# All Saints' National School

**Remote Teaching and Learning Plan for All Saints' National School**

Dear Parents and Guardians,

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. 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.

This policy 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 policy 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. 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 other relevant school policies apply.

We recognise that online collaboration is essential for distance learning and offers opportunities to maintain the connection between school and home. All Saints' 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 All Saints' National School:

1. Under no circumstances should pictures or recordings be taken of online communications.
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. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw).
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum (Seesaw).
7. For video calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address using Zoom software. 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. All Saints' National School cannot accept responsibility for the security of online platforms, in the event that they are compromised.

All Saints' National School will use Seesaw, an online platform for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons (Seesaw) and live communication and wellbeing sessions (Zoom).

**Seesaw:**

*Seesaw Class App* is for our pupils to access their learning folder. The pupils have the option of uploading items to their folder for the teachers to view.  This app is used from Junior Infants – Sixth Class and requires a password/code which will be sent to parents. Parental consent is required prior to using this app. Some lessons will be pre-recorded and uploaded via Seesaw.

**Video Conferencing:**

Zoom and Microsoft Teams are video-conferencing platforms which will enable teachers, staff and pupils to connect via a live link. Teachers may connect with pupils using pre-arranged live online meetings which will be communicated through parental email accounts. A minimum of two staff members will be present during live online communications. Zoom or Microsoft Teams meetings will be used for group communications and offers an opportunity for pupils to communicate with each other and staff members. The school also use Zoom and Microsoft Teams software to host school assemblies.

**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 video calls:

1. Remember to ensure you join each live meeting using your family 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 the video with your microphone muted.
6. Raise your hand before speaking, just like you would do in class.
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 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 video calls:

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 live call has been entered. Please note that school staff will only accept users into a video call if you can be identified by the display name on your account. (i.e. Family Name)
6. Please ensure that your child is on time for a scheduled video. Please request to join the meeting 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.
8. For detailed information on GDPR please visit https://zoom.us/privacy or https://pulse.microsoft.com/en-ie/work-productivity-en-ie/education-en-ie/fa2-a-guide-to-gdpr-for-schools/

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication.

**Remote Teaching and Learning Protocols for Students:**

- Check assigned work each week
- 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 student 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 school work on a daily basis and talk to their child about the work being assigned
- The health and wellbeing of all is paramount. Encourage the pupils to engage in daily learning activities. Staff members are available to offer guidance and support.

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

- Check uploaded work each week
- Communication may take place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
    - Child Protection Policy / Child Safeguarding Statement
    - 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.

**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. 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 due to a confirmed case within their own family/close contact outside of school: Teacher will link in with the pupil via Seesaw.
3. School pod instructed by HSE Pubic Health to self-isolate: Teacher will link in with the pupils via Seesaw.
4. School bubble (whole class) instructed to self-isolate or short term school or classroom closure: Teacher will engage with the bubble regularly via Seesaw where possible.
5. Whole school closure for several days: Teachers will engage with pupils, using a blended approach of pre-recorded lessons, Seesaw, video conferencing and regular contact with families.

***Please note that these circumstances may vary throughout the year.***

**Recommended Apps**

In addition to the learning plan provided for your child/children, please refer to our school website for a comprehensive list of recommended educational websites.

**Summary:**

→ Do what you can, within your circumstances.

→ School work will not be set for planned school closures/holidays.

→ Please regularly check your email account for updates and communication from the school as it is our main mode of communication going forward.

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

→ If you experience difficulties please contact the school and we will assist you in any way that we can.

We extend our thanks to the school community for adhering to the above guidelines to ensure the safety and welfare of everyone.

This plan was ratified by the Board of Management of All Saints' National School at its meeting on Thursday 15th October, 2020, updated on Wednesday 12th January and is subject to change, in light of further guidance or instruction received from Department of Education and Skills/HSE Public Health.