

Remote Learning Policy

St. Catherine's N.S.

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in I.T. 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 pupil 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. Catherine'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 Pupils.

Guidelines for good online communication in St. Catherine's National School:

1. Under no circumstances should pictures or recordings be taken of video calls. The only exception to this is where there is a 1:1 call between a staff member and a child, in this instance for safety reasons, the call will be recorder by the staff member.
2. Staff, families and Pupils 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 or through an established app (e.g. Seesaw/Dojo).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom, Google Classroom, Dojo)

7. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via SeeSaw/Google Classroom. Essentially, by virtue of the pupil logging on to the call, permission is assumed.

8. For security reasons, passwords will be provided to families, where applicable.

9. St. Catherine's N.S. cannot accept responsibility for the security of online platforms, in the event that they are compromised. St. Catherine's N.S. will use a variety of 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 & Google Classroom) and live sessions (Zoom).

School App

St. Catherine's N.S. will communicate regularly with parents via the school App (Aladdin Connect).

All families are asked to download the school app. and to check it regularly for updates and important information.

Class App.

St. Catherine's currently uses the SeeSaw app from Junior Infants to 4th class and Google Classroom for 5th and 6th class.

Teachers will post work for pupils each week (Sunday) on the app.

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 to 4th class and requires a QR which can be accessed via the class teacher.

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.

Google Classroom is used by pupils in 5th and 6th, parents help set up an email address for their child, which is not to be used for private email. Google Classroom will be used for pupils to share their work with their teacher, ask questions about work assigned and receive feedback on their work.

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers from 1st to 6th will connect with pupils regularly using pre-arranged Zoom Meetings.

Rules 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.

For video calls/Zoom

1. Under no circumstances should pupils take pictures or recordings of video calls.
2. Remember our school rules - they are still in place, even online.
3. Join the video with your microphone muted, and **earphones in**.
4. You must have your **video on**.
5. Raise your hand before speaking, just like you would do in class.
6. Be on time.
7. Have your books/materials ready before the call begins.
8. Refrain from eating during the call.
9. No one else should be on the call except the teacher and pupils, this is for the privacy and respect of everyone involved. The link to zoom calls should not be shared.
10. Dress appropriately, no pyjamas.
11. Be in an appropriate place (not in bed!).

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.

For video calls

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 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.
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 calls, show them how to mute/unmute.
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.

Remote Teaching and Learning Protocols for Pupils

- Check assigned work each week
- 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 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 Pupil at very high-risk to Covid 19 will be made when using Remote Learning methodologies.

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.

Remote Teaching and Learning Protocols for Teachers/SNA's

- Check uploaded work daily (Mon-Fri) and respond within 24 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:

- 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 and continue with homework uploaded on Aladdin Connect.
- 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 post homework each day via Aladdin Connect, they may upload same for teacher to comment on SeeSaw/Google Classroom.

- School POD (group in classroom) instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via See-Saw/ Google-Classroom (not video conferencing)
- School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period). Teacher will engage with the bubble daily on Seesaw/Google Classroom and regularly on 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, Seesaw/Google Classroom and regular contact on 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.

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

Please keep abreast of postings on Aladdin Connect/SeeSaw/Google Classroom– these are our main modes 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.

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.