



Scoil Mhuire Remote Teaching and Learning Plan/Policy

Introduction

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 including online learning platforms. 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 replace our Internet Acceptable Usage Policy (AUP) or Mobile Phone Policy. It is instead an important addition to the area of learning through a digital platform. The policy should be read in conjunction with our AUP, Code of Behaviour and Anti-Bullying (including Cyber Bullying) Policy.

This policy also seeks to ensure that remote learning is safe for all of our pupils and that personal and sensitive data is 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 Skills 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) Guidance on Remote Learning in a COVID-19 Context: September – December 2020

This is a working document. As we continue to explore options available to support remote learning, the document will be updated accordingly.

1.Context

Teaching and Learning is always evolving and advances in technology mean that classes can now be delivered remotely. Whether a child is being taught remotely or via a traditional classroom environment, it is very important that all partners in the process are aware that once a learning exchange takes place between a pupil and teacher, whether at home or school, the same statutory rules apply i.e. the school's Code of Positive Behaviour and all of the school's policies apply.

Scoil Mhuire 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 pupils.

2.Guidelines/Protocols for good online communication in Scoil Mhuire

1. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
2. Pupils and staff will communicate using tools which have been approved by the school and of which parent(s)/guardian(s) have been notified (Seesaw, Zoom, school website, Aladdin, school email addresses).
3. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
4. Scoil Mhuire cannot accept responsibility for the security of online platforms, in the event that they are compromised.
5. For security reasons, passwords will be provided to families, where applicable.
6. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
7. It is the duty of parent(s)/guardian(s) to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
8. Under no circumstances should pictures or recordings be taken of video /Zoom calls.
9. For video/Zoom calls, parental permission is required.

3.Media which the school will use:

Scoil Mhuire will use various platforms 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 occasional live sessions, e.g. Assembly (Zoom). Teachers will also communicate with parents/pupils via email and the school website.

School Email:

- Each teacher will be assigned a class e-mail address through which he/she will communicate with parent(s)/guardian(s) and vice-versa.
- Staff will communicate regularly with parent(s)/guardian(s) via the school email.
- Parental queries will be addressed during school hours and can relate to a pupil's teaching and learning or wellbeing.

Seesaw:

Seesaw will be used by teachers to assign and correct work. Teachers will post work for pupils daily - in English Irish and Maths and in some cases in a fourth subject. Using the Seesaw app, pupils can connect to their journal and upload work/pictures to their journal for their teacher to see. This app is used from Junior Infants - Sixth Class and in our ASD classes and requires a QR which is administered to parents either by email or hardcopy. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Unfortunately, single family log in on Seesaw is currently not facilitated. Some lessons will be pre - recorded and uploaded via Seesaw.

Website:

The website is monitored and updated by members of the management team. Individual teachers are assigned a class page and they are responsible for updating their class page regularly. The Principal and management will also update the website regularly. See Scoil Mhuire's AUP for good practices/guidelines in relation to use of the website.

Zoom:

Zoom is a video-conferencing platform which enables teachers, staff and pupils to connect via a live link. Staff will occasionally connect with pupils for class /school assemblies, using pre-arranged Zoom Meetings. See Scoil Mhuire's AUP for good practices and rules in relation to using Zoom.

4.Remote Teaching and Learning Protocols for Pupils

1. Check assigned work daily
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Code of Behaviour
 - b. Anti- Bullying Policy
 - c. Internet Acceptable Use Policy
5. Teaching and Learning best practice will continue to apply, with pupils expected to present assignments to the best of their ability and on time.
6. In so far as possible, provision for SEN pupils will be made using Remote Learning methodologies.
7. In so far as possible, provision for pupils at very high-risk to Covid 19 will be made using Remote Learning methodologies.

5.Rules for pupils using online communication

For submitting work via Seesaw:

1. Submit work and pictures that are appropriate
2. Have an adult take a look at your work before you send it.
3. Use kind and friendly words.
4. Submit all assignments to the best of your ability.
5. To the best of your ability, present your work on time.
6. Do not change your background or name on the seesaw app

For video calls/Zoom:

See the Zoom protocol in Scoil Mhuire's AUP.

