

Remote Teaching and Learning Policy

Scoil Áine Naofa, Loch Cútra



Introduction

This policy was formulated and reviewed by Staff and Board of Management of Scoil Áine Naofa, Loch Cútra in response to this time of uncertainty regarding school closures. This policy outlines how the school will maintain the link between school and home and communicate with our pupils and parents in the event of another whole or partial school closure.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying (including Cyber Bullying) Policy.

The primary obligation of all schools is to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under current GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

- The Education Act (1998)
- Education (Welfare) Act (2000)
- Equal Status Act (2000)
- Education for Persons with Special Educational Needs Act (2004)
- Disability Act (2005)
- Children First Act (2017)
- GDPR
- Data Protection Act (2018)
- Department of Education: Child Protection Procedures for Primary schools
- NEWB Guidelines for Developing a Code of Behaviour (2008).
- DES Guidance on Continuity of Schooling for Primary Schools (May 2020)

- DES *Guidance on Continuity of Schooling: Supporting Primary Pupils at very High Risk to COVID -19* (August 2020).
- *Guidance on Remote Learning in a COVID-19 Context: September - December 2020*

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

Context

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities for real learning to take place under the watchful and professional guidance of the teacher. Nevertheless, whether a child is being directed remotely or via a traditional classroom environment, it is very important that all partners are aware that once a learning exchange takes place between a student and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Positive Behaviour and all of the school's policies apply.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. Scoil Áine Naofa, Loch Cútra uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Guidelines for good online communication in Scoil Áine Naofa:

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
4. Staff members will communicate with pupils and their families via the digital platform **ClassDojo, Zoom and email**.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission will be acquired for setting up a student account for a pupil on Class Dojo. Please note that there are is a profile for parents.

7. For Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. The Board of Management of Scoil Áine Naofa cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Methods of communication and teaching which the school will use:

A blend of guided and independent learning tasks will be used for communicating and connecting with families/pupils as the need arises.

- Digital Platform "Class Dojo" with which most pupils in the school are already familiar.
- Live interaction via Zoom where possible or required by the teaching staff.
- Assigned work from textbooks
- Regular School /Parent Email
- Phone call or text to a delegated mobile number
- By Post
- Pre designed activity packs for the Infant Classes and pupils from the Special Class

School Email

In the event of remote learning, staff will communicate on a weekly basis with parents via the school email and send a brief overview of the weekly work to be completed. All families are asked to check it daily for any updates and important information. The main teaching and learning will take place through ClassDojo.

Each teacher will use e-mail through which he/she will communicate with parents/guardians and vice-versa. Parental queries regarding remote learning will be addressed during school hours only (9:20-3:00) and should relate strictly to your child's teaching and learning.

ClassDojo is a secure online platform where pupils can engage with activities assigned by the class teacher. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their ClassDojo portfolio. This app is used from Junior Infants - Sixth Class and requires a QR code or password. Parental consent is required prior to using this app. Each child will be assigned an individual access code.

Zoom

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a link. Teachers will connect with pupils using pre-arranged Zoom Meetings.

Rules for pupils using online communication

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

For video calls/Zoom:

1. Remember to ensure you join each Zoom meeting using your family name.
2. Pictures or recordings of the video call are not allowed.
3. Remember our school rules - they are still in place, even online.
4. Set up your device in a quiet space, with no distractions in the background.
5. Join the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Ensure that you are dressed appropriately for the video call.
10. Be on time - set a reminder if it helps.
11. Avoid eating or drinking during the call.
12. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians

For learning

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

For video calls/Zoom

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to engage in online learning activities while maintaining a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.

5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account. (i.e. Family Name)
6. Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the Zoom call a few minutes before the scheduled start time. This will give school staff time to verify your email address.
7. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute and turn the camera on/off.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication. A breach may also result in a person being immediately removed from a meeting or a meeting being immediately terminated.

Remote Teaching and Learning Protocols for Pupils

1. Check assigned work each week
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Code of Behaviour
 - b. Anti- Bullying Policy
 - c. Acceptable Use Policy
5. Teaching and Learning best practice will continue to apply, with students expected to present all assignments to the best of their ability and on time, where possible in this evolving and unprecedented situation.
 - a. In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.
 - b. In so far as possible, provision for student at very high-risk to COVID- 19 will be made when using Remote Learning methodologies.

Remote Teaching and Learning Protocols for Parents

1. We ask parents/guardians to ensure protocols for students are adhered to.
2. Check-in on their child's school work on a daily basis and talk to their child about the work being assigned.

