

Teaching Online Contingency Plan

Scoil Mháthair Dé 2021

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1 Communicating with Students

1.1 How do we communicate with students?

Learning Management Systems

In Scoil Mháthair Dé, we are using one integrated LMS (Learning Management System):

- Microsoft Teams

Recorded lessons

Teachers may choose to use recorded lessons to enhance teaching and learning. We believe that recorded lessons are an effective method of teaching, as the teachers can prepare content and make sure it is clear and engaging with clear learning objectives, that the children can play and pause at their own pace; allowing for differentiation.

These videos can be shared in a variety of methods:

1. Recorded and uploaded via Microsoft Stream. This is the **most desirable option** as access is automatically restricted here for pupils with school email only to access. See following link for upload instructions <https://docs.microsoft.com/en-us/stream/portal-upload-video>
2. Files can be uploaded to YouTube with restricted access (not available for the public) Click [HERE](#) for instructions to upload YouTube videos and sharing with students.
3. Sent via [WeTransfer](#) directly to parents and/or students via link through email/Teams. Click [HERE](#) for instructions on sending a file via wetransfer.

Live Lessons

- All students and staff now have a secure platform to deliver a live class with our students via Teams
- For teachers **whose schedule and home circumstances allow**, it is advised to conduct a call with your class in the morning for 30/45 minutes to give any instruction necessary, the frequency of this call is dependent upon the class level and content.
- Class calls are set up via the calendar the same way that Parent Teacher Meetings were set up. Simply add each student to the call. See here for instructions (please be logged in

to your school email to view): <https://web.microsoftstream.com/video/14894e9b-3476-491d-8c71-587cb4c95cc9>

- It is not necessary for the teacher to have their video on during a live call
- All children and parents must be reminded that they may not record any aspect of the call and any instance of such is breaking the school rules and general GDPR.
- Teachers have the power to mute all students on the call. Students may use the 'raise hand' feature in Teams and unmute themselves when the teacher allows them to.
- Teachers may choose to use the feature 'share screen' and talk through a PPT/other to deliver the content they have chosen to discuss.

Email & Teams

- Students may contact their teachers via Teams Messages
- Students may also email their teacher via the teacher's school email address

1.2 What teaching and learning do we communicate to our students?

Resource Planning

All teachers in SMD consider the following questions regarding Resource and Assessment Planning:

1. What topics are coming up for each class that you teach over the coming weeks?
2. What resources are you planning to use?
3. Are any resources available online to support these topics?
4. How will you curate resources for students?
5. Have you any resources you can modify for online use?
6. Can you create your own resources?
7. Are there colleagues who can help you find resources or share resources they have created?
8. What forms of work were you planning to assign students over this period?
9. Are there formats possible in digital format?
10. What deadlines have you in mind for assignments?
11. What kind of feedback do you need to provide on student work?
12. What forms of assessment do you plan to use?

Online Resources

What we look for when evaluating websites in SMD:

- Accuracy - is the information accurate?
- Objectivity - does the source have a particular bias?
- Currency - when was the website last updated?
- Authority - who is the author or creator?
- Audience - who is the website created for?

Recommended PDST online resources:

- [ScoilNet](#) - Learning Paths - sequences of learning content that can be used in a class or over a number of classes
- [World Book Online](#) - can be accessed via Scoil Net, no login required
- [Webwise](#) - free curriculum aligned resources suitable for online teaching
- Finding Video content - [TEDEd](#), [TeacherTube](#), [YouTube Kids](#), [vimeo](#), [WatchKnowLearn](#), [Khan Academy](#)
- Podcasts - [Stitcher](#), [Apple Podcasts](#), [Google Podcasts](#), [Spotify](#)

Shared Resources

We share resources via 2020/2021 Folder on Onedrive

Activities and Tasks communicated to Students

- All teachers provide students with the core subjects of Language & Numeracy at the beginning of the week on Monday Morning/Sunday Evening
- Students will submit their work to teachers via Teams and the teacher will endeavor to provide feedback within 7 days of receiving their work.
- For students to upload their work to Teams, they may attach pictures of their work to the assignments set by teachers, or they may upload their work to their class notebook - whichever system the children were using in school.
- An email is sent to parents with this core work on Monday Morning/Sunday Evening, where Teams does not have parental engagement. This is to allow parents to plan and schedule for the week, particularly those with more than one child in school. This point should not be necessary as all students should now be engaging via Teams.
- SETs work with MCTs to engage with pupils to provide relevant work (See SET Policy for detail)
- Where necessary, a teacher may post hard copies of material to a student.
- Supplementary activities can also be provided to students throughout the week by teachers.

