***Contingency Planning for Digital Learning***

Review these reflective questions based on your experience of the school closures in Spring/Summer 2020 with a view to planning for the coming year. A short report answering these questions as a whole school exercise is a good way of preparing for new scenarios of teaching and learning which may arise due to school absences or other events. To inform this report gather evidence from the key stakeholder experiences, students, teachers and parents.

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| **Continuity in Teaching and Learning- What we did** | |
| What learning and/or communication platform/s or VLE did we use? |  |
| How did we communicate as a staff? |  |
| How did we communicate with our students and facilitate communications between them? |  |
| How did we communicate with parents and other stakeholders? |  |
| What digital tools, resources and applications did teachers use? |  |
| What devices did teachers have access to? |  |
| What devices did students have access to? |  |
| What policies or procedures did we implement or amend? |  |
| Additional Notes: |  |

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| **Teaching, learning and assessment - How did we use digital technology?** | |
| to engage and motivate students? |  |
| to differentiate for different levels of ability? |  |
| to support students with special educational needs? |  |
| to support disadvantaged students? |  |
| to assess student work? |  |
| to provide feedback to students? |  |
| to support digital competency skills development of students? |  |
| to enable student collaboration? |  |
| Additional Notes: |  |

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| **Teacher confidence with remote learning and teacher professional learning - What did we do ?** | |
| to assess the readiness and ability of teachers to teach online? |  |
| to identify digital competency skills needs of teachers? |  |
| to support and enable professional development of teachers? |  |
| to provide opportunities for collaboration among teachers ? |  |
| to support and enable teachers to share practice? |  |
| to support and enable teachers to share resources? |  |
| Additional Notes: |  |

**What worked well?**

Revisit the above questions and assess what aspects of the use of digital technology to support remote teaching worked well. By focusing on what worked well there might be opportunities to extend these practices and approaches in the school.

**What challenges did we experience?**

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| **Continuity in Teaching and Learning** |  |
| **Teaching, Learning and Assessment** |  |
| **Teacher confidence to support online learning and teacher professional learning** |  |
| Additional notes regarding what worked well: |  |

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| **Continuity in Teaching and Learning** |  |
| **Teaching, Learning and Assessment** |  |
| **Teacher confidence to support online learning and teacher professional learning** |  |
| Additional notes regarding challenges: |  |

**What we do now**

Before developing a ***Digital Learning Contingency Action Plan*** it is important to review your existing Digital Learning Plan. What were the priorities, targets and actions outlined in this plan and how have priorities changed due to the school closure experience? (The standards and statements of the Digital Learning Framework may be helpful in this context – you can access these on [www.dlplanning.ie](http://www.dlplanning.ie)).

**Digital Learning Contingency Action Plan**

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| BASED ON THE EVIDENCE FROM OUR REVIEW, WHAT SUCCESSES CAN WE BUILD UPON AND ADAPT? (See What Worked Well) | | | | |
| BASED ON THE EVIDENCE FROM OUR REVIEW, WHAT IMPROVEMENTS CAN WE MAKE? (See Challenges) | | | | |
| TARGETS: (What do we want to achieve?) | | | | |
| ACTIONS  (What needs to be done?) | TIMEFRAME  (When is it to be done by?) | PERSONS / GROUPS RESPONSIBLE  (Who is to do it?) | CRITERIA FOR SUCCESS  (What are the desired outcomes?) | RESOURCES  (What resources are needed?) |
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| EVALUATION PROCEDURES:  (How are we progressing? Do we need to make adjustments? Have we achieved our targets?) | | | | |
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