

Remote Teaching and Learning Policy

SCOIL BHRÍDE (Cailíní)

Church Ave, Blanchardstown, Dublin 15

Roll number 18047C

This policy was drafted in November 2020 by the ICT team, following staff consultation. It was reviewed and ratified by the Board of Management on 25.11.20 and again in February 2021.

1. Introduction

In response to this time of uncertainty regarding school closures, we have formulated this policy to outline how the school will maintain the link between school and home. In the event of another whole or partial school closure, we aim to continue to communicate with our pupils through various means.

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.

This policy does not replace our Mobile Phone or Acceptable Usage Policy. It is an important addition to the area of learning from a digital platform. 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 relevant 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:

- 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) 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.

2. Context

Teaching and Learning is always evolving. Developments in IT provide us all with great opportunities as learners and teachers. 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 Bhríde Cailíní uses a variety of online tools, which assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

3. Guidelines for Good Online Communication in Scoil Bhríde Cailíní

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 using online platforms and tools which have been approved by the school and of which parents have been notified (including but not limited to Aladdin Connect, Seesaw, Teams, Zoom)
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission will be sought via Aladdin Connect before setting up a profile for a pupil on an online platform.
7. For Video Calls, parental permission will be sought via Aladdin Connect before pupil participation will be granted.
8. For security reasons, passwords will be provided to families, where applicable.
9. Scoil Bhríde Cailíní cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons on Seesaw and some live Zoom interactions.

4. Platforms that the School will use

School App

Staff will communicate regularly with parents and pupils via the Aladdin app. All families are asked to download the Aladdin app and to check it daily for updates and important information.

Parental queries can be sent to the office email, office@scoilbhridecailini.ie and will be addressed during school hours.

Seesaw

Seesaw Class App is a platform for student and teacher engagement, where students use tools to take pictures, draw, record videos etc. to capture learning in a portfolio. Teachers will source or create activities to share with students. Some lessons will be pre-recorded and uploaded on Seesaw. This app will be used in all classes and requires a class code which is sent by the class teacher via Aladdin Connect. Parental consent must be received before pupils can engage in Seesaw.

Video Calls

The school will use video-conference platforms such as Zoom and teams for 'Video Calls' to enable students to communicate with teachers. Classes will have a live check in with their class teacher, as appropriate. For Video Calls, parental consent will be sought via Aladdin before pupil participation will be permitted. Parents will receive the necessary links, meeting IDs and passcodes via Aladdin Connect. Video Calls will have two staff members present, one acting as host and the other as co-host. Students will enter a waiting room before being admitted to the meeting. Students' own names must be displayed or they will not be permitted to join the Video Call.

Office 365/ Microsoft Teams

This is an online platform used for staff communication and collaboration. Each member of staff has been assigned an email address under the 'scoilbhridecailini.ie' domain. Staff will communicate through Microsoft Teams for staff meetings during Covid-19 school closures.

5. Rules for Pupils Using Online Communication

For submitting work

1. Pupils should only submit work and pictures that are appropriate and should have an adult take a look at the work before submitting.
2. Pupils should always use kind and friendly words.

Rules for Video Call Participation by pupils

1. Video Call must be within sight of a parent/guardian. **No other person in the household should be on screen.**
2. Screenshots or recordings of any part of the Video Call on any device, including a secondary device, are not permitted.
3. Appropriate clothing must be worn by everyone who can be seen on camera.
4. Normal school rules apply. Be kind and respectful to all participants in your words and actions.
5. The class teacher will only admit students that have entered their names and that he/she recognises. Pupils will automatically enter a waiting room when they access the link or access the code for the Video Call.
6. An appropriate background/room should be chosen for the Video Call. We suggest children have their back to a plain surface with adequate ambient light to ensure they are clearly visible.
7. Please be punctual so that the call can start on time.
8. Any breach of the above rules will result in the pupil being removed from the Video Call immediately and contact being made with the child's parent/guardian, outlining the reason for the child's removal.