Sample activities & tasks:

- Essays
- Presentations
- Links to ebooks for reading
- Answers and solutions to tasks
- Reflections
- Learning Logs

Creating Digital Content: Rules of Thumb for SMD

- Short - keep recorded videos to under 6 minutes where possible
- Interesting - students are likely to engage with interesting content
- Meaningful - this also increases likelihood of student engagement
- Planned - videos are planned effectively
- Learning - videos are educational

- Engaging - talking through the video helps to engage students

Tools for Digital Storytelling

- [Animoto](#)
- [WeVideo](#)
- [iMovie](#)
- [Toontastic](#)
- [Adobe Spark](#)

Screencasting

- We use screencasting where appropriate to help guide our students
- Students can consume teacher generated content in their own time
- Students themselves can create a screencast to showcase their work
- [Screencastomatic](#) is used by teachers in SMD for desktop use
- Screencasted recorded videos can be uploaded to Microsoft Stream and shared via Teams.

Assessment

- Online Quiz Tools: [Kahoot!](#)
- Assessment via tools in Teams

1.3 When do we communicate with Students?

- Teachers are available to speak with students during school hours 9.00am - 2.45pm
Monday - Friday
- Where correspondence has been sent to a teacher outside of these hours, they will endeavor to respond during school hours within 48 hours.
- Teachers send the weekly core work on a Sunday evening/Monday morning.
- For teachers who prefer to assign work daily, they may arrange to do so with their class with parental consent and will assign the work in the morning.
- Teachers send feedback to children via LMS or email within 7 days of receiving it. This feedback can be accessed by the parent by logging in to the LMS or through email

- Where a teacher would like to arrange specific contact hours with students, they may do so within their own class.

2 Communicating with Parents

2.1 How do we communicate with Parents?

Teachers communicate with parents via:

- Aladdin - email and text
- Office 365 School Email
- LMS - Teams

2.2 What do we communicate to Parents?

- Parents have access to the Teams content that children are engaging with
- Teachers send the weekly work to Parents where students do not have access to Teams
- Parents will be informed by the Principal of any school-wide general information and updates
- Teachers respond to parent queries and concerns

2.3 When do we communicate with Parents?

- Teachers are available to speak with parents during school hours 9.00am - 2.45pm Monday - Friday
- Where correspondence has been sent to a teacher outside of these hours, teachers will endeavor to respond during school hours within 48 hours.
- Teachers send the weekly core work on a Sunday evening/Monday morning
- For teachers who prefer to assign work daily, they may arrange to do so with their class with parental consent and will assign the work in the morning.
- Teachers send feedback to children via LMS or email within 7 days of receiving it. This feedback can be accessed by the parent by logging in to the LMS or through email
- Where a teacher would like to arrange specific contact hours with parents, they may do so within their own class.

3 Communicating with Staff

3.1 How do we communicate with Staff?

Staff communicate with one another via:

- School email
- Aladdin
- Phone

3.2 When do we communicate with Staff?

- Staff endeavor to communicate work-related queries during school hours of 9.00am-2.45pm, Monday - Friday. Where this is not possible, scheduled send emails are suggested.
- Staff are not expected to reply to queries outside of school hours.
- To respect staff wellbeing, staff are asked to keep communication to within school hours. However, with the current global crisis and working from home, home-life situations may not allow for this and staff may need to communicate their queries outside of school hours. In this instance, staff are asked to communicate via email and schedule send rather than a personal message on a phone to protect all staff from engaging with work throughout the entire day/over the weekend.