Luttrellstown Community College

Remote Learning Action Plan

January 2021 - ***Updated re: tyro and Microsoft TEAMs – May 2026.***

"We are united in our diversity to educate, integrate and facilitate excellence in the modern world for a better future."

1. *Introduction:*

This document sets out the policy and action plan for Luttrellstown Community College* in relation to **remote teaching and learning** during periods of school closure by the Department of Education due to the Covid-19 pandemic or otherwise.

Remote Teaching and Learning *refers to all forms of facilitating teaching and learning with students who are engaged in learning outside of the physical school setting*.

The content of this action plan has been developed following consultation and feedback from staff, students and parents/guardians - via online surveys *(April 2020, Jan 2021)* based on their previous experience of remote learning in March-May 2020. This data was collected via LCC GMAIL, Google Forms and our School App. (Appendix 3). The relevant guidance documents from the Department of Education that support this plan are Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context (Nov 2020) and Guidance on Continuity of Schooling For primary and post-primary schools (April 2020).

The **aim of LCC's Remote Learning Action Plan** is to provide the best learning environment possible for our students in these challenging circumstances; whilst at the same time, safeguarding the wellbeing of all members of our school community.

Support services for staff and families who are experiencing particularly challenging times are available at gov.ie/en/campaigns/together/ and through the Tusla Education Support Service (TESS). Staff can also refer to the Employee Assistance and Wellbeing Programme accessible @ gov.ie.

2. *Scope of Remote Learning Action Plan:*

This document operates as an addition to our existing Acceptable Internet User Policy (AUIP) and iPad Acceptable User Policy which can be accessed via our school website.

LCC's Code of Positive Behaviour and all other relevant LCC policies and procedures remain in place during this time; most notably LCC adopted General Data Protection Regulations (GDPR) and LCC's Child Safeguarding Statement and Policy.

Child Safeguarding Advisory :

LCC staff should contact the DLP, Principal Siobhán Moran, or the DDLP, Príomhoide Tánaisteach – Daithí Ó Murchú if a child protection concern arises from any incident or behaviour during on-line engagement with students or during a lesson using Video Conferencing. Referral procedures should be followed as per the Child Protection Procedures for Primary and Post-Primary Schools 2017)

Whilst primarily created for use in periods of whole school closure, the Remote Learning Action plan also acts as a contingency for supporting the continuity of schooling (using digital technology where possible) in the following scenarios:

- Student/(s) working from home due to restricted movements or self-isolation (fit to work)
- Teacher/(s) working from home due to restricted movements or self-isolation (fit to work

Please note that all reference in this document to* ***Luttrellstown Community College / LCC* *is inclusive of LCC mainstream school, our* ***ASD Centre – Laochra*** *and* ***Coláiste na Tulchann*** *-* ***our Aonad-Lán-Ghaeilge***

3. Digital Learning Platforms:

Digital Learning Platforms *refer to any technology in use that facilitate remote teaching and learning*. At LCC, the school approved digital learning platforms are:

- Microsoft365 including @luttrellstowncc.ie , @DDLETB email and Microsoft Teams – Microsoft Teams is the approved platform for subject department files and online subject department meetings and for Online Teaching and Learning and Staff-Student communication.

- Apple iPads – All LCC student iPads are monitored and protected by Wriggle Management Software – (e.g. Zuludesk) – Approved Educational Apps in use include Keynote, iMovie, Clips, Pages etc. See LCC iPad User Policy for further details – Link to full document here.

4. Digital communication platform(s) for Luttrellstown Community College:

- Digital communication between staff and students is through applications on the Microsoft365 platform -Microsoft TEAMs is the application in use for this purpose..

