



# DOMINICAN COLLEGE

## Online Teaching and Learning Policy (*remote, blended and hybrid learning*)

### **Ethos**

In Dominican College, we aim to create a safe, stable harmonious atmosphere within which the values of truth, freedom, trust and responsibility are honoured. Within the context of a purposeful learning community, and recognising the uniqueness of each individual, we aim to:

- Create an environment where we appreciate the fundamental dignity of each person and promote respect for self, for others and for the wider community;
- Support our pupils in every area of school life by ensuring the synthesis of the pastoral and academic aspects of the school;
- Offer a curriculum which enables every pupil to reach her full potential: spiritually, academically, morally, socially and aesthetically; and ultimately to contribute to society with integrity.

### **Rationale**

In line with existing school policies on Teaching and Learning, this policy aims to keep pupils at the centre of the learning process.

The policy was developed initially to address specific problems arising from the current Covid-19 situation and the possibility of disruption to teaching and learning due to pupils or staff becoming ill, needing to isolate or shield, or indeed school closure. It outlines procedures to support the continuity of learning, for pupils or teachers who are unable to attend school for face-to-face teaching and learning, and provides guidelines on the roles of pupils, parents and staff.

Due to the upskilling of staff and pupils as a result of this situation, online learning has now become integral to the delivery of the curriculum. It is part of the development plan for the school to continue using online tools (i.e. the Hybrid approach) and evolving technologies to enhance teaching, learning and assessment.

### **Safety On-Line**

When pupils and staff are engaging in online lessons, due regard should be given to the school's Safeguarding and E-Safety policies, in addition to the Pupil Code of Conduct. In particular, appropriate and respectful behaviour and dress code should be observed by everyone when participating in live lessons.

### **Safeguarding and Child Protection**

- Should any member of staff have any serious concerns of a child-protection nature this should be brought to the attention of a member of the Safeguarding Team, in line with the school's Child Protection and Safeguarding Policy.
- Parents are advised to ask for advice and help if they have concerns about their child's well-being or safety in relation to remote learning. Asking for help is a protective factor and parental concerns and requests for help will always be taken seriously.
- Our safeguarding responsibility continues throughout any period of remote learning and we will seek to maintain contact with our young people as well as signpost them to other agencies if necessary.

### **The Senior Leadership Team will:**

- Lead and coordinate the approach to remote teaching and learning across the school.
- Monitor and review Online Learning and Teaching through carrying out surveys and speaking directly to pupils, parents and staff.
- Oversee the monitoring of pupil engagement and progress in Online Learning and provide support when necessary.
- Monitor the security of remote learning procedures taking cognisance of Safeguarding considerations outlined above.

*The following sections outline the roles and responsibilities of pupils, parents and staff in the event of several possible scenarios arising as a consequence of the Covid-19 pandemic.*

### **Pupil isolating/shielding/ill for an extended period**

When a parent informs the school that a pupil is isolating /shielding / ill for an extended period, the Vice-Principal Pastoral, Vice-Principal Curriculum, SLT & Year Head will be informed as appropriate.

#### **Parents will:**

- Inform the school if and when a pupil will be absent from school.
- Keep the school informed of any issues that arise during their daughter's absence.
- Contact the Head of Year by phone or e-mail to report any difficulties that arise either of a pastoral nature or with regard to home learning / accessing Teams.

#### **Pupils will:**

- Ensure they have access to Teams from home. They should make sure they are a member of the class Team for each of their academic classes.
- Contact school if there are any problems logging on/accessing Teams from home.
- Identify a class buddy to help in catching up on any work missed.
- If absent, access the resources that are available in Teams.
- If isolating and feeling well, pupils should complete any learning tasks set by the teacher.
- Ask questions and communicate through Teams Posts when necessary. (Pupils are encouraged to answer questions also, in order to help their classmates who are working from home and increase their own understanding.)

#### **Heads of Year will:**

- Ensure that SLT are informed of pupil absence.
- Make contact with the pupil/parent via email/ telephone in a timely manner to address any pastoral needs.
- Inform the pupil's subject teachers that they are absent and provide an estimated time-frame. No details about pupil's health will be shared with teachers. To ensure pupil confidentiality, global e-mails to the whole staff will not be used.
- Monitor concerns raised in relation to pupil engagement and take appropriate action as required.

#### **Heads of Department will:**

- Make contact with the subject teachers concerned to ensure that learning materials are uploaded to Teams /or posted out in hard copy as appropriate.
- Guide the class teacher and monitor the situation.

