



Scoil Náisiunta Áth an Chóiste

Remote Teaching and Learning Policy

Context

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.

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 pupils. 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. Coachford NS 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.

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 is 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, ICT Policy, Internet Acceptable Usage Policy (AUP) and Mobile Phone Policy.

Online Platforms:

Coachford National School will use various 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 may also used live sessions (Zoom).

Aladdin Connect School App:

Staff will communicate regularly with parents and pupils via the school App. All families are asked to download the Aladdin Connect School App and to check it daily for updates and important information. Teachers will post work for pupils each week on the app.

Teachers communicate with parents/guardians via the school email info@coachfordnationalschool.ie and vice-versa. Parental queries will be addressed during school hours only (9:00-2:40) and should relate strictly to your child's teaching and learning.

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 QR which can be accessed through the school email. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Unfortunately, single family log in is not facilitated on Seesaw. Some lessons will be pre-recorded and uploaded via Seesaw.

Zoom

Zoom is a video-conferencing platform which will enable staff and parents to connect via a live link.

Remote Teaching and Learning:

Teaching and Learning best practice will continue to apply, with pupils 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 pupils 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 Pupils:

- Check assigned work each day
- 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

Remote Teaching and Learning Protocols for Parents

- We ask parents/guardians to ensure protocols for pupils 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. 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.
- Submitting Learning: It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online. Check over the work which pupils send to their teacher, ensuring it is appropriate. Continue to revise online safety measures with pupils.

Remote Teaching and Learning Protocols for Teachers/SNA's

- Check uploaded work each day
- 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:
 - Child Protection Policy
 - Data Protection Policy

- Teaching and Learning best practice will continue to apply with pupils 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. Work missed will be provided if requested by parents.
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 Aladdin Connect School App, email and See-Saw
3. School Pod instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via Aladdin Connect School App, email and See-Saw.
4. School Bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period). Teacher will link in with the pupils via Aladdin Connect School App, email and See-Saw. Teacher may use Zoom for live-video links.
5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health) Teacher will link in with the pupils via Aladdin Connect School App, email and See-Saw. Teacher may use Zoom for live-video links

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

Summary:

- Do what you can, within your circumstances. There is no need to undertake extra work in text books and workbooks outside of the work set by teachers for the moment.
- There will be no school work set for planned school closures/holidays. There will be no interaction on email, Zoom or Seesaw during these times
- Please keep abreast of postings on the school app- it is our main mode of communication going forward.
- We ask parents/guardians, pupils and teachers to ensure protocols are adhered to at all times.
- 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 for everyone's safety and welfare.

This plan was ratified by the BOM NS at its meeting on 9 December 2020 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: Jeanette Champion

(Chairperson BOM NS)

Appendix 1

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.

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.

Appendix 2

Virtual Meeting Etiquette

For Pupils

- A link will be emailed to the Parents' email address before the meeting. This link is not to be shared with anyone else
- Join each Zoom meeting using your family name.
- Be on time
- Recording of Virtual Meetings is not allowed
- Think of the meeting as a face-to-face meeting and behave as if everyone were present in the same room
- School rules still apply
- Be aware of your surroundings: Pick a quiet room that is not a bedroom and does not have traffic passing through.
- Have a plain background if possible
- Have good lighting on your face so that you can be seen at all times
Avoid backlight from bright windows.
- Dress appropriately
- Children will have microphones muted when they are not talking and only turn it on if they are asked to speak.
- Raise your hand if you wish to speak just like you would do in class. If you have the chance to speak do so using your normal voice using kind and friendly words
Be respectful as teachers and pupils are real people who are affected by words you say and write.
- Only use Chat if the teacher allows it. Be respectful at all times, when using Chat.
- Stay seated and stay present
Do not talk on the phones

For Parents

- Under no circumstances should pictures or recordings be taken of video calls.
- Ensure that the school has the correct email address for inviting you to join apps and meetings.
- 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.

- Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- 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 call if you can be identified by the display name on your zoom account. (i.e. Family Name)
- 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 email address.
- 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.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call.
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>
- 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.