



## Remote Teaching and Learning Action Plan (during Covid 19 Pandemic)

### 1. Introduction

In response to this time of uncertainty regarding school closures, we have formulated this Action 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 pupils and staff, 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*, *Anti-Bullying Policy* and *Acceptable Usage Policy (AUP)*.

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. We aim to ensure, to the best of our ability, that learning takes place in an environment that is respectful and fair and meets our statutory duties.

This plan has been formulated in accordance with the provisions and guidelines 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) Data Protection Act / GDPR (2018)
- h) Department of Education: Child Protection Procedures for Primary schools
- i) NEWB Guidelines for Developing a Code of Behaviour (2008).

- j) DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- k) DES Guidance on Continuity of Schooling: Supporting Primary Pupils at very High Risk to Covid 19 (August 2020).
- l) 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. Guidelines for good online communication in St. Patrick's N.S.**

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 communicate with pupils and their families in relation to setting work, correcting work and sharing work via Seesaw.
5. All other communication should be through email via ([info@stpatricksns.ie](mailto:info@stpatricksns.ie)) or phone (through main school line 8249930). The school also sends texts, notifications and permissions requests through the Aladdin app.
6. Any electronic forms of communication are for educational purposes and to allow for communication and information sharing with families.
7. Students and staff communicate using only applications and platforms which have been approved by the Board of Management and of which parents have been notified (Seesaw, Zoom).
8. Parental permission is acquired before setting up a profile for a pupil on a communication forum.
9. **St. Patrick's N.S.** cannot accept responsibility for the security of online platforms, in the event that they are compromised.

**St. Patrick's N.S.** uses online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' includes a combination of assigned work and pre-recorded lessons on Seesaw.

### 3. Media in use in the School

#### Seesaw

*Seesaw Class App* is for our pupils to connect to their folder. They then have the option of uploading items to their folder for their teacher to see and assess. This app is used from Junior Infants – Sixth Class and requires an individual code which has been given to each child. Parental consent is required prior to using this app. Unfortunately, single family login is not currently facilitated on Seesaw.

#### Zoom

Staff may arrange meetings or webinars with other staff members or parents through Zoom. Staff members can choose to use or not to use the video function.

In limited pre-approved situations, staff members may communicate with pupils via Zoom. At least 2 staff members will attend each such call and the call will only begin when both are present.

If it is deemed appropriate for a teacher, SNA or other staff member to video call a student, consent needs to be sought from parents through Aladdin Connect Permissions. The School's *Code of Behaviour* and *AUP* apply during all meetings.

A staff member of St. Patrick's N.S. will host the meeting inviting the pupil and his/her parent/guardian. The host will immediately end any meeting where breaches of the *Code of Behaviour* or the *AUP* occur.

As per Appendix 1 of *AUP* participants are not permitted to record the screen or any part of a zoom meeting/presentation/webinar

### 4. Remote Teaching and Learning Guidelines and Protocols for Pupils

1. Check assigned work each week.
2. Teachers will usually only communicate with pupils/parents during normal school hours.
3. Work is not set or assessed during school holidays.
4. The following school policies apply to remote teaching and learning:
  - a. Code of Behaviour
  - b. Anti- Bullying Policy

c. Digital Technologies Acceptable Usage Policy (AUP)

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.
6. In so far as possible, when using Remote Learning methodologies, provision will be made for pupils with SEN and for pupils medically certified to be at **very high-risk** to Covid 19.
7. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
8. Use kind and friendly words as if you were speaking directly to the teacher or SNA.

## 5. Remote Teaching and Learning Guidelines and Protocols for Parents

### For learning

It is the responsibility of parents and guardians to:

1. 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. 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.

3. Parents/guardians are asked 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

## 6. Remote Teaching and Learning Guidelines and Protocols for Teachers and SNAs during an enforced school closure due to Covid 19

1. Teachers upload and check work each week.
2. Communication takes place during normal school hours only.
3. Work is not set or assessed during school holidays.
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. In the case of a school closure, teachers will communicate daily with their classes. SNAs will communicate with pupils under their care daily also.

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

	Possible scenarios	Remote learning provision (if applicable)
1.	<b>Children</b> who are deemed at <b>very high risk</b> (as per HSE guidelines). Medical certification is provided to the school.	School will engage directly with parents on a case by case basis to provide remote learning.
2.	<b>Children</b> who are <b>awaiting a Covid 19 test results</b> for themselves or a family member and have been instructed by their GP to isolate at home <u>for a few days</u> .	No remote provision provided. Pupils can keep up with regular homework assigned on Seesaw, Mangahigh and Reading Eggs (where appropriate). <i>If result is negative this should be a short period of absence. If result is positive, provision moves to 3 below.</i>
3.	<b>Children isolating at home</b> on instruction from their GP due to a <b>positive result</b> or	Parents are asked to contact the class teacher via <a href="mailto:info@stpatricksns.ie">info@stpatricksns.ie</a> should they require school work for their child/ children.

	being a <b>close contact</b> of a confirmed case (10/14-day isolation period).	
4.	<b>POD/s</b> instructed by HSE Public Health to self-isolate because of a positive case in the school  <u>Class teacher is in school with the remainder of class.</u>	Work will be sent to the isolating pod (s) via 'Seesaw'.  Parents decide whether or not to engage.
5.	<b>POD/s</b> instructed by HSE Public Health to self-isolate. <u>Class teacher is also isolating at home.</u>  <u>Most of the class remains at school</u>	Work will be sent to the isolating pod (s) via 'Seesaw'.  Parents decide whether or not to engage.
6.	<b>Class bubble</b> (whole class) instructed by HSE Public Health to self-isolate (14-day isolation period).	Class Teacher or substitute Teacher will engage with the bubble daily on Seesaw.
7.	<b>Whole school closure</b> as instructed by HSE Public Health (duration of closure will be advised by Public Health)/Schools closure as directed by government.	Class teachers will engage with pupils, using Seesaw.  SET will engage with pupils on their caseload via Seesaw.  <i>*Subject to change depending on instructions regarding given by Department of Education.</i>
8.	Pupil with complex Special Educational Needs * is absent in any of the scenarios other than 2.  (* Stage 3 of Continuum of Support)	SET teacher assigned ( <i>where possible</i> ) to the pupil will provide work for this pupil, in consultation with the class teacher and SNA (if appropriate).

**As the Covid 19 situation is quite fluid and these circumstances may vary throughout the year.**

### **8. Access to digital resources**

In the case of a whole school closure, the school will arrange to lend devices (ipads) to those who do not have sufficient access, once this can be arranged within Public Health Guidance

and agreement is given by parents to return the device safely and ensure it is used within the school's policies (Code of Behaviour) and AUP.

This plan was ratified by the BOM of St. **Patrick's N.S. in January 2021** 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 BOM)

Signed: 

( School Principal )

Date: January 07 2021.