



**LORETO SECONDARY SCHOOL,  
CLONMEL**

**Procedures for  
One-to-One Teaching, Guidance  
and Other Activities**

**Ratified by  
The Board of Management  
on 30<sup>th</sup> January 2023**

## **Introduction**

Loreto Secondary School recognises that all students are entitled to an education of high quality and is committed to ensuring that the needs of the most vulnerable groups of learners are met. One-to-one teaching and learning (including guidance) take place on a regular basis across our school as part of our special education teaching and pastoral provision.

## **Development of these Procedures**

These procedures were developed by the Board of Management following consultation.

## **Aims**

- To provide clear guidelines for all concerned parties regarding the provision of one-to-one teaching and guidance for students.
- To provide clear guidelines for all concerned parties regarding the provision of one-to-one remote teaching and learning activities.

## **Guidelines for In-Person Teaching and Learning (including Guidance)**

- One-to-one teaching and guidance take place in classrooms that have a glass viewing pane. Where this is not possible, the classroom door can be left open, or a public area used.
- The teacher should be positioned facing the door.
- To provide privacy for the student, the student should sit with their back to the door.
- Where it is not possible to adhere to the above guidelines, it is recommended that the door to the room remains open.
- Staff member collects the student from the timetabled class AFTER the timetabled teacher has taken attendance.
- The SET teacher and/or student must inform the timetabled teacher what room they are going to.

## **Guidance for Online One-to-One Teaching and Learning and Other One-to-One Online Activities (e.g. Guidance) while working remotely:**

- One-to-one Teams Video Calls take place only when it is not possible for teacher and/or student to be physically present in the school building. This can be for the following reasons (but is not limited to these reasons):
  - School closure notified by Public Health or Department of Education,
  - Medically certified reason for the teacher and/or student to work/learn from a place other than school, with the support of the DES policy for remote teaching and learning (i.e. students can not opt for remote learning).

- While working remotely teachers, SET teachers, guidance teachers and SNAs may be on live calls with students in a one-to-one setting. Where students are under 18 years of age written consent to such a call must be given by parent/guardian and where the student involved is over 18 years of age she will be required to give written consent. (See Appendix 1 and Appendix 2))

In all online video calls that are to support one-to-one teaching and learning situations, to ensure the safety and protection of all parties involved a call between a teacher and a student must happen with a second staff member on the call. It is likely that this staff member will be an SNA, but it may be another member of staff. These calls are not ordinarily recorded.

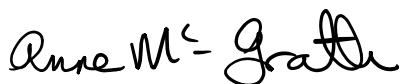
- However, where no second staff member is available and where students are under 18 years of age consent to such a call must be given by parent/guardian for such a call to take place. These calls must be recorded but only with the consent of the parent/guardian if the student is under 18 years of age and by the student where she has reached 18 years of age. This recording expires after 30-days. If no consent is given an alternative date and time for another call will be identified and then the call will be ended.
- During a Teams Video Call:

- Students should be at home in a location that supports a good study/learning environment. For online safety students should be in a room with their back to a blank wall. There **should not be** other family members or other people in the room.
- Students **must** be in school uniform or in PE hoodie.
- Cameras **must** be turned on and students should be positioned on the screen so that they are clearly visible (i.e. we recommend that the student's head is at the top of the screen and their shoulders are visible). This will be clarified at the start of the video call and the teacher will help the student get this positioning correct if necessary before the business of the call is conducted.
- No person outside the staff members and students should be on the call without prior permission from the Principal or the Deputy Principal.
- Similar to in-person teaching and learning a parent/guardian does not have permission to attend an online Teams Video call without prior agreement from the Principal or the Deputy Principal. As such the school does not give permission for parents/guardians to attend classes in the school building so the same applies to remote classes.
- Similar to in-person teaching and learning parents/guardians follow the procedures for letting the school know if the student will be absent.

These **Procedures for One-to-One Teaching and Guidance Activities** were read by the Board of Management on the date noted below.

Signed:   
\_\_\_\_\_  
Ms. Mary Ryan, Chairperson of Board of Management

Date: 30<sup>th</sup> January 2023

Signed:   
\_\_\_\_\_  
Ms. Anne Mc Grath, Principal

Date: 30<sup>th</sup> January 2023



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## Appendix 1 to procedures for One to One teaching guidance and other activities

(Student under 18 Years)

<b>Name of Student</b>	
<b>Year Group</b>	

I, \_\_\_\_\_ parent of \_\_\_\_\_ give permission for a remote one to one video call to take place in order to support her learning. I have read and agree to the procedures for One to One teaching, guidance and other activities

<b>Signed: Parent</b>	
<b>Signed: Student</b>	



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## Appendix 2 to procedures for One to One teaching guidance and other activities

(Student 18 Years and over)

<b>Name of Student</b>	
<b>Year Group</b>	

I, \_\_\_\_\_ being of at least 18 years of age agree to remote one to one video call to take place in order to support my learning. I have read and agree to the procedures for One to One teaching, guidance and other activities

<b>Signed: Student</b>	
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