

## **Protocols for Learning and Teaching when a pupil is not able to be in the school setting due to prolonged illness/isolation/shielding.**

This procedure should be read in conjunction with the Remote Learning Policy.

Pupils who are absent for longer periods of time (because of: illness, Covid-19 or advice to self-isolate) will be able to follow subject work on TEAMS, email or hardcopy posted by the classroom teacher which can be studied while recovering from illness/ a period of self-isolation. In shorter periods of illness, some pupils may catch up on work on their return.

- Please allow at least one school working day following the initiation of a pupil's self-isolation period for the updating of Learning and Teaching materials.
- As teachers are teaching face to face in school, it is not always possible for them to respond online immediately to queries.
- There is no obligation on a teacher to use livestreaming.
- Pupils will have enough resources to continue independent study, reading and research.
- The timeframe of the working day must be respected in all communications.
- Staff and pupils must communicate in a professional and appropriate way both in written and spoken forums.

### **What will the school do?**

When a parent informs the school that a pupil is isolating or shielding, the person receiving the message will inform the relevant staff.

### **Teachers will:**

- Use a range of Teaching, Learning and Communication strategies which may include:
  - C2k email
  - MOS Applications (e.g. TEAMS, OneDrive, OneNote etc.)
  - Instruction and setting of work posted on TEAMS.
  - Posting of resources on Microsoft TEAMS which may include: Notes, Booklet, Audio, Visuals, Video.
  - TEAM Meet Now. (Please note teachers are not compelled to use live streaming.)
  - Digital hand-in e.g. Assignment feature on TEAMS or email. (Marking and Feedback will be in line with the Blended/Remote Learning and Teaching Policies.)
  - Collaborative work including forms and quizzes.
  - Nomination of a study buddy who will share resources under the guidance of the teacher.
- Provide marking and feedback in line with the school's Marking and Feedback Policy. Feedback will be provided to the pupil on Homework and Assignments posted by the student.
- Monitor progression/engagement and will, in the first instance, contact the pupil to address emerging concerns.
- Establish the time boundaries of communication with the pupils who are isolating.
- Endeavour to respond during working hours. Any communication outside of working hours is at the discretion of the teacher.

**Pupils will:**

- Embrace the opportunity for independent learning and share responsibility for their own progression in learning.
- Check their subject MOS TEAMS/One Note/ Emails on a regular basis throughout the day and follow instructions posted by staff.
- Inform the form teacher and subject teacher of any access issues which may be impacting on their engagement.
- Be proactive in contacting their teacher, using the commenting features, for assistance in their learning when needed.
- Meet homework/ assignment deadlines or seek extension in advance citing reason.
- 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.
- Respect each TEAM forum and the confidentiality of the material shared within.
- Maintain positive and appropriate language online.
- Be appropriately dressed for online communications and use the experience as an example of potential communications for Higher Education and the world of work.
- Report any pastoral concerns or safeguarding issues to the relevant school personnel via confidential email/ telephone call.

**Parents will:**

- Encourage and support their children in learning.
- 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.
- Regularly check school communications via texts, Facebook, Twitter, Instagram and/or 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.school.uk](mailto:info@loretogs.omagh.ni.school.uk).
- Ensure their child is in an environment conducive to learning and presented appropriately to communicate with her teachers.

**Protocols for Livestreaming:**

- There is no obligation on teachers to livestream a lesson. Where livestreaming is used, it may be audio only or audio with video.
- Staff and pupils will be appropriately dressed for livestreaming.
- Pupils will be informed beforehand of the time of a livestream session. Sessions will be time-bound.
- Pupils are expected to attend livestreaming sessions as planned. (If a pupil cannot attend, the pupil must inform the teacher beforehand with the reason.)
- Livestreaming will only be undertaken through the use of an approved school app using their school account rather than personal account.
- Pupils MUST NOT record sessions or capture screengrabs.
- Livestreaming will normally take place during what would be scheduled pupil class times.
- Livestreaming will not involve one-to-one contact with pupils.
- Pupils adhere to the behaviour expected of them during livestreamed sessions, e.g. taking turns to speak and not interrupting teachers or other pupils.

- The pupil should be muted to protect the privacy of the household and respond using the hands-up signal or when invited by the teacher.
  - The technology being used will allow teachers to mute their microphones and those of pupil participants, or to remove pupils from the session.
  - The use of headphones and earphones will protect the privacy of the classroom.
  - Pupils are not permitted to join a class through Face Time and pupils must not record lessons for any other pupils.
  - Parents must not take part or be present during a livestreaming session.
  - If there is a breach of these procedures, the teacher will terminate the session and advise the Principal/ SMT and no further livestreaming for that pupil will be permitted.
- (See Appendix 1: Covid-19 Arrangements for Safeguarding and Child Protection.)*



**Stay Safe, Be Responsible.**