

## **Remote Teaching and Learning Plan St. Joseph's National School**

This plan does not set out to replace our Acceptable Usage Policy. Rather, it is proposed as an important addition to the area of learning from a digital platform. The plan 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 plan, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

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

- (a) The Education Act (1998)
- (b) Education (Welfare) Act (2000)
- (c) Equal Status Act (2000)
- (d) Education for Persons with Special Educational Needs Act (2004)
- (e) Disability Act (2005)
- (f) Children First Act (2017)
- (g) GDPR
- (h) Data Protection Act (2018)
- (i) Department of Education: Child Protection Procedures for Primary schools
- (j) NEWB Guidelines for Developing a Code of Behaviour (2008).
- (k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- (l) DES Guidance on Continuity of Schooling: *Supporting Primary Pupils at very High Risk to Covid 19* (August 2020).
- (m) DES Guidance on Remote Learning in a COVID-19 Context: September-December 2020 (October 2020)

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

### **Guidelines for good online communication in St. Joseph's National School:**

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. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. As well as emailing work to pupils via the pupils parent's email address, students and staff will communicate remote teaching and learning using tools which have been approved by the school and of which parents have been notified; Class teachers via email and Seesaw and SET teachers via email, Zoom and/or Seesaw.
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For video/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. Pupils must be visible during Zoom calls (i.e. video turned on).
9. For security reasons, passwords will be provided to families, where applicable.

10. St. Joseph's NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.
11. Parents are advised to contact the school where there is limited availability of digital devices in the home to support remote learning/teaching.
12. Pupils in receipt of assistive technology will have access to these devices at home, for the duration of their remote learning.

### **Rules for pupils using online communication methods:**

For submitting learning:

1. Submit work and pictures that are appropriate - an adult should take a look at the work before it is submitted.
2. Pupils should endeavour to complete all set work as far as resources and support will allow them to.
3. Pupils should engage with online forums and discussions in a positive and appropriate manner.
4. The work submitted should be of the same standard as expected in the classroom.

For video calls/Zoom:

1. The pupil must be visible (video turned on).
2. Pictures or recordings of the video call are not allowed.
3. The school rules are still in place, even online.
4. The device should be set up in a quiet space, with no distractions in the background.
5. Pupils must join the video with the microphone muted.
6. Pupils must show respect by listening to others while they are speaking.
7. Pupils should be dressed appropriately for the video call.
8. Pupils should be on time for the video call.

### **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. The pupils must be visible (have their video turned on).
2. Under no circumstances should pictures or recordings be taken of video calls.
3. Ensure that the school has the correct email address for inviting you to join apps and meetings.
4. Be aware that when participating in 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 approximately five 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 Students - SEESAW:**

- Check assigned work each morning
- Submit work within the timescale set by the class teacher – in so far as is possible.
- Communication may only take place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
  - Code of Behaviour
  - Anti- Bullying Policy
  - Acceptable Use Policy
- 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

### **Remote Teaching and Learning Protocols for Parents**

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

- Under no circumstances can pictures of recordings be taken of video calls
- Teachers will use their assigned school-closure emails when forwarding pupil work to parents. All communication in relation to pupil's work will be through this email.
- Feedback will be given to work submitted by pupils. This may be in the format of the teacher correcting the pupil's submitted work individually and/or posting correct answers on seesaw/via email and parents/pupils correct at home.
- Work assigned will be manageable and the pupils should be able to complete the work independently (adults will need to support the younger pupils)
- SET's will liaise with mainstream class teachers in devising an at-home support plan to ensure an appropriate programme of work for pupils with SEN; the programme should, as far as possible, be personalised to the pupil's needs
- All work will be emailed to parents, with certain tasks assigned on Seesaw. Tasks assigned to Seesaw can also be completed by pupils in their copybook.
- All pupil work emailed to parents, by teachers, will also be emailed to the Principal.
- Examples of the work assigned by teachers includes:
  - Work which pupils can self-correct
  - Work based on the pupil workbooks
  - Projects
  - Tasks based on pupil wellbeing, PE, developing life skills
- Communication may only take place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
  - Child Protection Policy
  - Data Protection Policy

- 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.
- All teachers must be ready to share their short-term (weekly, fortnightly- as appropriate) preparation documents, including preparations for pupils with SEN, with the Principal, substitute teachers and other relevant teachers as required, via email.

## **Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios**

### **A. 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.

### **B. In the case of all other children/PODS/whole class who are instructed to self-isolate by their GP or HSE Public Health and whole school closure, 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. The class teacher can choose to provide teaching input and learning opportunities to the pupil using the school's chosen digital platform or other agreed method as needed, if he/she feels this is the most appropriate way to address the needs of the pupil. Alternatively, this support can be provided by a teacher from the list of personnel outlined by the DES (SET, designated teacher from the staff who is working from home, designated teacher from a local Education Centre). The SET teacher will provide learning opportunities if the pupil self-isolating is in his/her cohort, where practicable, via the established communication methods, based, in so far as possible, on the current SET timetable (to be negotiated, as appropriate, by the SEN teacher).
3. The pupils in a number of pods in a classroom are advised to self-isolate or restrict their movements. Some of the pods in the classroom are deemed to be unaffected and can continue to attend school. The class teacher continues to teach pupils who are in attendance as normal. He/she can provide opportunities for all pupils to work together collaboratively insofar as possible, for example, on project work and other areas of learning, using digital technologies. A teacher from the list of personnel (SET, designated teacher from the staff who is working from home, designated teacher from a local Education Centre) is assigned the responsibility of providing remote teaching and learning for the pupils at home. The SET teacher will provide learning opportunities for the pupils in his/her cohort from the POD/PODS, where practicable, via the established communication methods, based, in so far as possible, on the current SET timetable. (to be negotiated, as appropriate, by the SEN teacher).
4. School bubble (whole class) instructed by HSE Public Health to self-isolate. The class teacher (if they are medically fit to work) will provide remote/distance teaching to all pupils in the class, via Seesaw and email. This should take place from the school if the teacher is not required to self-isolate or restrict his/her movements. The SET teacher will provide learning opportunities for the pupils in his/her cohort from the class, where practicable, via the established communication methods, based, in so far as possible, on the current SET timetable. (to be negotiated, as appropriate, by the SEN teacher). If the class teacher is not

medically-fit to work, and the class are self-isolating, a substitute teacher will be engaged and will provide remote teaching to the pupils. If a substitute teacher cannot be engaged, a teacher from the list of personnel (SET, designated teacher from the staff who is working from home, designated teacher from a local Education Centre) is assigned the responsibility of providing remote teaching and learning for the pupils at home.

5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health). All teachers who are medically fit to work, including SET's, will work remotely and provide remote teaching and learning to all pupils in their class or on their caseload. Substitute teachers will provide remote teaching for pupils in classes where the teacher has been diagnosed with Covid-19 and is medically unfit to work. Teachers will engage with pupils via emailing work to parents, assigning tasks on Seesaw and regular contact via phone-calls and Zoom (SET).

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

This plan was ratified by the BOM of St. Joseph's NS on:

November 26<sup>th</sup> 2020 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: David Leahy

(Chairperson BOM St. Joseph's NS)