- Digital communication between LCC staff is formally on the Microsoft365 platform as part of the @DDLETB domain / @Luttrellstowncc.ie facilitating LCC Inter-Staff and LCC Staff to Head Office communication

- Digital communication between LCC and parents/guardians:

- The designated email address for parent/guardian communication with Luttrellstown Community College is info@luttrellstowncc.ie
- There is also a techsupport@luttrellstowncc.ie address which can be contacted by students and parents/guardians to avail of assistance with any technical issues during periods of remote learning.
- Updates for parents/guardians will be posted on the official school website www.luttrellstowncc.ie and our approved School Apps*.
- *The iclasscms LCC and Coláiste na Tulchann School APPs for Mobile Devices were introduced in 2020-2021 to improve home-school digital communication. *Details on how to download the app have been sent to all parents and are available on our school website.*
- *tyro* is the secure school platform for the digital records of LCC student and household information. Your registered email with the school is the username for all parents/guardians and details on LCC student attendance, behaviour, current timetable

and academic progress can be accessed by parents logging in to their individual account. Class Tutors and Caomhnóirí (Year Heads) will record online attendance and progress and will contact parents in cases of non-engagement.

- Official School Instagram accounts @luttrellstowncc and @tulchann are also used for digital communication and public relations in our wider school community.

- LCC acknowledges that the use of digital communication platforms for learning may not be appropriate or possible for some students or households. In such cases, LCC proposes to support student learning by identifying alternative suitable arrangements including use of the postal service, text messages and phone calls from staff.
  The school office phone number is 018228060

  Postal address: Porterstown Road, Clonsilla, Dublin 15 EIRCODE D15DY29

5. *Features of Remote Learning Provision during Whole-School Closure:*

Remote learning may be experienced differently by each student and member of school staff. In the routines of school life, students can feel a sense of community, structure, and culture that help them maintain a sense of belonging and purpose. To preserve this, the structure of the school day and timetable will be followed as much as possible from home during school closure. *In this context, remote teaching and learning at Luttrellstown Community College will be characterised by:*

- ***Regular engagement with students:***
  Teachers will, as far as possible, engage regularly with students in their classes as per the normal school timetable. Lessons/classwork for students will be communicated by teachers ***via MICROSOFT TEAMs*** *or through* ***LIVE ENGAGEMENT TEAMs VIDEO facility****. Where possible the teacher will be available at the scheduled time to respond to students through the TEAMs platform.*

- ***A blend of guided and independent learning tasks/experiences:***
  Teacher-student engagement will involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the students. Regular engagement with students when they are out of school will also help them to reintegrate when they return to school. A variety of activities may be applied to benefit student learning- such as pre-recorded lessons, self-directed learning, live video lessons, written instructions, project work. [****Live Lessons or Pre-recorded lesson/audio voiceovers*** *and* ***self-directed assignments*** *are the recommended combination for a mainstream class.]* *Live video lessons pre-arranged by teachers must take place using MICROSOFT TEAMs and adhere to the timetable for that class. *Students are responsible for accessing their classwork and lessons via their MICROSOFT TEAMs ACCOUNT @luttrellstowncc and for completing their assigned work for each subject – adhering to the due date set by the teacher.*

- ***Appropriate and engaging learning opportunities:***
  Teachers will endeavour to ensure that the chosen learning tasks give students an opportunity to demonstrate their learning in a clear and concise way. ***Special education/Resource teachers/SNAs*** *will continue to engage with students in an effort to support learning remotely - to a level as close as possible to that offered during in-school provision . The tasks chosen should be specifically aligned to the needs of the student,* ***in particular students with additional and/or special educational needs (SEN)****, and these tasks should enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.*

- ***Two-way feedback between home and school:***
  LCC Care Teams will monitor attendance and levels of engagement using ***tyro*** *and MICROSOFT TEAMs/ SHARED DOCs and will be in contact with parents/students as necessary throughout periods of remote learning. LCC's use of TEAMs provides manageable and accessible opportunities for all students to share samples of their work with the subject teachers as frequently as they would if the students were in school. Teachers will ensure that work received is corrected and relevant feedback is provided, as would be the expectation if the school was open. The benefits for students include maintaining their motivation and their engagement with learning as well as providing a connection with the school and their peers.*

Student working from home due to restricted movements (fit to work):

Maintaining the wellbeing of students, supported by their families, is of the utmost importance at these exceptional times. LCC aim to provide as much access to the class learning environment and school support structures as possible.

