

Pedagogical Continuity and Remote Learning Measures

- **Course Planning and Continuity:**
 - ALL teachers should have ready at any given moment a detailed course programme for at least 14 days ahead, including lecture plans, assignments and possible outside support material. (Forward planning should be confirmed by subject coordinators or level coordinators.)
 - ALL teachers should be required to put course programmes, lesson notes and upcoming assignments on SMS and (for secondary) on O365 for access.
 - Coordinators should prepare a replacement plan in case of teacher sickness.

- **Set Up of Communication Tools:**
 - ALL teachers should ensure that they have access to SMS and know how to use its course functions (assignment planning, attachments, etc.).
 - ALL primary teachers should ensure that they have a current class parent email list.
 - ALL secondary teachers:
 - should be instructed at minimum to log in to O365 and to familiarise themselves with its basic teaching and collaboration tools;
 - should ensure that on O365 there is a group portal (e.g. teams) for each of their classes, which replicates completely the attendance list for the class.
 - ALL secondary students should be instructed at minimum to log in to O365 and to familiarise themselves with the basic learning and collaboration tools.
 - The school management should be ready to offer substantial and targeted IT support for the above, and an IT team should be put in place to offer continuous onsite and remote support (including account management) to teachers and students

- **Remote Functionality:**
 - ALL secondary teachers, particularly those in the upper cycle, should be offered the tools to undertake the following activities:
 - online video lectures with question and answer possibilities as well as the possibility to record for publication online and later viewing (e.g. built-in O365 solution; Zoom or other video conferencing software);
 - online video meetings with individual or small groups of students;
 - online chat with whole group, small groups or individual students;
 - real-time lecture notes or collaborative documents that can be shared with large or small groups;
 - sharing documents with class and accepting documents (privately or publicly) from individual students.
 - ALL primary teachers should be offered a suite of online classroom possibilities (e.g. SMS, Zoom); important that in this case, solutions found are lightweight; no new account management responsibilities should be imposed on the school IT team.
 - IT Team prepares basic written support material for the suite of tools available to primary and secondary teachers.

- IT Team offers live or online training in any of the above tools—either individual help-desk style training or in groups as relevant.
- Given the flexibility of the online environment and variety in teacher practice, ALL teachers should make a plan—describing which tools will be used for what purpose—to be presented to the class or individual students/parents in case of need.
- ALL teachers should run pilot tests implementing their plan with the class parents (in primary and early secondary) and pupils (all secondary).

A plan covering all of the above remote learning and teaching continuity measures should be set down in writing and accessible to several key figures, in particular as the school management itself may be impacted in case of outbreak.