

## Coláiste Éamonn Rís

### Blended Teaching and Learning Protocols for Teachers, Students and Parents/Guardians

“Blended Learning is ... the thoughtful integration of classroom face-to-face learning experiences with online learning experiences”, (Garrison and Kanuka, 2004, pg. 96)

#### Teaching and Learning (online classes)

Respectful online communication, wellbeing and the use of digital technologies to support teaching are key to managing teaching and learning outside of the physical school structure. To support the online engagement of students and to optimise student learning, teachers may need to vary and appropriately scaffold subject content. This will help ensure that students are not overwhelmed by a multitude of online content. The normal school calendar will apply.

Coláiste Éamonn Rís is using the online platform Office 365 to support E-learning. The applications that are primarily used at the moment include:

- ✍ Teams
- ✍ Class Notebook
- ✍ Outlook
- ✍ Word
- ✍ PowerPoint

In all cases, students and teachers must only use their **@wexfordcbs.ie** account to accommodate the Blended Learning approach.

This means that excellent teaching and learning is facilitated and supported by digital technology to enhance and continue the learning of their students. Blended Learning allows teachers and learners to create learning opportunities that embrace technology and software.

As with traditional classes, different teachers may use different methods or approaches and this often depends on the subject area and content. In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim.

Students should get in touch with their teacher, tutor or Year Head right away if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

Teachers may:

- Ask students to turn their microphones off unless asked to contribute;
- Work with students during normal school hours;
- Request students to communicate with them during school hours only;
- Use Office 365 platforms and school account as the only methods of communication;
- Use a combination of synchronous (real time) classes and asynchronous classes each week;
- Synchronous classes, via MS Teams, will, where possible, take place at the normal timetabled class times;
- Asynchronous communication, via MS Office 365, will involve sending work to students during the school day.

Students are expected to adhere to the school's Code of Behaviour, including our Anti- Bullying Policy, Acceptable Use Policy.

In addition, students should:

- ✓ Work in a suitable learning environment - a quiet space, at a desk/table, with no distractions;
- ✓ Log on to classes on time;
- ✓ Be suitably dressed for class - nightwear is not appropriate;
- ✓ Follow the direction of their teacher just as in the classroom;
- ✓ Turn camera on for class;
- ✓ Not record classes at any time;
- ✓ Turn microphone off unless called on by the teacher;
- ✓ Not take screenshots or photos of others;
- ✓ Respect the views of everyone online;
- ✓ Use appropriate 'classroom' language when speaking online;
- ✓ Be adequately prepared for each class - this includes having the correct textbooks, completed homework assignments, and any relevant materials;
- ✓ Communicate with teachers using the Office 365 platform and only during school hours;
- ✓ Log in to Office 365 applications, including Outlook (email), Teams and Class Notebook everyday to check for updates from teachers;
- ✓ Not use their mobile phone for anything other than to join online classes during timetabled classes

Non-compliance with these procedures will result in a warning to students. Further non-compliance will result in parents being contacted and students may be removed from the online class. If the conduct remains an issue then the school Code of Conduct and sanctions will apply.

If a student is persistently not engaging with online learning

1. Class teacher emails student.
2. Class teacher contacts parents.
3. If the issue remains, the teacher contacts the Year Head.

Parents/Guardians should:

- ✓ Ensure that their son is checking in regularly for assigned work;
- ✓ Ensure that, when real time classes are taking place, their son is on time, working in a suitable learning environment – where possible in a quiet space, at a desk/table, suitably dressed for class and with no distractions.
- ✓ Communicate any concerns regarding online learning with the Year Head
- ✓ Ensure that real time online classes are viewed by their son only. While we appreciate parents'/guardians' interest in their own child's learning, it is not appropriate to observe your child's online classes. The teacher is responsible for all students in the virtual classroom and every student has the right to be confident that their privacy is respected. We are trying to keep online classes as normal as possible and adhere to GDPR regulations.

## **Additional Online/Virtual/Remote Teaching and Learning Protocols and Procedures for Teachers**

Teachers may:

- ✎ Set up classes (synchronous and asynchronous) using MS Teams and/or Calendar at the start of the week;
  - Open up the “classroom” 5 minutes in advance (where possible);
  - Finish classes on time and be the last person to leave the “classroom”;
  - Only assign classes when they appear on the school timetable;
  - Give clear instructions and realistic timeframes to students for assignments, and clearly set out a date and time for completion of work;
  - Give online assessments which are simple to access and deliver;
  - Limit email communication with classes to one email per day, if needed;
  
- ✎ Ask students to:
  - turn their microphones off unless asked to contribute;
  - turn their camera on;
  - not record classes at any time;
  - not take screenshots or photos of others;
  - respect the views of everyone online;
  - use appropriate ‘classroom’ language when speaking online;
  
- ✎ Communicate with students during normal school hours;
- ✎ Request students to communicate with them only during school hours;
- ✎ Use MS Office 365 as the only method of school/class communication;
- ✎ Use a combination of synchronous (real-time) classes and asynchronous (pre-recorded also a possibility) classes each week;
- ✎ Use synchronous classes at the normal timetabled class time;
- ✎ Use asynchronous classes, via MS Office 365 to send work to students at the start of the school day/class/week.

**Pastoral Care/Tutor class will take place once a week.**

**Learning support will continue**

**SNA support will continue where appropriate.**

Reference:

Garrison and Kanuka, 2004, “Blended learning: Uncovering its transformative potential in higher education”, The Internet and Higher Education, Volume 7, Issue 2, 2nd Quarter 2004, Pages 95-105

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