



St. Edan's National School

Covid-19 Communications Policy

Aim of this policy

1. The aim of this policy is to set out the means of communication that will be necessary should there be a partial or full school closure due to Covid-19 based on HSE advice and recommendations.
2. It aims to inform the school community about the particular means of communication that will be used.

Means of Communication

1. Communication with pupils in the form of remote teaching and learning will be done via Google Classroom. Each student has received a class code and has logged into their appropriate class. Each class teacher and the SEN Team has a GSuite account that has been set up for them using the @stedansschool.com domain. Using this domain, they have access to their Google Classroom.
2. Communication with staff will continue to be via email, WhatsApp or Zoom video meetings.
3. Communication with parents will be via email and the school's Aladdin system. Parents also have access to the principal's mobile number for making contact.
4. Communication with the Board of Management will be via Zoom in the case of a partial/full school closure. Schedule/emergency meetings will take place via this platform.
5. It is the understanding of the school that all children have access to a device that can access Google Classroom should the need arise. It is also the understanding of the school that devices have access to internet when needed.

Platform

1. The staff at St. Edan's have decided to use Google Classroom as the platform for the entire school. We feel that we have a good knowledge of this platform and it meets our needs in terms of setting, receiving and assessing work and communicating with students. It will also allow us to carry out video calls/lessons in a safe and secure environment.
2. Google Classroom can facilitate the setting, communicating and correcting of work as well as feedback. It also facilitates the use of live or recorded video lessons.
3. All children are set up on Google Classroom and submit part of their homework each week to help develop their proficiency with the platform.
4. The use of Google Classroom and Zoom for video meetings has been approved by the BoM and they are satisfied that these platforms meet the needs of our pupils, parents and staff.

Roles and Responsibilities

Teachers

- It is the role and responsibility of each teacher to ensure that the children can access Google Classroom should there be a partial or full school closure. Teachers must ensure that the learning needs of each child is met in an appropriate manner given the circumstances. Teachers must set, explain meaningful work and upon receiving it, provide feedback and support where necessary. The main form of teaching and learning will take place by doing video calls (Google Classroom) with a particular class for a duration of time and then setting work based on these lessons. This should where possible, take place daily. It is important that each teacher ensures that each child is given the support that he/she needs to get the best education possible given the learning challenges.

SEN Team

- It is the responsibility of the SEN team to ensure that the children in their care have access to the appropriate support that best suits their needs should there be a partial or full school closure. The SEN team will support the children in terms of their learning and/or wellbeing. This may be in the form of additional learning resources or help with work that is being set by the class teachers. It may be to talk about their anxiety or concerns with the current situation etc. The SEN teacher will liaise with the students and parents to establish the level of support necessary.

Special Needs Assistant

- It is the role of the SNA to ensure that she links in regularly with the student in her care. This communication will be to support the student's learning needs and emotional wellbeing. The level of support necessary will be decided on by the class teacher, SNA, parents and child. This communication will be via email, text or phone/video calls.

All Users of Google Classroom:

- It is the responsibility of all who use Google Classroom (teachers, students and parents) to ensure that they operate in an appropriate manner ensuring that due respects if given to all other users. This is in line with the school's Code of Behaviour. We must ensure that any interactions are respectful, appropriate and mannerly. We must value everyone's opinion and be mindful of different views/approaches/opinions. Any breach of these rules will be dealt with as per Code of Behaviour policy.
- Video calls must not be recorded with the prior written consent of all parties involved.

Parents:

- It is the role and responsibility of each parent to ensure that they monitor their child/children when using Google Classroom. This include checking on work that is to be/has been submitted and feedback that has been given.
- When there are video calls with a particular class/classes, there must be an adult present for the duration of the call. The adult does not need to take part in the call but must be in the room with their child/children. This is in line with Child Protection guidelines.
- Where an SEN Teacher is speaking with a student one-to-one via video call, a parent must be present for the duration of the call. Again, this is in line with Child Protection guidelines.
- It is important to ensure that when a video call is live that all content in the adapted learning environment is appropriate and child-friendly.

Secretary:

- The secretary will continue to liaise with parents via email and text message when necessary.

Policy Updates due to Covid-19:

The following policies have been updated/amended based on Department Covid-19 guidelines:

1. Internet Acceptable Use Policy (IAUP)
2. Child Protection Policy
3. Data Protection Policy
4. Code of Behaviour
5. Critical Incidents Policy

CPD Plan:

The staff in St Edan's have been provided with information on training modules from www.edu.google.com. The modules on this site look at setting up and using Google Classroom and making the most of it in the school environment.

Review

This policy will be reviewed annually or when necessary as per DES guidelines.

Ratification

This policy was ratified by the BOM on 11th November 2020.

Signed:

Dean Paul G Mooney

Chairperson