



Loreto Grammar School, Omagh

Remote Teaching and Learning Guidance for Students and Parents/Guardians

Students should:

- Be up ready and dressed appropriately for the school day as normal and follow each day's timetable classes in an environment where they can learn best.
- Log on to each Subject Team as per timetable and follow the instructions outlined OR attend pre-arranged live/audio sessions when/if requested by teachers. (Not all sessions will be live teaching sessions.)
- Check subject MOS TEAMS or emails on a daily basis and follow instructions posted by staff.
- Work as best they can at the designated times and embrace the opportunity for independent learning and share responsibility for their own progression in learning.
- Inform the subject teacher if she cannot attend a session.
- Contact the Form Teacher or Head of Year by email if there are Wifi issues or any additional concerns which would impact on progress/engagement e.g. illness.
- Submit/complete tasks as instructed, meeting deadlines as much as possible.
- Observe daily break and lunchtimes and take movement breaks regularly.
- Try not to get overwhelmed. Turn notifications off when appropriate.
- Tune in regularly to our social media platforms- Twitter, Facebook and Instagram and our school website.
- Be alert for Year Group Assemblies/PD Sessions.
- Contact Form Teacher, Head of Year or IT Technician Mrs S. McCullagh via email if password expires.
- Actively engage with our online well-being platform Connect Café on Teams to promote a sense of belonging and community by emailing Mrs Gavin, Head of Pastoral Care or Ms Fahy, Senior Teacher for Post 16.
- Be aware that if a lack of engagement is being detected, contact will be made as soon as possible with a parent or guardian via email or telephone.
- Respect each Team forum and the confidentiality of the communications and material online. Do not share passwords or codes with anyone else.
- Adhere to the School's E-Safety and Acceptable User Policy for all online communications. Online protocols apply for the safety and well-being of all.
- Students should maintain positive and appropriate language online.
- Use TEAMS groups for the educational purpose for which it was established.
- Respect that time is required for staff to deal with responses.
- Respect the working hours of staff, the communication boundaries established by the teacher and that staff may not be in a position to respond immediately.
- Try to include exercise as part of a healthy daily routine.
- Know that we are here to support and will try to help as best we can.
- Report any pastoral concerns or safeguarding issues to the relevant school personnel via confidential emails or telephone calls.



Parents/ Guardians will:

- Give written permission for their daughter to attend on-line sessions during periods of blended and remote learning.
- Encourage and support their daughters in accessing and completing online Learning and Teaching.
- Encourage their child to share her forum for TEAM posts, assignments and emails so that they are aware of their child's engagement and the dates of due work.
- Support their children to meet set deadlines.
- Respect that time is required for staff to deal with responses.
- Respect the working hours of staff, the communication boundaries established by the teacher and that staff may not be in a position to respond immediately.
- Be sensitive to the challenges teachers will face in working at home without the usual support mechanisms of school.
- Ensure their child is in an environment conducive to learning and presented appropriately to communicate with her teachers.
- Regularly check school communications via texts; Facebook; Twitter; Instagram and the school website

Relay, via telephone or email, any access concerns or critical communication to the school in relation to their child via. info@loretogs.omagh.ni.sch.uk or **Telephone: 02882243633**

HOW A PARENT CAN RAISE AN ISSUE OR EXPRESS A CONCERN

- We welcome parents asking for advice and help if they have concerns about their child's well-being or safety. Asking for help is a protective factor and parental concerns and requests for help will always be taken seriously.
 - Any member of staff will listen carefully to parental concerns and ensure that the request for help, if necessary, is brought to the attention of a member of the safeguarding team. In this case a decision can be made as to how best to provide help.
1. Pastoral or Academic concerns –email Form Teacher/Head of Year/Head of Pastoral Care- Mrs Gavin
 2. Safeguarding Concerns – email Designated Child Protection Teachers – Mrs Turbitt/ Mrs Gavin
 3. Family Works – School Counselling Service will continue remotely. The Counsellor will contact individual students by email to arrange sessions via telephone.
 4. ONRA Mentor will contact students individually.

Parents should contact the school via email or telephone if there are any concerns. Please continue to inform the school in the event of a student testing positive or absence/inability to engage in Remote Teaching and Learning. School attendance records will be amended accordingly and appropriate code applied. Information will ensure accurate update of Covid 19 records.



HOW A CHILD CAN RAISE A CONCERN

We know that while many children will be enjoying their time at home and remain almost unaffected by this unusual situation, there will be others who feel anxious, lonely and miss the routine of school. Our safeguarding responsibility to all our children continues and we will seek to maintain contact with our children and young people as well as signpost them to other agencies.

We will use the following means to connect with our children and young people:

- Respond to emails via the c2k email addresses only.
- Respond to any concerning comments our young people post on social media.
- When contacting parents via phone we will always ask to speak to their child or young person.
- All our children will be given an email address as one way to connect with school.
- Other Agencies
- NSPCC Childline
- CEOP
- Safer Schools App

SOME USEFUL LINKS AND CONTACT TELEPHONE NUMBERS DURING COVID-19 SCHOOL CLOSURES: –

CENTRAL GATEWAY TEAM (WESTERN TRUST) Tel: 0287131 4090

PSNI at the PUBLIC PROTECTION UNIT Tel: 999 (Emergency) or 101 (Non-Urgent)

- <https://learning.nspcc.org.uk/safeguarding-child-protection/coronavirus>
- <https://www.camhs-resources.co.uk/>
- <https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/>
- <https://www.saferinternet.org.uk/helpline/report-harmful-content>
- <https://www.ceop.police.uk/Safety-Centre/>