6.Remote Teaching and Learning Protocols for Parent(s)/Guardian(s)

1. Check-in on your child's school work on a daily basis and talk to your child about the work being assigned.
2. It is the responsibility of parents/guardians to ensure that pupils are supervised while they work online.
3. Continue to revise online safety measures with your child.
4. Parents/guardians should ensure protocols for pupils (see above) are adhered to.
5. Please check the work your child intends to send to their teacher, ensuring it is appropriate.
6. Teachers will encourage pupils to do a little work every day to maintain a good routine.
7. Teachers will provide work and guidance and ask parent(s)/guardian(s) and pupils to do their best with the work provided. We acknowledge that parents are the primary educators of their children so they will be able to guide their children during a period of remote learning.
8. The health and wellbeing of all is paramount. Circumstances may change for parent(s)/guardian(s) or children unexpectedly so please keep schooling in perspective and do not allow anything school related to impinge on you or your child negatively.

7.Remote Teaching and Learning Protocols for Teachers/SNAs

1. Check uploaded work regularly
2. Teachers when working remotely will on most occasions try to communicate online during normal school hours and will endeavour not to communicate with pupils outside of these hours. As every teacher's circumstance is different however, teachers may have to send assignments/comments to pupils outside of regular school hours.

Similarly it might suit some parents to communicate with the teacher outside of normal school hours, however the teacher will not be required to respond to the parent outside of normal working hours.

3. The normal school calendar will apply.
4. Schoolwork will not be assigned at weekends or during holidays.
5. The following school policies apply to remote teaching and learning:
 - a. Child Protection Policy
 - b. Data Protection Policy
 - c. Acceptable Use Policy
6. Teaching and Learning best practice will continue to apply.
7. The health and wellbeing of all is paramount. Circumstances may also change for staff unexpectedly and in this situation we would ask parents/guardians to be understanding while a new arrangement is organised.

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

Provision for pupils who are at very high risk to Covid 19

The school will engage directly with relevant parent(s)/guardian(s) regarding remote educational provision for pupils who are deemed to be at **very high risk** of Covid-19 (see HSE Guidelines), where medical certification has been provided to the school.

Provision for all other pupils who are instructed to self-isolate by their GP or HSE Public Health.

Educational provision will be provided as follows:

1. **For pupils 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. **For pupils 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):**
The class teacher or the SET will engage with the pupil via email/Seesaw daily.
3. **When a school pod (group of six) is instructed by HSE Public Health to self-isolate:**
The SET (Special Education Team) will engage with the pupils in the pod via email/Seesaw daily, in consultation with the class teacher. The class teacher will continue to teach the remainder of the class in school. The Principal will check for the availability of a teacher who is working from home and who is on the Kildare Ed Centre list as available to help other schools with remote teaching and learning (Teachers in the 'very high risk' category).
4. **When a school bubble (whole class) is instructed by HSE Public Health to self-isolate (14 day isolation period):**
The class teacher will engage with the bubble daily on email/ Seesaw, unless they are unwell themselves, in which case a sub or the SET will take over from the class teacher.
5. **When a whole school closure takes place as instructed by HSE Public Health (duration of closure will be advised by HSE Public Health):**
 - **Junior Classes (JI to 2nd classes)**
 - In the Junior classes teachers will address work in **three** subjects each day using a variety of methodologies – generally English, Irish and Maths.

