Policy on Remote Teaching and Learning

Lucan Educate Together National School

In response to this time of uncertainty regarding Covid-19 school closures, we have formulated this policy to outline how L.E.T.N.S will maintain the link between school and home. In the event of a 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 protect both pupils and school staff, while teaching and learning online.

This policy 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 policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying Policy.

The primary obligation of all schools is to the welfare of the learners in their school. This policy 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 and respond to options available to support remote learning, the document will be updated accordingly.

 Teaching and Learning is always evolving. Developments in IT provide us all with great opportunities as learners and teachers. There is great 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 remote learning and that families are in favour of increased opportunities to maintain the connection between school and home. L.E.T.N.S. uses a variety of child friendly, online tools, which assist in providing more effective teaching and learning. These tools also enable greater communication between pupils, staff and families.

Guidelines for Good Online Communication in L.E.T.N.S.

- Under no circumstances should pictures or recordings be taken of video calls.
- Pupils, staff and families are expected to behave in an appropriate, safe, respectful and kind manner online.
- 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.
- Staff members will communicate with pupils and their families via Aladdin Connect, Seesaw, Zoom, e-mail or phone calls.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Students and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Aladdin, telephone , Zoom)
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- For video 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.
- For security reasons, passwords will be provided to families, where applicable.
- For security reasons video calls, such as Zoom, will be accessed by staff through their school e-mail address.
- L.E.T.N.S cannot accept responsibility for the security of online platforms, in the event that they are compromised.

L.E.T.N.S. will use three online platforms for communicating and connecting with our families / pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, lessons on Seesaw and video calls via Zoom.

1: Aladdin Connect

Staff will communicate regularly with parents and pupils via Aladdin Connect. All families are asked to download the Aladdin Connect and log into the School's account and to check it daily for updates and important information from the principal and teachers.

Parental queries will, usually, be addressed during school hours (8:50-2:30).

2: Seesaw

Seesaw Class App is for all our pupils to connect to their journal, activities and class blog. The pupils can access lessons and feedback on work submitted. Pupils have the option of uploading items to

their journal for their teacher to see. This app is used from Junior Infants – Sixth Class and requires a code which can be accessed through Aladdin Connect. 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.

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 regularly using pre-arranged Zoom Meetings. Pupils will connect to a wider cohort of pupils in regular Zoom assemblies.

Rules for Pupils using Online Communication Methods

 For submitting learning:

- Submit work and pictures that are appropriate, having an adult look over the work before submitting is recommended,
- Use of kind and friendly words.

For video calls:

- Remember to ensure you join each meeting using your family name.
- Pictures, screenshots or recordings of the video calls are not allowed.
- Remember our school rules – they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- Join the video with your microphone muted.
- Join the video with your camera on.
- Raise your hand before speaking, just like you would do in class.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time – set a reminder if it helps.
- Enjoy! Don't forget to wave hello to everyone when you join!

Guidelines for Parents / Guardians

For 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.

For video calls:

- 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 activities while maintaining a social connection between the pupils and the school staff. 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.
❖ 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 or pupil's name)
❖ Please ensure that your child is on time for a scheduled video, or they may be locked out. Please request to join the call approximately five minutes before the scheduled start time. This will give school staff time to verify that you are a member of the appropriate group in this video call.
❖ 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.

A breach of these guidelines may result in a person being immediately removed from a meeting or a meeting being immediately terminated. Any breach of the above guidelines may result in a discontinuation of this method of communication.

Remote Teaching and Learning Protocols for Students:

❖ Check assigned work each day
❖ Communication usually takes 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
❖ Posts from pupils on Seesaw Class Blogs are not to be shared outside of the class.
❖ In so far as possible, provision for SEN students 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 & Learning Protocols for Parents

Parents / guardians are asked:

• to ensure protocols for pupils are adhered to
• 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 weekday for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

Remote Teaching & Learning Protocols for Teachers / SNA's

- Check uploaded work
- Provide feedback to pupils as appropriate
- Communication usually takes place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
    o Child Safeguarding Policy,
    o 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.

Remote Teaching & 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.

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:

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. The pupil may also access a bank of activities devised for their class level on the school website.

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). These pupils will be supported to catch up on their learning on their return to school. The pupil may also access a bank of activities devised for their class level on the school website.

School POD (group of four) instructed by HSE Pubic Health to self-isolate. These pupils will be supported to catch up on their learning on their return to school. The pupil may also access a bank of activities devised for their class level on the school website.

School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period). Teacher will engage with the bubble daily on Seesaw/Zoom.

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, contact on Zoom and through weekly school assemblies.

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.

Focus on the work set by teachers for the moment.

Remember that remote learning is very different to being in school. The learning, the pace, the activities and the interactions will be adapted to remote teaching and learning. It is okay to be doing things in a different way, at this time. All we ask is that each pupil does his or her best.

There will be no school work set for planned school closures / holidays: there will be no interaction on Aladdin, Seesaw or Zoom during these times.

Please keep note of postings on the school app – Aladdin Connect as it is our main form of communication at this time.

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 contact 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.

Our Remote Learning Policy will be subject to regular monitoring and reviewed by the staff. This policy is subject to change, in light of any guidance or instruction received from Department of Education and Skills and / or HSE Public Health.

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