- *Students should* ***follow class timetables*** *from home including support classes.*
- *Teacher will communicate classwork, homework and lesson content through* ***MICROSOFT TEAMs*** *for the absent student to access.*
- *Students are responsible for checking and completing this work.*
- *Teachers will ensure that work received is acknowledged and relevant feedback is provided in line with other class members.*
- *Parent(s)/guardians can support the student in providing the best possible learning environment at home.*
- *The* ***class tutor*** *(or Year Group SNA for SEN students) will be the link person between the student and the school for students who are working from home on a long term basis.*

Teacher working from home due to restricted movements (fit for work)

The school support structure will be available to all staff working from home. Teachers can engage with their colleagues and school management to ensure collegiate support during this time.

- *MICROSOFT TEAMs is the platform for teachers to schedule work for each of their timetabled classes, including SEN lessons.*
- *It is the responsibility of students to access this work at the beginning of the class.*
- *Further details on SEN classes are available in the SEN guidelines.*
- *Where possible the teacher will be available at the scheduled time to respond to students via MICROSOFT TEAMs comments*
- *Students are responsible for checking and completing this work.*
- *The MICROSOFT TEAMs platform allows teachers to confirm that work submitted is acknowledged and to provide relevant feedback in the comments section.*
- *It is essential that students have their own earphones if required to listen to recorded lessons in class.*

Where it is necessary for a teacher to support students in their learning from home for reasons related to COVID-19 -emergency remote teaching and learning will be encompassed within a teacher's normal, contracted hours. There is no expectation or requirement that teachers will be on call/available outside of those hours or at weekends. Guidance on Emergency Remote Teaching and Learning in a COVID-19 Context For post-primary schools and centres for education – November 2020. (Pg.8)

6. Developing the skills set of teachers and support staff:

Arrangements have been put in place, to ensure that the necessary continuous professional development (CPD) is provided to enable LCC teachers and SNAs to use the platform(s) as outlined above. Such CPD is availed of at a time identified and agreed with staff as part of the agreed framework for the provision of CPD.

Luttrellstown Community College has **a Technology Enhanced Learning (T.E.L) Leadership Team** in place to provide ongoing digital competency training and support to staff. Current members include:

- **Oide Niall Smith** – Lead on Technology Enhanced Learning, Staff CPD and Student/Parent T.E.L Information.
- **Oide Gareth Mahony** – LCC Tech Support & I.T Helpdesk Management. Student and Staff iPad support.
- **Oide Daithí Ó Murchú** – Príomhoide Tánaisteach – Link with DDLETB Digital Leaders and ICT support.

Key roles of the T.E.L Leadership Team which support Remote Learning are :

Staff CPD Workshops - Teaching and SNA Training is provided in use of the school digital platforms and a range of applications that enhance learning and creativity.

The T.E.L Team have conducted regular online questionnaires with teachers to ascertain their level of skills and confidence for the provision of remote learning. This has helped to identify needs and teacher/SNA requests for training which has informed the planning of CPD workshops for staff meetings.

In addition, ***Training videos and T.E.L support emails*** *are shared with staff on a daily basis through periods of Remote Provision to further assist teachers in the delivery of online learning. A shared folder containing* ***LCC T.E.L Videos and Guides*** *is available to all staff and encourages collaboration.*

I.T Helpdesk: Staff can contact a member of the T.E.L Leadership team at our designated I.T HELPDESK; for support with technical issues or concerns that are affecting the teacher/SNA's ability to provide quality remote learning for students.

