

**St. Patrick's National School,
Glencullen,
Dublin 18.
D18 H504
Tel (01) 2954255
Email: principal@glencullenschool.ie
secretary@glencullenschool.ie
Website: www.glencullenschool.ie
Roll Number: 17507F**



Remote Teaching and Learning Plan for St. Patrick's N.S. School

1. Introduction

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 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 plan 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).
- 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 distance learning, the document will be updated accordingly.

2. 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. St. Patrick's 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.

3. Guidelines for good online communication in St. Patrick's National School

1. Under no circumstances should pictures or recordings be taken of video calls. Staff, pupils and parents are not permitted to change, forward, manipulate, post, broadcast or share any recordings/pictures/work posted on any of the communication platforms the school is using without the written permission of all involved.
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 Email, Seesaw, phonecalls and zoom.
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 and Zoom).

7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. 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.
9. For security reasons, passwords will be provided to families, where applicable.
10. St. Patrick's National School cannot accept responsibility for the security of online platforms, in the event that they are compromised.

St. Patrick's National School will use 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 (Seesaw) and live interaction (Zoom).

4. Wellbeing:

It is important that we are all mindful of the wellbeing of the school community during the Covid-19 pandemic. Please find attached some useful resources from NEPS (National Educational Psychological Service) related to wellbeing for both staff and students.
<https://www.education.ie/covid19/wellbeing/>

5. Media which the school will use

1. School App/Email

Staff will communicate regularly with parents and pupils via email and seesaw and WhatsApp calls. All families are asked to check it daily for updates and important information.

There is a communication platform on Seesaw for communication and a Seesaw email assigned to staff through which they will communicate with parents/guardians and vice-versa. Parental queries will be addressed during school hours only and should relate strictly to your child's teaching and learning.

2. Seesaw

Seesaw Class App is for our pupils to connect to their folder and they then have the option of uploading items to their folder for their teacher to see. This app is used from Junior Infants – sixth Class and requires a password which has been sent home. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Some lessons will be pre-recorded and uploaded via Seesaw. This app is currently being used for homework and in the classroom to ease the transition to remote learning.

4. Zoom

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers will connect with pupils once a week using pre-arranged Zoom Meetings. A timetable will be arranged during the first few days of a school closure.

5. Phone calls

Communication using a mobile phone will be allowed where it is necessary.

6. Rules for pupils using online communication

For submitting learning:

1. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it. Ensure that your posts are school and work-related.
2. Use kind and friendly words.
3. For Seesaw, send your work together when all of it is completed. Your teacher will tell you what you need to send.

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. This includes the rule that mobile phones are not allowed.
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. You must have your camera switched on. Profile pictures or blank screens are not allowed.
12. Enjoy! Don't forget to wave hello to everyone when you join!

7. 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.
4. Try to ensure that your child is completing the required/core subject work in the first instance. Other subject areas can follow this work if time allows.

For phone/video/Zoom calls

1. Under no circumstances should pictures or recordings be taken of 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 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. The camera must be enabled for all calls.
5. You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video calls if you can be identified by the display name on your zoom 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 Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify your name.
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.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call. Students will take part in this online meeting in a suitably quiet, space away from background noises such as radio, televisions and chat as these can be very easily picked up by the microphone. Calls will take place in a family area of the house - kitchen, living room, sitting room – not a bedroom. Please be mindful of what is in the background of where you are situated and respect the privacy of all of your family members.
10. There should be a parent present in the room with the child for the duration of the call / or within earshot in an adjoining room with the door open. They do not need to sit with the child but should be able to hear the conversation. The privacy of all participants will be respected and no other sibling should be in the room.
11. Mobile phones are not allowed and online private chat is strictly prohibited.
12. All children participating in a live interactive session must adhere to the school policy regarding mobile phone usage. All unnecessary electronic devices must be switched off and out of sight unless being used for the meeting.
13. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>
14. Phone Calls: Staff members will ensure that their caller ID is private. All phone calls which take place are arranged following a discussion between the Class Teacher/SET (Special Education Teacher) or SNA and the parent. Parents should be there to greet the staff member and again to say goodbye. This ensures that the parent is aware when the call has ended with the staff member and ensures the child does not begin talking to someone else unbeknownst to the parent. There should be a parent present in the room with the child for the duration of the call / or within earshot in an adjoining room with the door open. They do not need to sit with the child but should be able to hear the conversation.

