

Scoil Bhríde, Cill Bhríde

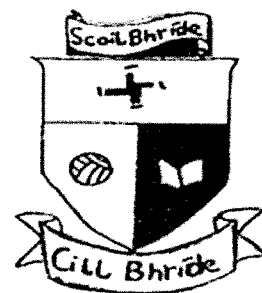
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Remote Teaching and Learning Plan

Introduction:

In response to this time of uncertainty, this policy has been formulated to outline how the school will maintain the link between school and pupils, in the event of whole or partial school closure. We aim to continue to communicate with our pupils through various means.

This policy should be read in tandem with the school's Code of Behaviour, Anti-Bullying, Mobile Phone, Acceptable Usage Policy and other relevant policies.

The schools endeavours to ensure that remote learning is safe for all pupils and that personal and sensitive data is protected.

The Policy has been formulated in accordance with the provisions 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)
- DES Circular 74/2020, Communication/Teaching and Learning Platform.

NOTE: This plan is a working document, and will be updated as the school continues to explore options and platforms available to support distance learning

Context

- √ Developments in IT provide us with opportunities for teaching and learning.
- √ However, whether a child is being directed remotely or via a traditional classroom environment, it is very important to be aware that once a learning

exchange takes place between a pupil and a teacher, whether at home or school, the same school policies apply i.e. the Code of Behaviour and all other relevant school policies.

- √ This policy outlines procedures to ensure that remote teaching and learning takes place in an environment that is respectful of all.
- √ Scoil Bhríde will use a specific pupil friendly online tool (SeeSaw), for the provision of teaching and learning, while also enabling greater communication between staff, families and pupils.
- √ In relation to children with additional needs, Scoil Bhríde will use a combination of telephone communication, SeeSaw and Zoom calls depending on the specific needs of each individual child. The Special Educational Team (SET) and SNAs have a central role to play in this specific area.
- √ The teaching and learning plan will include a combination of assigned work, pre-recorded lessons (Seesaw) and live sessions (Zoom) in certain circumstances, where a child may require additional support on an ongoing remote basis.
- √ The school will also communicate with parents through the school website, Aladdin Connect, Class Dojo and the school email.

Online communication:

1. Pictures or recordings may not be taken of /during video calls.
2. All are expected to behave in an appropriate manner online.
3. Parents/guardians must supervise children while they are working online and ensure that any content submitted to their teacher is appropriate.
4. Parental permission will be acquired before setting up a profile for a pupil on a communication forum. This process will be completed through use of the annual consent form.
5. Parental permission is implied for video/Zoom calls, as the link to a video call will be communicated via the parent/guardian's email address. Parents are required to remain in the room for the duration of the zoom lesson.
6. For security reasons, passwords will be provided to families, where applicable.

1. Aladdin Connect App and school email

- √ Aladdin Pupil Management system is used for communication with parents, and for notification of upcoming events etc. Staff will communicate regularly with parents and pupils via the app. All families are asked to download the Aladdin Connect app and to check it daily for updates and important information.
- √ Each teacher is assigned a school e-mail address through which s/he will communicate with parents/guardians and vice-versa during periods of remote learning. All families are asked to check email regularly.

2. Seesaw

- √ Seesaw allows pupils connect to their folder and upload items for their teacher. This app is used from Junior Infants – Sixth Class and requires a login code which will be issued to each child. Unfortunately, single family log in is not facilitated on Seesaw.
- √ Parental consent is required prior to using this app.
- √ Activities and lessons will be uploaded via Seesaw with pre-recorded instructions in written, audio or video format.
- √ Children attending Learning Support will be guided to complete either the activities set by their class teacher or Special Education Teacher where appropriate.
- √ Teachers will address student/parent feedback strictly related to the child's teaching and learning during school hours only from 9.20am to 3pm.

4. Class Dojo

- √ Class Dojo is an educational app that can be used as a communication tool
- √ Teachers will communicate with parents strictly in relation to a student's teaching and learning during school hours only i.e. 9.20am – 3pm.

5. Zoom

Zoom is a video-conferencing platform to enable teachers, staff and pupils to connect via a live link. This platform, which will be available to all classes in supporting student wellbeing, is optional and will be used by teachers as a weekly check-in. Zoom will also be used at the school's discretion to support SEN students on a one-to-one basis.

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 maintain a social connection between pupils and staff.
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 either the student's first name or family name.
5. Please ensure you are on time for a scheduled video.
6. Participants in the call should be dressed appropriately.
7. An appropriate room should be chosen for the video call which minimises risk of interruptions and have no artificial background shown on screen.
8. Please ensure that once a student has entered the zoom class that their camera is on and their microphone is muted.
9. Remember our school policies - they are still in place, even online.
10. Approximate durations for infant classes will be no longer than twenty minutes while senior classes will take place for up to thirty minutes.

11. Raise your hand before speaking, just like you would do in class.
12. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
13. Show respect by listening to others while they are speaking.
14. Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for parents and guardians:

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 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. Zoom codes will be sent to parents by the teacher. Parents are not permitted to share via what's app or any other platform.
10. An appropriate background/room should be chosen for the video call.

