

Remote Teaching and Learning Plan for Scoil Cholmcille, Mount Hanover

October 2020

Dear Parents and Guardians,

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 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 plan does not set out to replace our Mobile Phone or Internet Acceptable Usage Policy. Rather, it is proposed as an important addition to the area of learning from a digital platform. Please read this plan in conjunction with our Internet Acceptable Usage Policy, Code of Behaviour Policy and Anti-Bullying Policy which are on the school website.

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) | (h) Data Protection Act (2018) |
| (b) Education (Welfare) Act (2000) | (i) Department of Education: Child Protection Procedures for Primary schools |
| (c) Equal Status Act (2000) | (j) NEWB Guidelines for Developing a Code of Behaviour (2008). |
| (d) Education for Persons with Special Educational Needs Act (2004) | (k) DES Guidance on Continuity of Schooling for Primary Schools (May 2020) |
| (e) Disability Act (2005) | (l) DES Guidance on Continuity of Schooling: <i>Supporting Primary Pupils at very High Risk to Covid-19</i> (August 2020) |
| (f) Children First Act (2017) | |
| (g) GDPR | (m) Guidance on Remote Learning in a Covid-19 Context: September – December 2020 |

This is a working document in the ever changing circumstances in which we find ourselves. As we continue to explore options available to support distance learning, the document will be updated accordingly. We appreciate the feedback we receive and hope to provide well for families while recognising that teaching in school is more appropriate for primary school pupils.

Context

Teaching and Learning is always evolving, especially, as we traverse this global pandemic. 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. Your role as parents takes on extra responsibilities in terms of facilitating your child's learning. 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. We aim to continue to provide effective teaching and learning, while also enabling good communication between staff, families and students.

Guidelines for good online communication in Scoil Cholmcille, Mount Hanover

1. Under no circumstances should pictures or recordings be taken of video calls. This is for child protection reasons. A teacher may record and send short lessons instead. In the event of a total lock down where all families will be at home, pupils are expected to engage online. Please contact the school ASAP if you have no access to devices.
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. Staff members will communicate with pupils and their families via Class Dojo. These tools have been approved by the school and of which parents have been notified.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. For video/Google Meet calls, parental permission is implied, as the link to a video call will be communicated via Class Dojo. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
7. For security reasons, passwords will be provided to families, where applicable.
8. Scoil Cholmcille, Mount Hanover cannot accept responsibility for the security of online

platforms, in the event that they are compromised.

What we will be doing

Scoil Cholmcille, Mount Hanover will use the following online platforms for communicating and connecting with families/pupils.

Our 'Remote Teaching and Learning Plan' will include a combination of live teaching, assigned work, feedback and pre-recorded lessons.

1. **Class Dojo:** Staff will communicate regularly with parents and pupils via Class Dojo, which should be checked daily for updates and important information. Pupils from Junior Infants – 2nd Class will be assigned work via Class Dojo and the Portfolio tool on this platform.

2. **Email:** The school email address mounthanoverns@gmail.com will be constantly monitored and it may be used to issue alerts to families on any important updates.

3. **Google Classroom (3rd-6th Class):** Google Classroom is an online education platform and it enables our pupils to connect to their folder of work and it also allows access to their teacher when required. Teachers will also provide feedback and communicate with pupils via Google Classroom. Some lessons may be pre-recorded. Parental consent is required prior to using this app; permissions have been requested via Google Forms. Each child will be given an email in our school domain and a code to access Google Classroom.

4. **Google Meet** 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 Google Meetings. Google Meet may be used to send prerecords by teachers as well.

- Teachers will mainly focus on learning objectives in core skills
- Literacy: Reading phonics sounds, reading or writing skills
- Numeracy: Maths teach core concepts
- Irish comhrá
- Prepping work for pupils to do themselves at home
- Correcting where possible

Support Teachers will continue with their particular work with pupils offering the same supports and assist the class teachers they were working with before the break. SNAs can assist children depending on their needs and in communication with teachers and parents and are to make contact daily with children with differing needs.

There will be live teaching for each class on a Monday and Thursday via Google Meet.

<u>Time</u>	<u>Class</u>
9.30 – 10.00	Junior Infants
10.10 – 10.40	Senior Infants
10.50 -11.20	1 st Class
11.30 – 12.00	2 nd Class
12.10 – 12.40	3 rd Class
12.50 – 1.20	4 th Class
1.30 – 2.00	5 th Class
2.10 – 2.40	6 th Class

Rules for Pupils

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/Google Meet:

1. Remember to ensure you join each Google Meet meeting using your proper name so that the teacher can identify you readily
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! 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 where necessary while they work online e.g. being in the room with an infant child or providing a quiet place for an older child with the door open, helping the child with technology problems, ensuring filters are in place etc.
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/Google Meet:

1. For child protection reasons no 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. We will focus on key skills in literacy and numeracy e.g. core maths concepts, Irish language learning, literacy skills, reading and writing
4. Be aware that when you are logging into group video calls, you too can be seen and heard.
5. You will automatically enter a waiting room when the code for a Google Meet call has been entered. Please note that school staff need to identify you by the display name on your 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 Google Meet call approximately five minutes before the scheduled start time. This will give school staff time to verify who you are.
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, use the chat feature etc
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call. A child's bedroom is not suitable.
10. For detailed information on GDPR and Google Meet, please visit <https://support.google.com/a/answer/9822731?hl=en>

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.

Please Check-in on your 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. 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 as much work as possible every week day for routine. We provide work and guidance and ask parents and pupils to do their best.

Remote Teaching and Learning for Teachers

- 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. Provision for SEN students will be made when using Remote Learning methodologies and SET teachers are expected to connect with pupils via Class Dojo and/or Google Classroom regularly. If mainstream class teachers are sick, support teachers may be asked to help cover their classes to provide continuity for the children. SNAs will make contact by telephone as well.
- Feedback, Assessment and correction is a vital component of online learning so please bear this in mind when setting tasks.

Summary:

- Within your circumstances, pupils are expected to do their best and to follow the work set by teachers and engage with online learning.
- There will be no school work set for planned school closures/holidays. There will be no interaction on Class Dojo or Google Classroom during these times.
- Please keep abreast of postings on Class Dojo. 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 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. Please approach teachers in the first instance where necessary.

May I thank the school community for adhering to the above guidelines for everyone's safety and welfare. This plan is specific to our school and situation and we will continue to work together to do the best we can for all our pupils.