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.

8. Remote Teaching and Learning Protocols for Pupils

1. Check assigned work each week.
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. Acceptable Use Policy
5. 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.

- a. In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.
 - b. In so far as possible, provision for student at very high-risk to Covid 19 will be made when using Remote Learning methodologies.
6. Please ensure that your posts you send to your teacher are work-related only.

9. Remote Teaching and Learning Protocols for Parents

1. We ask parents/guardians to ensure protocols for students are adhered to.
2. Check-in on their child's school work on a daily basis and talk to their child about the work being assigned.
3. 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.
4. It is the responsibility of parents/guardians to supervise children while they are working online and to ensure any content that they are submitting to their teacher is appropriate. Parents should check their children's devices on a daily basis to ensure they are aware of what they are accessing online.
5. Communication should only take place during school hours which for the purposes of this period of remote learning is 9am to 3pm. No communication from parent to teacher should take place outside of these hours.

6. Remote Teaching and Learning Protocols for Teachers/SNAs

1. Ensure all protocols are being adhered to.
2. Communication should 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. Child Protection Policy
 - b. Data Protection Policy
5. 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.
6. Teachers will have another staff member present on a video call to assist with monitoring and to continue the call if the other adult has a difficulty with internet connection.
7. Teachers will communicate with their students on a daily basis.
8. Teachers will assign work for the core subjects daily and work in other subject areas for when the core work has been completed.
9. Teachers will provide manageable and accessible opportunities for all pupils to regularly share samples of their work with the class teacher throughout the week. Teachers will monitor work that is returned and will provide feedback on selected pieces of work throughout the week.
10. Teacher engagement will involve both direct teaching by the teacher (pre-recorded video, audio, presentation software and written instructions) and the assignment of independent learning tasks for completion by the pupils. Appropriate Youtube videos may be uploaded. Teachers have no control over ads and pop ups. Extensions may be added to your device to disable these ads and popups.
11. Special Education Teachers (SETs) will continue to engage with pupils on their caseload.

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

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.

Provision for 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 (17-day isolation period).**

Teacher will link in with the pupil via Seesaw/ email. Please make this request in writing to the school office/ email as under GDPR the Principal cannot share information regarding Covid-19 with staff members so a written request is required.

3. **School POD (small group) instructed by HSE Public Health to self-isolate.**

Teacher will link in with the pupils via Seesaw/ email.

4. **School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period).**

Teacher will engage with the bubble daily on Seesaw/email.

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, Seesaw and by regular contact on Zoom (1st to 6th class).

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

11. Summary:

1. Do what you can, within your circumstances.
2. There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw, Google Classroom, or with the class teacher during these times.
3. Please keep abreast of postings on the school app/emails sent by the school/class teacher.
4. We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.
5. If you have yet to connect to any of the on-line platforms/school App, 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 which seek to ensure everyone's safety and welfare.

Recommended Apps

Below is a list of apps for children who have completed their work and would like to explore further activities. If not, do not worry, they are helpful but not essential.

- Cúla 4: Excellent for younger pupils for Irish vocab – very child friendly. 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.
- Duolingo: most suitable from 2nd class upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily.
- Mathduel: For tables. Fun and interactive.
- Starfall: For spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork.
- Jolly Phonics App: to keep up phonics learning for infant classes.
- Dolch words Apps (there is a wide range available): for the development of sight words.
- Nessy Apps: for reading for pupils with dyslexia or difficulties.
- PinkFong: Digital stories for infant classes. Excellent and engaging.
- Khan Academy: Useful for maths for older pupils especially.
- Kahoot: for general knowledge and quizzes.
- Toontastic: probably the best app ever for digital storytelling – pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story.
- Puppetpals: similar to toontastic – useful for younger pupils. They can record themselves telling the story also.
- Lightbot – Coding app – super for all ages.