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.

5. School Website

- √ The school website, <http://scoilbhridens.ie> hosts pupils' work, school events, photo's, videos and updated policies.
- √ Parents are asked to check the website regularly for the latest updates.
- √ GDPR regulations and guidelines apply in regard to posting of items on the website. Please see <https://gdpr4schools.ie/> for further details.

Rules for pupils using online communication with teachers

Submitting learning assignments

- √ Submit only work and pictures that are appropriate
- √ Parents/guardians must approve children's work prior to it being posted to the teacher.

Guidelines for parents/guardians in online communication with the school

- √ Parents/guardians must ensure that pupils are supervised while they work online.
- √ Ensure the work which pupils are to submit, is appropriate.
- √ Pupils are asked to present assignments to the best of their ability and on time, where possible
- √ The school will provide school work and guidance and ask that parents and pupils do their best, taking into account the unique circumstances in each home
- √ Talk to your child daily about the work being assigned
- √ Ensure that only teacher assigned work from books and workbooks is completed
- √ Communication may take place during normal school hours only
- √ The normal school calendar will apply
- √ Remind child of online safety. (please see Acceptable Use Policy for useful references - available @ <http://scoilbhridens.ie>)
- √ School policies apply to remote teaching and learning e.g. Code of Behaviour, Anti-Bullying Policy, Acceptable Use Policy

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

A. Provision for children who are at very high risk of Covid 19:

The school will engage directly with specific parents, regarding remote educational provision for children who are deemed to be at very high risk of Covid 19 (see HSE Guidelines) or children who are members of a household with another family member who is deemed to be at very high risk of Covid 19, where medical certification has been provided to the school.

B. Children who are instructed to self-isolate by their GP:

1.Children awaiting Covid 19 test results for themselves or a family member and instructed by their GP to isolate at home for a few days:

- √ These pupils will be supported to catch up on their return to school.
- √ If parents feel it is necessary, generic activities will be made available in the library on Seesaw, where the absent child only can access them.
- √ Alternatively, parents can collect worksheets from the school at a pre-arranged time.

2. *Children isolating at home on instruction from their GP due to a confirmed case within their own family/close contact outside of school (10 day isolation period)*

- √ The teacher will link in with the pupil and assign tasks/activities/work via Seesaw.
- √ Parents can collect the child's books from the school and a programme of work will be prepared for the absent child.
- √ The child should upload his/her completed work to SeeSaw where the teacher can correct and comment on it.
- √ Children receiving SNA support will be offered regular contact by the SNA to discuss their schoolwork and offer further social contact with the school.

3. *Class pod (group of children) instructed by HSE Public Health to self-isolate*

- √ Where a pod is at home and teacher remains in school with the majority of pupils, that teacher continues with the pupils in attendance.
- √ The Special Education Teacher (SET) from that class switches to assign and correct work sent electronically in collaboration with class teacher. SET may need to reduce his/her timetable with other class/es, depending on how much time is allocated to the affected class.
- √ Children receiving SNA support will be offered regular contact by the SNA to discuss their schoolwork and offer further social contact with the school.

4. *School bubble (whole class) instructed by HSE Public Health to self-isolate (10 day isolation period) or otherwise closed for 2 weeks or longer.*

- √ Teachers will provide daily work with a focus on core subject areas, using Seesaw.
- √ Pupils can interact with their teacher over Seesaw and receive feedback on their work.
- √ Pupils receiving SNA support will be offered regular contact by the SNA to discuss their schoolwork and offer further social contact with the school.

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

Actions as per number 4 above.

6. *A teacher / number of teachers in the school are advised to self-isolate or restrict their movements.*

- √ If the teachers' class groups are still attending school, substitute teachers will be sought to cover the teaching responsibilities for the period of absence.
- √ Those teachers restricting their movements will support the work of the school in developing and delivering its programme of teaching and learning for pupils as follows:
 - By liaising closely with and supporting the work of the substitute teacher(s)

- Supporting and engaging, using online technology, the work and progress of very high risk or extremely vulnerable pupils, who are unable to attend school
 - Developing aspects of the school's teaching resources or teaching plans
 - Liaising closely, with the SNA providing support if applicable.
- √ If the teacher's class is also self-isolating or restricting their movements the class teacher(s) will be required to provide remote/distance teaching to all pupils in the class, using the school's digital platform(s) or other agreed method as required.

The current situation is fluid and the school will endeavour to do whatever is safe and possible to continue to provide education and support to pupils

Summary:

- √ Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment
- √ No school work will be set for planned school closures/holidays
- √ Up to date postings will be maintained on the school Aladdin Connect
- √ If you are experiencing difficulties or if you have yet to connect to any of the on-line platforms/school App, please email the school and we will assist you in any way that we can.

This plan was ratified by the BOM Scoil Bhríde at its meeting on: 3rd February, 2021 and is subject to change, in light of any guidance or instruction received from Department of Education/HSE/ Public Health.

Signed: Eileen Flynn

Eileen Flynn

5.02.21

(Chairperson BOM)