

Bayside SNS



Action Plan to support the continuity of Pupils' Learning

Digital Communication Platforms

- As a **GSuite** school we use **Google Classroom** as a means to facilitate online teaching and learning. Google Classroom allows us to share information with our pupils via text, video, assignments etc. and affords us an opportunity to communicate in a two way fashion with our pupils and give them feedback on their learning. Although we have a book rental scheme in place, the Board has agreed to send home books in the event of any school closures. This will assist in on and offline learning opportunities.
- Our school database is via the **Aladdin** software which is used to facilitate certain school communication including -
 - Emailing parents, guardians and staff via the secretary@baysidesns.ie email address.
 - The Aladdin notice board is used for digital sign in for staff as well as for some notices for classroom teachers. **Aladdin Grow** is used to log staff absences.
 - **Aladdin Connect** is used for parent/guardian permissions and for digital absence notes from parents and communication about attendance. Pupil reports are also via Aladdin Connect.
- Our school website www.baysidesns.ie is kept up to date as a means of communicating with our whole school community about what is happening in our school. Relevant policies, notices, documents and dates are all on our website. The school email address baysidesns@gmail.com is available on our website and is checked on a daily basis if parents need to contact the school at any stage.
- Staff share a **Google Calendar** to keep abreast of shared events in our school.
- We have shared **Google Drives** and **Google Documents** which allow for shared planning and collaboration amongst our staff. We also use **Google Classroom** amongst ourselves as a means to communicate and collaborate and as a means to get familiar with this medium before using it with the pupils.
- We use **Google Forms** as a way to survey our school community when we need information, data or feedback.
- Our Critical Incident Policy is reviewed annually in October and has staff contact details if the Chairperson of the Board of Management needs to contact staff in an emergency situation.

Digital Competencies in our School Community

- All teaching staff have been given a chromebook to facilitate remote work on our school domain.
- All staff have a dedicated professional email address and login on the baysidesns.ie network.
- All teaching staff have login, uploading and editing capabilities on our school website.
- All pupils have unique logins to our GSuite system and are encouraged to use a 'digital school bag' where they can share work with their teacher and access their Google Classroom.
- Pupils regularly complete 'Homework In the Cloud' and have timetabled access to the two Chromebook trolleys in school to build on their digital competencies. If needed, chromebooks could be loaned to pupils once a 'Chromebook Agreement' has been signed by home and school.
- We have implemented a blended online/workbook spelling programme this year in the school and the workbooks can be used at home for learning.
- Tutorials on Google Classroom have been made available to staff via the PDST website, and also in house CPD from PDST Tutor Niamh Ward. Support is also available from our ICT Coordinator, Jack Travers. There is an IT committee in place to plan for digital learning. Tutorials have also been shared with parents via our school website. Some staff members completed CPD in online learning over the summer of 2020 as well.
- Staff also share ideas and collaborate via dedicated staff Google Classrooms e.g. for Science/Maths weeks, Christmas planning, Wellbeing Committee, virtual staffroom etc.