



## **St. Kevin's N.S.**

### **Remote Teaching and Learning Plan**

In response to this time of uncertainty regarding school closures, we have formulated this policy to outline how St. Kevin's National School will maintain the link between school and home to support our pupils' on-going learning. 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 (available on our school website in the Policies tab). 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 (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 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) DES Guidance on Remote Learning in a COVID Context: September - December 2020

Please note that 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 through the 21st century. Developments in technology provide us all with great opportunities as learners and teachers. Never before has there been greater scope to develop technological skills and it continues to change the learning relationship between teachers and pupils. Advances in technology mean that learning activities 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. St. Kevin's National School 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 St. Kevin's National School:**

1. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
2. It is the duty of parents/guardians to supervise children while they are learning online and to ensure that any content submitted to their teacher is acceptable and of an appropriate standard.
3. Staff members will communicate learning activities with pupils and their families via Seesaw. Your child's teacher will provide you with a login code for Seesaw.



4. Any electronic forms of communication will be used for educational purposes and to allow for communication with families. Staff members can be contacted via their school email address.
5. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom). Please check emails regularly for any important updates that staff may wish to communicate with you.
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. For security reasons, passwords will be provided to families, where applicable.
9. St. Kevin's National School cannot accept responsibility for the security of online platforms, in the event that they are compromised.

At St. Kevin's National School we use three online platforms, listed below for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons on Seesaw and live wellbeing class catch ups on Zoom.

### **1: School website**

All families are welcome to check our school website for important information and updates.

### **2: Email Correspondence**

Each teacher has their school e-mail address through which he/she will communicate with parents/guardians and vice-versa. Parental queries will be acknowledged within 24 hours. Such queries should relate strictly to your child's teaching and learning and should be limited to within school operating hours (8.50am – 2.30pm).

### **3: Seesaw**

*Seesaw Class App* is for our pupils to connect to their cloud-based folder and they then have the option of uploading items to this folder for their teacher to see. This app is used from Junior Infants – Sixth Class and requires a QR code which each child's teacher will provide to parents. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Unfortunately, single family login is not facilitated on Seesaw. Some learning activities will be pre-recorded videos which will be uploaded to the Seesaw application, while others will include a variety of different learning activities.



#### **4. Zoom**

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers will connect with pupils regularly using pre-arranged Zoom meetings. The Zoom meeting is an opportunity for pupils to reconnect with their classmates and their teacher and to ensure the continuation of that link between school and home.

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

##### For submitting completed learning activities:

1. Submit work and pictures that are appropriate - have an adult review your learning activity before you send it to your teacher.
2. Use kind and friendly words.

##### For video calls/Zoom:

1. When logging in to a Zoom meeting, always ensure to log in with your first name. We use a virtual waiting room for each meeting and anyone logging in without a name or with a generic device name will not be admitted to the meeting by the teacher to ensure the safety of our pupils.
2. When joining a class Zoom meeting, pupils should be dressed appropriately – no pyjamas.
3. Private messaging via Zoom during a class Zoom is not permitted and will be disabled by the teacher hosting the meeting.
4. Screen sharing (except for the host) will also be disabled for participants.
5. Our school Code of Behaviour applies in all online communication. Pupils are expected to demonstrate the same classroom behaviour and the STKEV values when participating in any Zoom calls or when interacting with Seesaw.
6. The host reserves the right to remove from the class Zoom meeting any participant who is behaving in a way that is contrary to our school STKEV values.
7. Participants should mute their microphone when not talking - only turn it on if you are asked to speak. Muting your microphone when you're not speaking allows others the opportunity to join in and share their thoughts without distraction or frustration.
8. The host of the call (class teacher) will mute and unmute pupils accordingly.



9. Under no circumstances should school Zoom meetings be recorded.
10. We would ask that families arrange a suitable space for their child to use when joining the class Zoom meeting. A seat in a busy area of the house can be tricky where there is a lot of background noise and traffic. However it is important that parents are also comfortable with their child's interaction with the meeting and are aware of their child's involvement.
11. Participants should stay seated and stay present. Do not leave the room or talk on your phone during the meeting please. Also, do not walk around your house carrying the device you are using for your class Zoom meeting.
12. A St Kevin's Zoom call will never involve 1:1 contact between a staff member and a pupil. Where a staff member needs to contact a pupil individually, a parent or guardian will be asked to sit in on the Zoom call.
13. Be on time - set a reminder if it helps.
14. 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 are completing any online learning activities.
2. Check over the learning activities which pupils submit to their teacher, ensuring that 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. Encourage pupils to listen and enjoy the experience. The main purpose of a video call is to maintain a social connection between the school staff and pupils and to reduce any sense of isolation that children may be feeling from their class. Please ensure that your child is on time for a scheduled video, or they may be locked out.
4. Make sure to familiarise your child with the software in advance. For video in particular, show them how to mute/unmute.
5. An appropriate background/room should be chosen for the video call.
6. 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:**

- Check assigned work regularly - your teacher will let you know how often learning activities will be posted
- 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
- In so far as possible, provision for SEN students will be made when using Remote Learning methodologies
- In so far as possible, provision 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
- Check-in on their child's learning activities on a daily basis and talk to their child about the learning activities being assigned by the teacher
- 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 negatively on your child's wellbeing. You remain the primary educator of your child and please use your discretion when making any decisions in this regard. We encourage children to complete a little learning every week



day for routine. We provide learning activities and guidance and ask parents and pupils to do their best and that is all.

### **Remote Teaching and Learning Protocols for Teachers/SNA's**

- Check uploaded work daily.
- Communication should only take place during working hours. [1]
- 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.
- SEN teachers will be registered as co-teachers on Seesaw in the classes of the pupils they work with. They will collaborate with the class teacher via zoom meetings, video conferencing and through shared Google Docs. They will be available to provide support to their pupils via Seesaw and also through Zoom or phone calls, set up with the parents.
- Where a teacher is absent, a substitute teacher will be given access to their planning from our shared planning folder in order to allow the learning to continue as planned.
- Class teachers will upload learning activities to Seesaw by the earliest available opportunity. This will generally be by 9am but in some circumstances, there may be operational delays in uploading the material.

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

#### Teachers preparation in the event of any type of closure

- Ensure all children affected by the closure have a selection of materials available to them at home (ie books, folders, designated workpacks etc).
- Give copies out to affected children where possible – spare copies should be kept in the classroom
- Pupils and their families should have their child's Seesaw access code available so that they can easily move to online learning



- Teachers will upload one item to Seesaw weekly from October 2020 so that pupils and their families get used to using Seesaw prior to any closure.

### **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 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 will be supported to catch up on their learning upon their return to school.
2. Where a child is 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), their class teacher and our school's online support teacher (as well as the SEN teacher if they work with them) will link in with the pupil via Seesaw to support their learning remotely.
3. Where a school pod is instructed by HSE Public Health to self-isolate, the class teacher and our school online support teacher will link in with the pupils via Seesaw.
4. If a school bubble (whole class) is instructed by HSE Public Health to self-isolate (14day isolation period), the class teacher will engage with the bubble daily on Seesaw.
5. Where a whole school closure is necessary, as instructed by HSE Public Health (duration of closure will be advised by Public Health), teachers will engage with pupils, using a blended approach utilising Seesaw and regular contact on Zoom.

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

### **Summary:**

→Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment.

→There will be no school work set for planned school closures/holidays. There will be no interaction on Zoom or Seesaw during these times.

→ We ask parents/guardians, pupils and teachers to ensure relevant protocols are adhered to at all times.



→If you have yet to connect to any of the on-line platforms, 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 NS at its meeting on Wednesday 20<sup>th</sup> January 2021 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

### **\*Recommended Apps and Websites**

In addition to remote learning experiences for your child/children, we have a selection of suggested apps and websites that we would recommend on our school website. These are supplementary resources and can enhance your child's educational experience during a period of distance learning. However, they are only recommendations so please do not feel under pressure to use them if you are not in a position to facilitate this.

<https://www.stkevins.ie/parents/supporting-your-childs-learning>