Parents will be asked to consent to the eight rules above via Aladdin Connect before permission can be granted for their child's participation on Zoom.

6. Remote Teaching and Learning Protocols for Pupils

1. Check assigned work each day/week (as appropriate)
2. Communication should, where possible, take place during 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. Data Protection Policy
 - d. 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.

7. Remote Teaching and Learning Protocols for Parents

1. We ask parents/guardians to ensure school protocols are adhered to.
2. Check-in on your child's school work on a daily basis and talk to your child about the work being assigned.
3. Check over the work that your child sends to their teacher, ensuring it is appropriate.
4. Continue to revise online safety measures with your child.
5. It is the responsibility of parents/guardians to ensure that their child is supervised while they work online.
6. Make sure to familiarise yourself and your child with the Video Call controls in advance of any call.
7. 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 best placed to know how much work your child can engage in on any given day. All we ask is that they do their best.

9. Remote Teaching and Learning Protocols for Teachers/SNAs

1. Check uploaded work each day/week
2. Communication should normally 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. Child Protection Policy
 - b. Anti-Bullying Policy
 - c. Data Protection Policy
 - d. 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.

10. Staff Guidelines for Video Calls

1. The teacher should always invite the pupils/students to the Video Call and act as a host.
2. A second staff member should always be on the class Video Call to act as a co-host.
3. The teacher and other staff member should always be first in the Video Call, should admit pupils from the waiting room as appropriate and should be last to leave the Video Call, to ensure that students can't rejoin the Video Call afterwards.
4. Teachers must turn on necessary security settings before allowing students to join the call e.g. chat feature disabled, waiting room, etc.
5. Participants' microphones should be automatically muted upon entry.
6. Teachers can choose to switch microphones on selectively to allow student participation.
7. Teachers/staff members should ensure that the background visible for the video call is appropriate and does not contain personal aspects. Anything unsuitable should be removed from the background setting by both teachers and students.

11. 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 via Seesaw.
3. **School POD (group of six) instructed by HSE Public Health to self-isolate.**
Teacher will link in with the pupils via Seesaw.

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

Teacher will engage with the bubble daily on Seesaw

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 of assigned work, pre-recorded lessons on Seesaw and Video Call meetings.

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

12. Summary

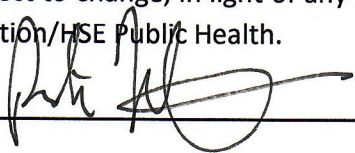
1. Do what you can, within your circumstances.
2. There will be no schoolwork assigned and no interaction on Video Calls or Seesaw for planned school closures/holidays.
3. Please keep abreast of postings on the school app (Aladdin Connect)– it is our main method of communication.
4. We ask parents/guardians, 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.

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

This plan was reviewed and ratified by the BOM of Scoil Bhríde Cailíní at its meeting on 10.2.21

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

Signed: _____



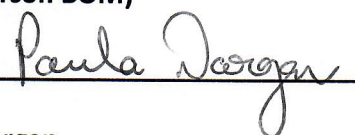
Date: _____

26.02.2021

Peter Fitzpatrick

(Chairperson BOM)

Signed: _____



Date: _____

26.02.21

Paula Dargan

(Principal)

Suggested Online Resources and Apps

In addition to the class work assigned for your child, we suggest the following apps, which you may find beneficial.

- Cúla 4: Excellent for younger pupils for Irish vocab – 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: most suitable from 2nd class upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily.
- Mathduel: For tables. Fun and interactive.
- Starfall: For spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork.
- Jolly Phonics app: to keep up phonics learning for infant classes.
- Dolch words apps (there is a wide range available): for the development of sight words.
- Nessy apps: for reading for pupils with dyslexia or difficulties.
- PinkFong: Digital stories for infant classes. Excellent and engaging.
- Khan Academy: Useful for maths for older pupils especially.
- Kahoot: for general knowledge and quizzes.
- Toontastic: probably the best app ever 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 – useful for younger pupils. They can record themselves telling the story also.
- Lightbot – Coding app – super for all ages.