Additional Training Opportunities:

- ***WRIGGLE CONNECT Programme*** – LCC has provided places for teaching staff on this online training programme – Participating teachers are availing of online video tutorials from APPLE/MICROSOFT digital experts in a range of remote learning tools.
- **DDLETB Microsoft Teams Digital Leadership** : The T.E.L team and all teaching staff are afforded the support of DDLETB Digital Leaders; Staff training events and opportunities for collaboration with colleagues in other schools are provided throughout the school year. To assist with Subject Department Planning and staff communication on Office365 – all LCC staff received training in Microsoft Teams in April 2020.
- The **Professional Development Service for Teachers (PDST)** Digital Technologies Team has developed a comprehensive range of professional development programmes for teachers and school leaders in the context of COVID-19. These are available at **pdst.ie/blendedlearning.**

7. Developing the skills set of students:

As a 1 to 1 iPad school students are afforded the opportunity to improve their use of digital technologies in their daily school experiences at LCC.

As a consequence, the vast majority of students are ready to use such technology effectively to support their learning should they need to restrict their movements or self-isolate or during periods of school closure.

There are a small number of students not using iPads but all are set up with MICROSOFT OFFICE accounts with access to TEAMs via any mobile device, laptop or PC. Students without access to a device are asked to link in with their relevant tutor/caomhnóir and additional support for their remote learning will be provided.

In their various subject classes, LCC students have developed their ability to:

- Access and navigate the school learning platform- MICROSOFT TEAMs
- Engage with teaching and learning materials using their iPad and/or TEAMs.
- Upload their own work and organise their files independently.

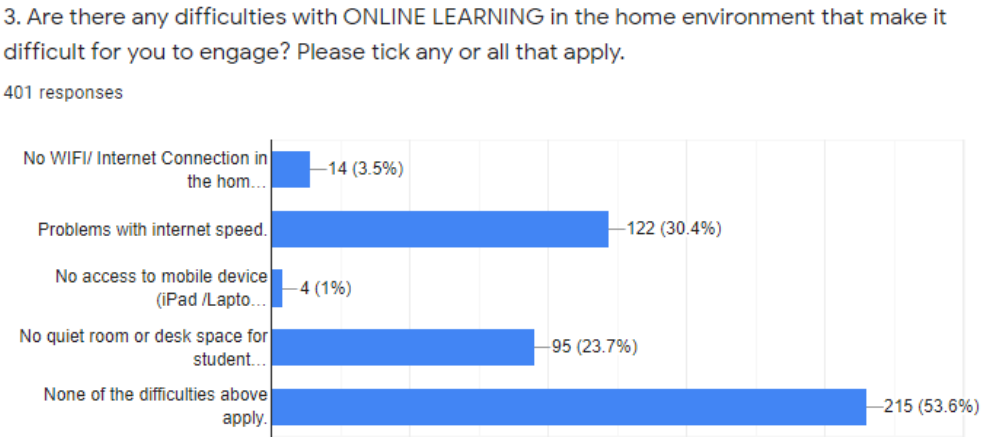
Students and parents are supported by the T.E.L Leadership Team in the provision of information evenings on iPad Management. These sessions have been recorded and shared with all via video posts on our school APP, website and LCC GMAIL.

In 2019-2020, LCC introduced a Wellbeing module for Junior classes entitled Managing Myself and my iPad to assist students in developing their technical skills and confidence further in using their mobile device.

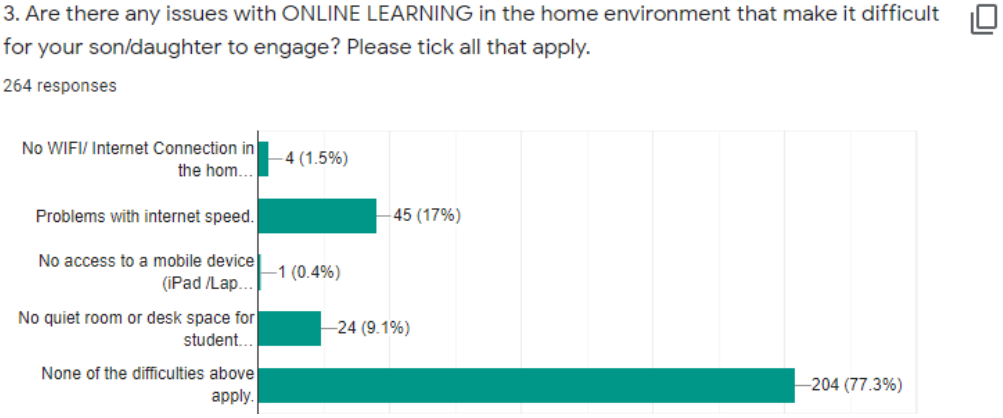
8. Supporting Equity of Access to Digital Resources:

