

# **Courtnacuddy N.S.**

## **Remote Learning Plan**

At Courtnacuddy National School, 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 Mobile Phone or 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 (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).

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 Positive 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. Courtnacuddy N.S. 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 Courtnacuddy National School:**

1. Under no circumstances should pictures or recordings be taken of video calls.
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 Aladdin Connect, Seesaw, phone and email.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Aladdin Connect, Phone, email)
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. Courtnacuddy NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Courtnacuddy National School will use a variety of online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons via Seesaw and live lessons via Zoom.

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

- 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

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/Zoom:

1. Remember to ensure you join each Zoom 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. 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.

## **Protocols for Staff and Parents**

### **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
- For online meetings via Zoom, please ensure your child is supervised in a family area.
- The main points of communication with your class teacher in relation to work assigned will be Seesaw. Email may also be used. Overall school communication will remain on Aladdin.

- Ongoing communication with your teacher is encouraged for supplementary work/feedback on work provided.
- 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 a little work every week day for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

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

- Staff are available to work a normal working day with breaks and are encouraged to maintain a proper work/life balance.
  - Each week an overview of the week's work will be shared with parents. Each morning more detailed work may be posted along with supporting materials including teaching videos as appropriate.
  - Check uploaded work each day.
  - Teachers will respond to emails/messages in a timely fashion. Feedback will be provided to children on the work submitted either via message or voice note. Communication may only take place during normal school hours
  - Each class will hold a weekly Zoom meeting to give pupils a chance to see their classmates and allow for a continued sense of connectedness with the school.
  - 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.
- 
- 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 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 on instruction from their GP due to a confirmed case within their own family/close contact outside of school (14-day isolation period). Teacher will link in with the pupil via Seesaw (not video conferencing)
3. School POD (group of six) instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via Seesaw (not video conferencing)
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period). Teacher/SEN Team will engage with the bubble on Seesaw (daily) and on Zoom
5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health).Teachers will engage with pupils, using a blended approach of pre-recorded lessons on Seesaw and contact on Zoom.

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