents/Guardians should:

- Be aware that they are responsible for their daughter's use of Internet resources at home.
- Limit the length of time their daughter spends using the Internet and discuss with their daughter rules for using the Internet.
- Get to know the sites their daughter visits, and talk to them about what they are learning.
- Ensure that they give their permission before their daughter gives out personal identifying information on the Internet, such as a picture, an address, phone number, school name, or financial information such as credit card and bank details, in any electronic communication. In this way, they can protect their child from unwanted or unacceptable overtures from strangers, from unplanned expenditure or from fraud.
- Encourage their daughter not to respond to any unwelcome, unpleasant or abusive messages and to tell them if they receive any such messages or images.
- Inform the school immediately if their daughter receives an unpleasant or abusive message which has come from an Internet service connection provided by the school.
- Use an ISP that provides a filtering system to prevent their children from accessing unsuitable material on the Internet.

Terms of Use: MY-SCHOOL and associated services**Before using MY-SCHOOL and its associated online services you need to understand and agree to the following:**

- Do not share your password with anyone or log on as someone else.
- You must not upload, save or share any illegal, obscene, defamatory or offensive material either through MY-SCHOOL or by email.
- All online contact with other pupils and adults must be polite and sensible. It must not be offensive or racist.

- You must never harass or cause distress to others. Where such use of MY-SCHOOL is reported, C2k will make best efforts to remove such material pending investigation of the matter. Where appropriate, disciplinary action may be taken against the user concerned to reduce or remove MY-SCHOOL access privileges and a report submitted to the proper authority.
 - Commercial content, provided under licence via MY-SCHOOL has its own Terms and Conditions. You must comply with all such regulations. If you intend to use content in ways other than those expressly permitted you must obtain prior permission from its owner(s). Copyright infringement is a criminal offence.
 - Content within MY-SCHOOL may contain hyperlinks to external resources. C2k is not responsible and shall not be liable for the availability, nature or use of any external content or the policies of linked websites.
 - Personal information about any living person must not be published through MY-SCHOOL or the associated services without express prior permission from the person concerned.
 - Names, images and logos identifying C2k/ MY-SCHOOL or third parties and their products and services are subject to copyright, design rights and trademarks and may not be copied or used without permission. All Rights Reserved.
 - All pupils participating in a video or web conferencing session must have the written parental consent in compliance with the image management section of the school's child protection and data protection policies.
 - The use of a video or web conferencing session may be necessary. By joining a session a participant is accepting conditions established by the meeting organiser in advance.
 - Video or web conferencing sessions should be terminated once the session has ended and a device secured if left unattended during the session.
 - Online course room tutors should ensure that learner and guest accounts are used appropriately. Supervision of course rooms is the responsibility of the course room tutor(s).
 - C2k is committed to safeguarding each user's privacy online. Notwithstanding, you are notified that Course room tutors may track usage of their course material and that C2k may monitor usage to maintain system integrity and to ensure that the system is used legally. Monitoring, however, cannot be guaranteed in all circumstances.
 - C2k supports the rights of copyright owners and does not tolerate reckless or deliberate copyright infringement. Copyright material of third parties must not be used without specific authorisation. Copying material to a hard disk or removable disk, printing, distributing or sharing copyright material by electronic means may give rise to personal liability, despite the belief that the use of such material was permitted.
 - By using MY-SCHOOL and its associated services you are considered as understanding and agreeing to the terms published here (and any revisions/additions as C2k may post to these Terms & Conditions at any time).
- note** – These terms and conditions are additional to your school or organisation's acceptable use policies and not in place of. Please ensure that you are always fully compliant with any school policy when logged into MY-SCHOOL or any of its associated services.

Smart Internet Safety rules

Do

- Use the Internet to support your school work.
- Take care of the resources available to you, printing credits, computer room, etc.
- Follow the SMART rules for internet safety.
- Show respect for other computer users.

Don't

- Misuse computing or internet resources intentionally or otherwise.
- Intentionally waste resources such as online time or printing credits.
- Search, view and retrieve materials that are not related to the aims of the curriculum or future careers.
- Open E-mail messages when you don't recognise the user.
- Send offensive e-mails to others.
- Forward chain letters.
- Create, publish or share any offensive material.
- Perform any activity that violates the school code of conduct.

S Safe - Staying safe involves being careful and not giving out your name, address, mobile phone number or password, school name or password to people online.

M Meeting - someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission.

A Accepting - e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages.

R Reliable - Someone online maybe lying about who they are, and information you find on the Internet may not be reliable.

T Tell - your parent or carer if someone or something makes you feel uncomfortable or worried.

The following websites can provide further advice about safety on-line for students and parents:

www.thinkuknow.co.uk

www.kidsmart.org.uk

www.getsafeonline.org

Students are reminded that a filtered Email Service is provided. Any emails and/or attachments considered offensive are directed to Senior Management.