LCC recognises that appropriate digital devices and/or internet connection with sufficient bandwidth may be a challenge for some families, including those who are socio-economically disadvantaged, or those who live in geographical areas with poor internet infrastructure. Our recent student and parent survey (JAN 2021) – [Survey results can be accessed here] revealed the following :

STUDENT RESPONSE :



PARENT RESPONSE:



1% of students (2-4) reported being without a mobile device; **3.5% stated they had no WIFI** in the home, whilst **30% said internet speed was an issue** for them (**compared to 17% of parents surveyed**). This offers a clear picture of the relevant supports required by some students to engage in remote learning and our Care Teams are working to identify these select students without the required basis for access.

All teaching staff have been informed of these possible obstacles to remote learning for some students. LCC will endeavour to re-allocate/ assign school digital devices for a period of remote learning where possible for affected students. The relevant Care Teams will also look at viable alternatives for home-school communication and continuity of schooling through the available platforms in such cases. All teachers and SNAs are provided with staff iPads and are well placed to support students in their remote learning. However, in order to ensure that teachers have access to all necessary digital technology to manage online teaching and support students' further, the loan of **School Laptops** have also been made available to staff (as well as students).

9. GUIDELINES & PROTOCOLS FOR REMOTE LEARNING

- Please be reminded that **LCC School Acceptable User Policies** – for internet and iPad -and **LCC Code of Positive Behaviour** remain in place for this **period of remote learning** and that users must engage in **a responsible and appropriate manner** at all times. It is essential that users **review these policies**– and how they relate specifically to online behaviour when using technology for education *(See 2020-2021 Student Journal and links on homepage of school website).*
- During school closure - only **school approved educational platforms** – **on MICROSOFT OFFICE SUITE – e.g TEAMs, SHAREPOINT. TEACH etc..** are in use to support and facilitate teaching and learning. All of the LCC protocols contained in the aforementioned policies are relevant to the use of these apps for online learning and must be observed in all communications between students and teachers.

- School **Microsoft accounts** are set up for all student-teacher-class contact. Queries/ requests for learning support from students may be submitted to subject teachers via LCC Gmail or through school approved applications. **Personal email addresses are not permitted and should not be used.**

- Please note that individual emails from students to teachers should be sent during **reasonable working hours** with queries/submissions that **relate to subject work only**. We ask students to be mindful of email etiquette as distinct from online communication with peers.

- The **use of social media applications** or setting up of **private groups** *(e.g. WhatsApp; Facebook, Snapchat, Instagram)* for class or student-teacher communication is strictly prohibited.

- The use of **subject content-based videos and images including voiceovers** may be used by teachers and students to share and submit class work. **Live audio-visual** may also be used by teachers with classes as part of **MICROSOFT TEAMS** for education applications through. In the case of live lessons, the use of the **camera and mics on/off functions** will be at the discretion of the subject teacher and all instructions must be adhered to by attendees. In the case of lessons being recorded, students have permission to turn off their cameras.
- Students are to **follow their daily timetable** to maintain a **structured approach to learning** and to keep a record of all completed work in their GOOGLE CLASSROOM and/or school journal.
- Students are required to **check their school MICROSOFT EMAIL ACCOUNT/ TEAMs** each day to engage with class work and instructions from various subject teachers. It is important for learning that students **engage with the set tasks and activities** to the best of their ability in the current circumstances; and that they submit work completion as advised by their subject teachers.
- As student internet access cannot be supervised by teachers during this period of school closure, **student personal responsibility** is essential and/or parental/guardian monitoring where possible.
- If students or parents have any queries regarding remote learning or require assistance with accessing TEAMs or other approved educational apps - please **email techsupport@luttrellstowncc.ie.**
- *Please be sure to contact a member of your relevant care team if there are any other issues affecting your engagement with remote learning.*