- Teachers will include 1 or 2 teaching elements daily using short pre recorded lessons and will assign tasks on these lessons.
- Teachers will also set work for children to complete themselves in one or two other subject areas.
- Work will be posted to the platform before 9.20am each day.
- Junior pupils will be required to submit 1 piece of work each day.
- Teachers will provide feedback to Junior pupils on 1 piece of work each day via voice notes/ comments/ corrections.
- 1st and 2nd class teachers will administer the usual spelling test on Fridays.
- We ask parents to encourage their children to do some form of physical activity outdoors everyday and once a week, if they would like, to engage in art activities or to listen to a piece of music and discuss it with their children.
- **Senior Classes (3rd to 6th classes)**
 - In the Senior classes teachers will address work in **four** subjects each day using a variety of methodologies – generally English, Irish, Maths and one other subject (Religion, History, Geography, Science and SPHE).
 - Teachers will include 2 or 3 teaching elements daily using short pre recorded lessons and will assign tasks on these lessons.
 - Teachers will also set work for children to complete themselves in 1 or 2 other subject areas.
 - Work will be posted on the platform before 9.20am each day.
 - Pupils from 3rd to 6th classes will be expected to complete their spelling workbook and tables champion task for that day and their mental maths, if applicable.
 - Senior pupils will be required to submit 2 pieces of work each day.
 - Teachers will provide feedback to Senior pupils on 2 pieces of work each day via voice notes/ comments/ corrections.
 - Teachers will provide Senior pupils with correction sheets for mental maths activities, tables work and spelling workbook activities for the pupils/parents to self correct. These will be available the following day.
 - From 3rd to 6th classes teachers will administer the usual spelling test on Fridays or as regularly as they usually provide spelling tests.
- SEN teachers will continue to engage with pupils on their caseload as frequently as they would under normal circumstances.
- Staff will engage with pupils occasionally on Zoom for assembly.
- A list of websites and apps is included in Appendix 1 for any pupil who is looking for some extra activities to do.
- Please note that the situation will be reviewed as necessary.

Provision for pupils who are returning from overseas travel

Presently while writing this document, the Government advises against all non-essential overseas travel to and from Ireland due to the ongoing Covid 19 crisis. Passengers arriving into Ireland from overseas are advised to restrict their movements for 14 days. This includes Irish residents.

These pupils will be supported to catch up on their learning on their return to school. The teacher will provide parents with the homework for the week and this will be corrected on the pupil's return to school.

9. Summary for Parents

1. Do what you can, within your circumstances. Do not be concerned about following books and workbooks outside of the work set by teachers.
2. There will be no school work set for planned school closures/holidays. There will be no interaction during these times.
3. Please keep abreast of the school website and school emails - it is our main mode of communication.
4. We ask parent(s)/guardian(s), pupils and teachers to ensure protocols are adhered to at all times.
5. Please ensure you are connected to the on-line platforms agreed by the school.
6. If you have any concerns/queries, please email the school.

We ask all in the school community to adhere to the above guidelines for the safety and welfare of everyone in our school.

This plan was ratified by the Board of Management of Scoil Mhuire on 10/11/20 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



Signed: _____
Principal



Appendix 1: List of Recommended Extra Resources

In addition to a plan of work for your child/children, we suggest the following Websites and Apps your child could use if they are looking for extra activities. These are helpful but not essential:

Useful Websites

- trte.rte.ie/news2day - watch news from Ireland at 4.20pm every weekday
- www.gonoodle.com - if you want to do exercises or some mindful activities
- www.cula4.com/en - television programmes in Irish
- www.scoilnet.ie - choose a subject at your level.
- www.twinkl.com - choose work for your class level
- www.growinlove.ie - to continue work in Religion.
- www.stories.audible.com - to listen to audio books. They even have stories in different languages!
- www.starfall.com - phonics website

Useful Apps

- Cúla 4: Excellent child friendly app for younger pupils to develop Irish vocab. There are also videos of your children's favourite cartoons here 'as Gaeilge' which would be useful to watch occasionally to keep up with Irish.
- Doulingo: This is an excellent app, most suitable from 2nd class upwards. Tests your child's Irish ability level at the start and they work at their own level for 10 mins daily.
- Mathduel: Fun and interactive app to improve tables.
- Starfall: Child friendly and useful app to maintain progress in spellings.
- Jolly Phonics App: to continue phonics learning for Infant classes.
- Dolch word Apps (there is a wide range available): for the development of sight words.
- Nessy Apps: reading for pupils with dyslexia or reading difficulties.
- PinkFong: An engaging app of digital stories for Infant classes.
- Khan Academy: Useful for maths for older pupils.
- Kahoot: for general knowledge and quizzes.
- Toontastic: Excellent app for digital storytelling where pupils can devise their own digital story, pick a range of characters, settings, even musical backgrounds. They plan a beginning, middle and end to their story and can record their own voices to tell the story.
- Puppetpals: (similar to Toontastic). This is useful for younger pupils.