3. The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. You are the primary educator of your child and you make those calls. We encourage a little work every week day for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

_Remote Teaching and Learning Protocols for Teachers/SNA's

1. Check uploaded work each week
2. Communicate with pupils daily via one of the methods mentioned as per points 1-4 below.
3. Communication may only take place during normal school hours
4. The normal school calendar will apply
5. The following school policies apply to remote teaching and learning:
 - a. Child Protection Policy/Child Safeguarding Statement
 - b. Data Protection Policy
6. Teaching and Learning best practice will continue to apply with students expected to present all assignments to the best of their ability and on time, where possible.

Remote Teaching and Learning Provision specifically for the following COVID- 19 related scenarios

Provision for children who are at very high risk to COVID- 19:

The school will engage directly with relevant parents, regarding remote educational provision for children who are deemed to be at very high risk to Covid-19 (see HSE Guidelines) where medical certification has been provided to the school.

Provision for all other children who are instructed to self-isolate by their GP or HSE Public Health, educational provision will be provided as follows:

1. Children who are awaiting COVID- 19 test results for themselves or a family member and have been instructed by their GP to isolate at home for a few days.

These pupils will be supported to catch up on their learning on their return to school.

2. Children isolating at home on instruction from their GP due to a confirmed case within their own family/close contact outside of school (14-day isolation period). Teacher will link in with the pupil /parent via ClassDojo or email or both (not video conferencing).

3. School POD (small group) instructed by HSE Pubic Health to self-isolate.

Teacher will link in with the pupils/parent via ClassDojo or email or both (not video conferencing) on a daily basis where possible.

4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period).

Teacher will engage with the bubble daily on ClassDojo and/or Zoom or both and/or email.

5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health)

Teachers will engage with pupils, using a blended approach set out in **Page 3** of this document.

Please note that the current situation is quite fluid and these circumstances may vary throughout the year.

Summary:

1. Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment.
2. There will be no school work set for planned school closures/holidays. There will be no interaction on Zoom or Class Dojo during these times
3. Please keep abreast of postings on the school email or Dojo- it is our main mode of communication going forward.
4. We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.
5. If you have yet to connect to any of the on-line platforms/school App, please do so. If you are experiencing difficulties please email the school and we will assist you in any way that we can and please contact the school with any further queries you may have.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.

This plan was ratified by the BOM of Scoil Áine Naofa, Loch Cútra at its meeting on: 27th January 2021

and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: *Fr, Michael King*

(Acting Chairperson BOM)

Signed: *Lorraine Power*

(School Principal)

Recommended Apps

In addition to a pared back plan of work for your child/children, we suggest the following Apps for your child's use too, if you can access them. If not, do not worry, they are helpful but not essential.

- Cúla 4: www.cula4.com: Excellent for younger pupils for Irish vocabulary- very child friendly. There are also videos of your children's favourite cartoons here as Gaeilge which would be useful to watch occasionally to keep up with Irish.
- Duolingo: www.duolingo.com : tests your child's ability in Irish at the start and they work at their own level for 10 minutes daily: you have to choose Irish as the language at the beginning. It is most suitable from 2nd class upwards. This can also be downloaded through googleplay.
- Mathduel: Maths app for tables. Fun and interactive. It can be downloaded as an app through googleplay or apple.com
- Starfall: www.starfall.com -For English spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork.
- Jolly Phonics: www.jollylearning.co.uk : This is the phonics programme that we use in the school for infant classes. Jolly phonics songs can also be found on Youtube
- Dolch words: www.dolchword.net : for the development of sight words in English. There is also an App on googleplay-search sight words-dolch list
- Nessy: learn@nessy.com : for reading for pupils with dyslexia or reading difficulties.
- PinkFong: www.pinkfong.com :Digital stories for infant classes. Excellent and engaging.
- Khan Academy: www.khanacademy.org : Useful for maths for older pupils especially.
- Kahoot: www.kahoot.com :for general knowledge and quizzes, for older pupils.

- Toontastic: toontastic.withgoogle.com a great app for digital storytelling - pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story.
- Puppetpals: similar to toontastic: can be found through literacyapps.literacytrust.org.uk or apps.apple.com: this is good for younger pupils. It comes in a 'free' or 'directors cut' version. In the free version, children can choose from 8 characters and three backdrops. They are then given a stage where they can create stories and move characters around before recording their stories.
- Lightbot -lightbot.com: Coding app, very good for all ages. Can also be found through play.google.com and apps.apple.com