



Parteen National School

Parteen

Co. Clare

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Principal: Gerard Ruane

Deputy Principal: Mairéad Guckian

Draft Distance Learning Policy during Covid-19 School Closure

The following are updates to our Child Protection, ICT, Data Protection and Health and Safety Policies. This will be reviewed and updated as Department Advice is updated.

ICT and Data Protection Update

Teachers send the Principal learning activities for classes. The Principal uploads files to the website and notifies families via text. This makes use of our existing platforms and allows for flexibility for families when engaging with learning activities. Children attending support classes are asked to contact the support teacher for specific work. Learning activities, while encouraged, are optional. If parents/ guardians want more work than what is published they may contact the class teacher via email requesting it.

School emails have been set up for all staff. These are for school business use only (e.g. contact between families during school closure due to Covid-19, teacher contact with school agencies, teacher-to-teacher communication, event organisation etc.) They are set up for two way communication between families and teachers. Families may ask for support and guidance with school work during the period of distance learning. Families can send pictures of work/ videos of work to teachers for feedback. Only parents/ guardians may email teachers – not children. Teachers will check emails during the school day. Teachers should not add this email account to their phones. When logging in, teachers must not use 'stay signed-in'. If a bulk message to parents is sent by the teacher, they must use the BCC Option.

When staff are making phone contact with pupils, their number must be placed on 'private'.

Zoom meetings will take place with all classes in June. The following must be adhered to:

Parents/ guardians must email the teacher if they want their child to be part of the meeting.

Only parents/ guardians will be sent the link to join the meeting.

All meetings will be password protected.

The invitation must not be shared with anybody.

Screens must be visible.

Real name must be used on the screen.

Parent/ guardian must be present close to the child.

Appropriate clothing must be worn i.e. no pyjamas

Appropriate room must be used without traffic passing by and the background must be appropriate.

Be mindful of noise.

Mute microphone when requested.

Leave keyboard alone.

Be respectful.

Don't use chat when teacher is talking.

No food or drink during meeting.

Stay seated. Don't talk on phone.

Be patient.

It must not be recorded/ photos must not be taken.

Pupil behaviour must be in-line with our Code of Behaviour.

Staff will not have any individual meeting with children online – parent/ guardian must be present.

Child Protection

Gerard Ruane is Designated Liaison Person (DLP) and Sheila Ryan is Deputy DLP. Where a school community member has a concern they should contact the DLP as normal. Staff members should call DLP and if he is unavailable call DDLP. Other school community members should email parteenprincipal@gmail.com and ask for a call back stating it is related to Child Protection and give no other details on the email.

Staff will not have any individual teacher-child meetings online/ on the phone – parent/ guardian must be present with a child.

Board of Management

Board of Management Meetings will take place via Zoom. Board members must ensure nobody is present in the room while the meeting takes place and no recordings are made. As per guidelines issued by St. Senan's Office, no Child Protection Oversight Report may be presented via Zoom or other online platforms.

Health and Safety

We are currently awaiting DES Guidance on reopening schools in September. Sanitisers and gloves have been purchased for staff who are currently permitted to enter the building to organise remote learning. Before returning to the school building, staff must contact the principal if they answer **Yes** to any of the questions below and remain at home and contact the principal for advice.

Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Yes/No,

Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No,

Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No,

Have you been advised by a doctor to self-isolate at this time? Yes/No,

Have you been advised by a doctor to cocoon at this time? Yes/No.

When working in the school, staff should:

Wash hands before coming to school.

Sanitise hands on entry to school and put on gloves.

Remain in their own room as far as practical.

Stay 2m away from any other staff member.

Sign-in and out by texting in/out to the principal.

Follow respiratory etiquette.

Minimise the amount of time they spend in the school

Parents Attending School for Book Collection/ Drop Off of School Rental Books

If families park in the church car park please park one space away from any other car.

Please wash/ sanitise your hands before coming to the school and follow respiratory etiquette.

Adhere to 2 metre social distancing – if there is someone in front of you give them space.

Only one adult should come to the school and children should not.

Ratified by Board of Management on 12/6/12

PP Jan O' Sullivan

BOM Meeting held via Zoom.