*10.**MICORSOFT TEAMs** – Live Online Lessons- Code of Behaviour*

It is essential to note that the Luttrellstown CC **CODE OF POSITIVE BEHAVIOUR and LADDER OF REFERRAL systems for respective year groups remains in place** at all times during periods of remote learning and relevant actions/sanctions will be applied in cases of misconduct :

- **Restorative Practice** is the recommended first response in initial incidents of disruptive or concerning online behaviour; The class teacher will remind students of their responsibilities to be respectful and attentive at all times.
- A **verbal warning** may then be issued by the teacher/teacher(s) if the misconduct is repeated.
- If the misbehaviour continues - student or students can be **removed from the ONLINE LESSON** – *via MICROSFT TEAMs VIDEO MEETING HOST CONTROLS.*
- For **incidents of serious misconduct or inappropriate behaviour**– students can be removed immediately from the lesson by the teacher and a referral made to the Caomhnóir (Year Head).

Notable student behaviour (positive or negative) can be **recorded by teachers on VS WARE for parents/guardians to view on their account.**
Online referrals to tutor/caomhnóir can be made by the subject teacher to Tutor/Caomhnóir. LCC IT HELPDESK should also be notified regarding any possible breaches of the school acceptable user policies (AUP).

Student LCCGMAIL accounts can be suspended immediately if there is a serious issue of concern about online conduct. In such cases, the account **will remain de-activated until contact with parents is made** and relevant sanctions confirmed.

Students can access scheduled ***LIVE LESSONS on MICOROSFT TEAMs*** invitations from subject teachers OR through the associated Link.

- Students attending live lessons **must arrive on time, dressed appropriately** and **must stay for the duration of the online lesson** – [*unless parental permission to leave early has been provided beforehand to the subject teacher/tutor.]*
- Students **do not have the facility to set up meetings** on the domain nor are they permitted to attend meetings before the teacher/teachers are present. Teachers will be the final participant to leave at the end of each TEAMs video lesson.
- The **subject teacher/teachers will clarify the protocols** at the beginning of each lesson and at what points the students are required to have camera/mic in use or turned off/muted.
- **Students must adhere to teacher instruction at all times** or they will not be permitted to continue participating in the live lesson.
- **Only members of the TEAM** are permitted to attend the meeting. Any email addresses not part of the @luttrellstowncc.ie domain are strictly prohibited from attempting to join lessons via TEAMs..
- **Student awareness of online safety** is paramount at all times. Under no circumstances should students share a MICROSOFT TEAMs link with any third party as this would represent a serious breach in our school code of behaviour and AUP.
- **Online lessons may be recorded** by the teacher for security and educational purposes. All **participants/students should be notified before recording commences** and cameras may be turned off by students at their discretion for the duration of the recording.
- **Students are not permitted to record lessons nor take screen shots of content/participants** at any point. Any required resources and materials for classwork will be shared with students by the subject teacher via MICROSOFT TEAMs.

CLICK ON Appendix 1-4 to Access:

Appendix 1 – REMOTE LEARNING ACTION PLAN CHECKLIST

Appendix 2 – REMOTE LEARNING RESOURCES.

Appendix 3 – SUMMARY OF STUDENT AND PARENT SURVEY RESULTS – MAR-APR 2020 & JAN 2021.

Appendix 4 – JIGSAW – 5-A-Day for Mental Health.