



Parteen National School

Parteen

Co. Clare

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parteenooffice@gmail.com

(061) 340457

Principal: Gerard Ruane

Deputy Principal: Mairéad Guckian

Distance Learning Policy and School Policy Update during Covid-19 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

Each class teacher uploads four teaching videos to Google Classroom four days a week. Irish, English and Maths are uploaded on each of these days and the fourth subject is rotated. Resources may also be posted to accompany the videos. This allows pupils to hear directly from their teacher each day, to repeat the videos as many times as they need work as independently as possible. Work is submitted to the teacher for feedback via Google Classroom. Support teachers will use a mix of videos, Google Meets and work posted to homes.

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 for two way communication between families and teachers. Families may ask for support and guidance with school work during the period of distance learning. The principal is available on principal@parteenschool.ie and school secretary available on parteenooffice@gmail.com or 0861855063 during school hours.

The children may communicate with the teacher through Google Classroom. 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 Class Meetings take place one day a week to acknowledge pupil work, encourage them to keep doing their best, let children connect with their teacher and classmates etc., In addition to this, assemblies involving a number of classes or the full school will take place each week. These are run by the principal and Ms. Parkison.

For Zooms and Google Meets:

Only parents/ guardians will be sent the link to join the meeting, or it will be sent through Google Classroom or text.

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 meetings 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 principal@parteenschool.ie 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

Working in School

Should staff members need to access the school, the following shall apply:

Text principal the day before to book in. He will not reply but if he notices too many people plan on coming in, he would ask some not to.

When staff come into school, text principal 'in' and when leaving, text 'out'. This will be a log for contact tracing purposes.

Staff must fill out the Covid Questionnaire and email it to the principal before they come to the school for the first time after Christmas.

When staff are in school, they must stay in their classrooms and not mix with other staff members.

Staff must leave by 4pm each day. Cleaners will come to the school at 4pm to sanitise the following: Door handles of outside doors, common touch areas in both corridors, toilets, staffroom. If staff need to come in after this time, please sanitize everything you touch.

Staff must sanitise their own workstation before they leave.

If staff leave their classrooms for any reason, **they must bring wipes/ Brill Blue with them and sanitise what they touch e.g. door handles, toilets, etc.**

Staff must wear their mask. Sanitise upon entry to the school and throughout the day

Response Plan

The Parteen National School Response Plan will be updated in-line with updated DES Advice, in consultation with staff and the Parents Association, before we reopen.

Ratified by Board of Management on 17/02/2021

Chairperson: Seamus Gallagher

BOM Meeting held via Zoom.