Scoil Naomh Eoin

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Remote Teaching and Learning Policy

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 set out to replace our Acceptable Usage Policy which was last reviewed in September 2020 and takes account of Distance/Remote Learning provisions. Rather, it is proposed as 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 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 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:

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.

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. However, 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 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 Naomh Eoin 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

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
2. **Under no circumstances should pictures or recordings be taken of video calls except by teachers for Child Safeguarding purposes.**
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 school approved platforms (Seesaw, Aladdin App, School Email, Zoom and by phone).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. As the link to a Zoom video call will be communicated to the parent/guardian's through Aladdin/email, essentially, by virtue of the pupil logging on to the call, parental/guardian consent in implied.
7. Scoil Naomh Eoin cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Media which will be primarily used by the school:

Our 'Remote Teaching and Learning Plan' may include a combination of assigned work and pre-recorded lessons (Seesaw & Videos). In addition, our Teachers/SNAs may use Zoom to engage with the children they work with.

Scoil Naomh Eoin will use a variety of online platforms for communicating and connecting with families/pupils.

- **Aladdin:** This platform keeps parents up to date on school and classroom news via noticeboard messages. All families are asked to check it daily for updates and important information.
- **Seesaw:** This is a school communication platform used by teachers in our school. Children will also be familiar with using this app to upload their work.
- **School Email**: Teacher may communicate with parents/guardians via the school e-mail and vice-versa.
- **Zoom:** Zoom is a cloud-based video-conferencing service which our Teachers/SNAs may use to virtually meet with their pupils. ***SET may use this method for delivery of small group or one to one lessons.***

Rules for pupils using online communication methods

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 Zoom calls with Teachers/SNAs

1. Remember to ensure you join each Zoom meeting using your child's 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 with your video camera on.
6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.
9. Be on time - set a reminder if it helps.
10. 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 Zoom Calls
1. Under no circumstances should pictures or recordings be taken of video calls except by teachers for educational/child protection purposes.
2. Ensure that you check Aladdin/email for invites to join meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.
4. 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. Child's Name)

5. You will be expected to have your video camera on.
6. Participants in the call should be dressed appropriately.
7. An appropriate background/room should be chosen for the video call.
8. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

Any breach of the above guidelines will result in a discontinuation of this method of communication. It may also result in a person being immediately removed from a meeting or a meeting being terminated.

Remote Teaching and Learning Protocols for Students

Teaching and Learning best practice will continue to apply, with students expected to:

- Check assigned work each day/week.
- Present all assignments to the best of their ability and on time, where possible in this evolving and unprecedented situation.

In so far as possible, provision for SEN students and for students at very high risk to COVID 19 will be made when using Remote Learning methodologies.

Remote Teaching and Learning Protocols for Parents

We ask parents/guardians to ensure protocols for students are adhered to. Please check-in on your child's school work on a daily basis and talk to your 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/SNAs

Check uploaded work daily. The normal school calendar will apply.

The following school policies apply to remote teaching and learning:

a. Child Protection Policy
b. 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. Relevant feedback will be provided by the class teacher and the Special Education Teacher on an ongoing basis.

As per Department of Education Guidelines, the following requirements in relation to remote teaching and learning of all pupils/students are particularly important:

- **Regular engagement with pupils/students**: It is important that teachers engage with their pupils/students; in a primary setting this should, ideally, be on a daily basis.
- **A blend of guided and independent learning tasks/experiences:** Teacher pupil/student engagement should involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the pupils/students.
- **Appropriate and engaging learning opportunities**: Teachers should ensure that the chosen learning tasks give pupils/students an opportunity to demonstrate their learning in a clear and concise way.
- **Learning tasks:** The tasks chosen should be specifically aligned to the needs of the pupil/student, including pupils/students with SEN, and should enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.
- **Two-way feedback between home and school:** Schools should ensure that two-way feedback between teachers and parents/guardians and between teachers and their pupils/students is encouraged and supported. Schools should provide manageable and accessible opportunities for all pupils/ students to regularly share samples of their work with the teacher(s) throughout each week. Teachers should ensure that work received is corrected and relevant feedback is provided.
- **Support for pupils/students with SEN:** Special education teachers (SETs) should continue to engage with the pupils/students on their caseloads and class/subject teachers should differentiate teaching and learning in line with their pupils'/students' needs to minimise disruption to their learning and progression.

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. Provision for all other children who are instructed to self-isolate or restrict their movements 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. There are educational links on the school website that children can use while they are absent from school. This may be supplemented by the class teacher.
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).**
   Class/SET teacher will link in with the pupil via See-Saw.

3. **School POD (group of six) instructed by HSE Pubic Health to self-isolate.**
   Class/SET teacher will link in with the pupil via See-Saw.

4. **School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period).**
   The class/SET teacher will provide remote/distance teaching to all the pupils in the class using the school's digital platforms or other agreed method as needed.

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 pre-recorded lessons, Seesaw, Aladdin app and Zoom.

   Where pupils are in receipt of learning support, the Special Education Teacher will assign and correct work sent electronically in collaboration with the class teacher. The SET will link in with the pupil via Seesaw, Aladdin, Zoom, e-mail and/or by phone.

6. **A teacher / number of teachers in the school are advised to self-isolate or restrict their movements**
   If the teacher's class group is still attending school, a substitute teacher will be sought to cover that teacher's teaching responsibilities in the school for the period in question. The teacher restricting their movements will support the work of the school in developing and delivering its programmes of teaching and learning for pupils as per Section 12 of Circular 0049/2020

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

Summary:

- We are encouraging parents to "Do what you can, within your circumstances".
- There will be no school work set for planned school closures/holidays. There will be no interaction on Zoom, Seesaw or Email during these times.
- Please keep abreast of postings on Aladdin – This is our main mode of communication.
- We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.
- 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.

Ratification & Review

This plan was ratified by the Board of Management of Scoil Naomh Eoin on _____and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: _____
Date:_____

Chairperson, Board of Management

Appendix 1: Zoom Invitation Template

Dear Parent(s)/Guardian(s),

Your child has been invited to participate in a Zoom Video Call with their teacher on ____ (date) of _____ at _____ (time). Please see the invitation details to join this meeting at the bottom of this notice.

Please note, in the interest of Child Safeguarding your child's teacher may record the call in case there are incidents of inappropriate behaviour which the school may have to investigate. Links to these recordings will not be shared under any circumstances.

Invitations to any video calls will only be sent to parents. Therefore, if your child joins the Zoom Video Call, acceptance of the rules below and parental consent is implied.

Guidelines for parents and guardians:

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.

Zoom/Video Call Guidelines for Parents/ Guardians and Pupils:

- Under no circumstances can pictures or recordings be taken of video calls.
- The main purpose of a video call is to maintain a social connection between the school staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience.
- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- School rules apply. Be courteous, respectful and listen to the person speaking.
- Pupils should raise their hand if they wish to speak and wait their turn.
- You will automatically enter a waiting room when joining the Zoom call.
- 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.
- 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.
- 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.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call.
- For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy
- Our school data protection policy is available on our website.

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 in a meeting being immediately terminated.

Link to join:

Copy and paste the Zoom invitation here: