



Remote Teaching and Learning Plan for St Patrick's BNS

Rationale:

In response to this time of uncertainty regarding school closures, we have formulated this plan to outline how the school will maintain the link between school and home. In the event that another whole or partial school closure is advised by Public Health HSE, we aim to continue to communicate with our pupils through various means. In addition, this plan outlines how individual pupils or groups of pupils who may have to self-isolate or restrict their movements will be supported in continuing their learning remotely.

This plan has been formulated in conjunction with the DES Guidance on Remote Learning in a Covid 19 Context: Sept-December 2020.

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 document 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 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).

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. St Patrick's BNS 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.

Good online communication

- > Any electronic forms of communication will be for educational purposes and to allow for communication with families
- > Staff, families and pupils are expected to behave in an appropriate, safe,

respectful and kind manner online.

- > St Patrick's BNS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Communication Platforms

St Patrick's BNS, as a school, will use three online platforms for communicating and connecting with families/pupils (outlined below). Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons (Seesaw or Google Classroom) and online meetings.

1: School App:

The School Office will communicate regularly with parents via the school app, Aladdin. All families are asked to ensure they have downloaded Aladdin and to check it daily for updates and important information from the Principal or Secretary.

2: Seesaw:

Seesaw Class App is used from Junior Infants – Third Class. Parental consent is acquired prior to using this app and each child is assigned an individual access code. Unfortunately, single family login is not facilitated on Seesaw. Lessons may be pre-recorded and uploaded. Pupils can connect to their folder and they then have the option of uploading items to their folder for their teacher to see.

Each teacher has a school email address through which he/she may communicate with parents/guardians and vice-versa in the event of a class/school closure. Parental queries should relate strictly to your child's teaching and learning and can be responded to during the hours of 9am and 3pm in such an event.

3. Google Classroom:

Google Classroom is an online platform used with 4th-6th class pupils. Parental consent is required prior to first using the app. Again, it enables pupils to connect to their folder of work and to engage with their teacher. Teachers can also provide feedback and communicate with pupils via Google Classroom. Lessons may be pre-recorded and uploaded on Google Classroom. Google Meet will also be used.

Each teacher has a school email address through which he/she may communicate with parents/guardians and vice-versa. Parental queries should relate strictly to your child's teaching and learning and will be responded to during the hours of 9am and 3pm during a period of school closure.

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/DES 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. 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). Pupils will receive relevant work via See-Saw/ Google-Classroom (not video conferencing).
3. School POD instructed by HSE Public Health to self-isolate. Pupils will receive relevant work via See-Saw/ Google-Classroom (not video conferencing)
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period). Teacher(s) will engage with the bubble daily on Seesaw/Google Classroom, including where possible Google Meet. Special Education Teachers and SNAs, where applicable, will support.
5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health).Teacher(s) will engage with pupils daily on Seesaw/Google Classroom, including where possible Google Meet. Special Education teachers and SNA, where applicable, will support.

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.

Where a Google Meet takes place:

1. A parent/guardian must be close-by.
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 the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
8. Show respect by listening to others while they are speaking.
9. Ensure that you are dressed appropriately for the video call.
10. Be on time - set a reminder if it helps.
11. Enjoy!

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. Best practice will continue to apply, with pupils expected to present assignments to the best of their ability and on time where possible, in this evolving and unprecedented situation
3. Continue to revise online safety measures with pupils.
4. The following school policies apply to remote teaching and learning:
 - Code of Behaviour
 - Anti- Bullying Policy
 - Acceptable Use Policy
 - Child protection
 - Data Protection

Where Google Meet takes place:

1. The main purpose of a Google Meet 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.
2. While Google is the platform provider, parents/guardians are directed to the St Patrick's B.N.S School policies and procedures. Any concerns should be raised initially with the class teacher.
3. Users will be obliged to read and adhere to the terms and conditions set by Google Meet specifically, and the terms of St Patrick's BNS shall not be used or relied upon to void those terms and conditions of Google Meet.
4. Pupils are expected to adhere to their normal classroom rules. Any misbehaviour or inappropriate behaviour will be dealt with in accordance with

the School's Code of Behaviour. This will necessitate some level of guidance from parents/guardians during these interactions. We ask that where a parent/guardian does not feel capable of providing this added care that they make this known to the teacher in advance.

5. Google Meet is invite only. Pupils from 4th-6th class who are using Google Classroom will receive the invitation through their account. Google Meet may be used in younger classes, and in those instances teachers will send the invitation link to the parent/guardian Aladdin accounts. Essentially, by virtue of a pupil joining the meeting through a parent's Aladdin account, permission is assumed. The invitation to Google Meets is intended for the sole use of the pupils and is not to be shared under any circumstances with any third party. The school cannot be held responsible if there is a compromise of use.

6. Both pupils and staff are protected by Data Protection regulations. Any recordings and/or sharing of Google Meet (audio/video/photographic) will be considered a major misdemeanour in line with our Code of Behaviour and a breach of GDPR, and the school may engage with third parties e.g. Data Protection Commissioner and Gardai where appropriate.

7. In line with GDPR and Child Protection Guidelines please note for Google Meet sessions:

- Child must be **appropriately dressed**. (no pyjamas!)
- Child must be in a **non-private space** in their house (i.e. not a bedroom).
- Child's parent/guardian is asked to be nearby for **supervision**.
- Use of an **appropriate background** using the camera (we don't want to see anything we shouldn't in the background).
- Use of **appropriate language** during interaction.

8. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.

9. Where an online meeting takes place, staff, to the best of their ability, will use the same times for routine (e.g. 9am- 9:30am and 1:30-2:00pm) during normal school hours. There will be flexibility in relation to the duration of a meeting where it is used with younger classes. In the event the whole school is working remotely, siblings' meetings may occur at the same time. While practical efforts will be made to minimise this, unfortunately it cannot be guaranteed that siblings meetings will be at different times.

10. Naturally, accommodation has had to be made to account for those households where access to a device for Google Meet may not be possible. If there are genuine reasons where access is not possible, please contact the school for support.

11. Using Google Meet is not an opportunity for parent/teacher discussions; this should be used for class facilitated discussion only. Parents/Guardians are, as always, welcome to contact their child's teacher through email if the need arises

12. It is important to note that breaches of the above guidelines may result in 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.

Please remember: The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or families, 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.

Guidelines for teachers:

1.The class teacher maintains overall responsibility for sharing his/her short-term plans with the relevant teacher where necessary to enable the pupil(s) to progress in line with the curriculum and with their peers as far as possible . A system is in place to enable all teachers to share their short-term preparation documents, including preparation for pupils with SEN, with substitute teachers and other relevant teachers as required using a shared online data storage drive.

2.Best practice will continue to apply, with pupils expected to present assignments to the best of their ability, where possible in this evolving and unprecedented situation.

3.Teachers will provide feedback to pupils on their work, in order to maintain a connection with those pupils who are required to self-isolate or restrict their movements as outlined in Section B, and in order to ensure and monitor progress in learning.

4.The needs of pupils in the infant/junior classes in particular require flexibility, and specific guidance on how best to support their learning will be communicated to parents/guardians.

5.The following school policies apply to remote teaching and learning:

- Code of Behaviour
- Anti- Bullying Policy
- Acceptable Use Policy
- Child protection
- Data Protection

6. At the start of A Google Meet, the online rules will be revisited.

7. When an online meeting takes place, staff, to the best of their ability, will use the same times for routine, during normal school hours. There will be flexibility in relation to the duration of a meeting with younger classes.

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

Summary for Parents/Guardians:

- Do what you can, within your circumstances. There is no need to be 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 Seesaw or Google Classroom during these times
- Please keep abreast of postings on the school app Aladdin– it is our main mode of communication from the Office.
- We ask parents/guardians, pupils and teachers to ensure 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.

This plan was ratified by the BOM on: 19th October 2020

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

Signed:



(Chairperson BOM)



(Principal)

