St. Oliver Plunkett National School

Killina, Carbury, Co. Kildare
Tel: 046 955 3522
Email: office@killinans.com
Website: www.killinans.com

Principal: Dominic Tyrrell   **Deputy Principal:** Teresa Noonan

Remote Teaching and Learning Plan

December 2020

1. Introduction

In response to the current situation, we have formulated this policy to outline how the school will maintain the link between school and home.

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 not intended 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:

- The Education Act (1998)
- Education (Welfare) Act (2000)
- Equal Status Act (2000)
- Education for Persons with Special Educational Needs Act (2004)
- Disability Act (2005)
- Children First Act (2017)
- GDPR
- Data Protection Act (2018)
- Department of Education: Child Protection Procedures for Primary schools
- NEWB Guidelines for Developing a Code of Behaviour (2008).
- DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- DES Guidance on Continuity of Schooling

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 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. Oliver Plunkett National School 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

1. Under no circumstances should pictures or recordings be taken of video calls or Google Classroom postings.
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 Google Classroom and email (and by phone where necessary).
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 (Email, Google Classroom, Zoom)
7. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via Google Classroom or email. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. St. Oliver Plunkett National School cannot accept responsibility for the security of online platforms, in the event that they are compromised.
9. St. Oliver Plunkett National School's 'Remote Teaching and Learning Plan' will include a combination of assigned work, visual materials and pre-recorded voice notes/video messages on Google Classroom. Zoom may be used in certain circumstances (eg. assemblies etc…)

4. Platforms which the school will use

Google Classroom
Google Classroom will allow our pupils to connect with their teacher and peers in a digital learning environment. Learning materials will be shared on a daily basis and pupils will upload their work for correction and feedback. Google Classroom is an online platform which enables pupils to connect to their folder of work and to access their teacher when required.

Zoom
Zoom is a video-conferencing platform which enables teachers, staff and pupils to connect via a live link.

5. Protocols for pupils using online communication methods:

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.
3. Communication should take place during normal school hours, however assignments can be returned to your teacher outside of school hours but may not receive feedback until the following school day.
4. The normal school calendar will apply.
5. The following school policies apply to remote teaching and learning:
   a. Code of Behaviour
   b. Anti- Bullying Policy
   c. Acceptable Use Policy
7. 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. In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.

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.
11. Enjoy! Don't forget to wave hello to everyone when you join!

6. Remote Learning guidelines and protocols 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.

For video calls/Zoom

1. Under no circumstances should 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 maintain 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.
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 call 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 email address.
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.
10. 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.

7. Remote Teaching and Learning Protocols for Teachers
- Check uploaded work each week (please note, assignments submitted outside of school hours may not receive feedback until the following school day).
- 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.

8. 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 Google classroom (not video conferencing).
3. School POD (group of six) instructed by HSE Pubic Health to self-isolate. Teacher will link in with the pupils via Google classroom (not video conferencing)
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period). Teacher will engage with the bubble on Google Classroom.
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 Google Classroom and an informal 'catch-up' using zoom.

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. Forget about following 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 Google Classroom/Zoom during these times
- 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 class teacher and they will assist you in any way they we can.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare. It is important to note that this plan is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

_____   _____

Chairperson   Principal