**Teachers will:**

- Check that **all** pupils in their classes can log-on to their c2k account and have the Teams codes for their subject.
- Upload all notes / booklets and other resources on Teams in a timely manner, ensuring that pupils can access current resources.
- Post a list of topics and/or subject specifications on Teams so pupils know what work they should be accessing.
- Arrange, through the Head of Department, to send hard copies to pupils if it is not possible to post these resources on Teams.
- Mark homework and assignments posted by the pupils who are isolating/shielding and provide constructive feedback.
- Contact the pupil (by c2k e-mail or through Teams during school hours) in a timely manner, to discuss progress or any concerns.
- Document pupil concerns and liaise with the Year Head to discuss appropriate follow up

**School is closed and all pupils are at home****Parents will:**

- Inform the Year Head if their daughter is ill or unable to engage in online lessons for any reason.
- Contact the school by emailing [info@dominican.belfast.ni.sch.uk](mailto:info@dominican.belfast.ni.sch.uk) to report any technical issues their daughter is experiencing such as password difficulties.

**Pupils will:**

- Engage online for all timetabled classes, including class registration at 9.00am each morning, interacting with teachers and completing work as directed.
- Communicate and ask questions through Teams Posts when necessary.

**Heads of Year will:**

- Guide and support tutors, ensuring that pastoral resources are uploaded to Teams.
- Liaise with class tutors to monitor the pastoral well-being of pupils.
- Provide Online assemblies to support the emotional and spiritual development of pupils.

**Heads of Department will:**

- Guide and support teachers, ensuring that resources are uploaded to Teams or hard copies posted as appropriate.
- Monitor online teaching and learning and assessment.

**Teachers will:**

- Resume live teaching through Teams at their usual class times, engaging with pupils and answering queries.
- Be available between 9.00am and 3.20pm. If unavailable to work for any reason, the teacher should follow the normal absence procedure.
- Teach pupils online, delivering course material as appropriate to their subject. This will be through a combination of the Meet Now facility (Cameras may be on or off based on teacher judgement), instructional videos and through posts.
- Set and mark work as agreed within departments, providing constructive feedback to pupils to enable improvement and progression.
- Facilitate interaction between pupils, where appropriate, particularly during timetabled registration/ tutor class. The use of 'break-out' rooms is being trialled.

### **Class Tutors will:**

- Use the Meet Now facility with their tutor class every morning at 9.00am.
- Greet the pupils, record attendance and provide a short prayer/ reflection for the class.

### **Classroom Assistants will:**

- Support pupils who aren't in school with their learning, under the direction of the SENCO.
- Provide supervision and support to groups of pupils attending school for various reasons.
- Be available during their usual working hours. (If unavailable to work for any reason, they should report to the Head of Support Services using the normal absence procedure).

### **Concerns**

- If **teachers** have any concerns about pupils, regarding their welfare, or any non-engagement with online learning, they will record the details for the attention of the Head of Year.
- If **pupils** have any concerns they should contact their subject teacher or class tutor directly.
- If **parents** have concerns they should contact their daughter's Year Head by e-mail.

## **Year Group or Entire Class Isolating /Shielding at Home**

- Teachers will resume live teaching through Teams at their usual class times.
- HODs should guide teachers, ensuring that resources are uploaded to Teams or hard copies posted as appropriate.

## **Teacher Isolating /Shielding at Home (not ill)**

- Teacher should liaise with their HOD and ensure that they supply work for the pupils to do at their normal class time. (Classes will need to be supervised by another member of staff).
- Teacher should ensure that their HOD is assigned as a teacher in their class team.
- Teachers may post work on Teams and communicate with pupils through Teams or e-mail where appropriate.
- Teachers must bear in mind that pupils may not be able to access Teams during the school day.
- There will be a greater need to communicate with pupils through Teams/C2k e-mail.

## **Teacher ill and unable to teach**

- If this is likely to be of more than 3 day's duration, SLT will try to recruit substitute teachers as would be normal school policy
- In the event that a suitably qualified substitute teacher is not available, the school will make provision for the pupils to be taught by redeploying existing school staff as appropriate
- The Head of Department will monitor the situation, ensuring that that all resources are uploaded to the class Team and ensure that there is continuity in the learning.

## **Links with other policies and documents**

This policy is linked with our Pupils Code of Conduct, Safeguarding and child Protection Policy, E-Safety Policy as well as the guides to online learning supplied to parents via ParentMail and published on the school website.