Remote Teaching and Learning Plan for Scoil Mhuire Lacken

Introduction

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 and teach 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 school staff and pupils, while teaching and learning online in a safe and responsible manner.

This policy does not set out 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 pupil 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) Circular 0074/2020- Communication/Teaching & Learning Platform

Guidelines for good online communication in Scoil Mhuire Lacken.

1. Under no circumstances should pictures or recordings be taken of video calls, video presentations, teacher notes, lesson plans/content or communications issued by the teacher or school.
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 and via email. School management will communicate with pupils and their families via the official school specific email address scoilmhuirelacken@gmail.com.
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 (Google classroom, designated teachers emails.)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum. (This permission was acquired in March 2020 for all classes, Junior infant class on commencement of School.)
8. Children / Parents are expected to securely store usernames/ passwords for their child(ren) google classroom account.
9. Scoil Mhuire Lacken, cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Scoil Mhuire Lacekn, will use three online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of:

A. ***Whole school communication emails, from the Principal, about whole school activities, events and updates.***

School management will keep families up to date with the latest information from the Department of Health, HSE and Department of Education and Skills via the school's management system (Aladdin).

6. Remember our school rules - they are still in place, even online.
7. Set up your school work and/or your device in a quiet space, with no distractions in the background.
8. Check assigned work each day.
9. 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.
10. In so far as possible, provision for SEN pupils will be made when using Remote Learning methodologies. SET teachers will communicate with students/ parents/ guardians on their caseload in the event of a school closure.

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.
4. Under no circumstances should pictures or recordings be taken of video content.
5. Ensure that the school has the correct email address.
6. Communication may only take place during normal school hours of 9.20am – 3.00pm
7. The normal school calendar will apply
8. The following school policies apply to remote teaching and learning:
    a. Code of Behaviour
    b. Anti- Bullying Policy
    c. Acceptable Use Policy
    d. Code of Conduct for Parents and Visitors to the school
9. 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.
10. 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.

1. Check uploaded work each day.
2. Communication may only take place during normal school hours where possible

- The material created by the teacher on Google classroom or via email is the property of the teacher and pupils do not have permission to share to others outside of the virtual class unless given permission to do so. Recordings should not be made of any online lessons (videos or voice overs) unless with explicit permission from the teacher. In this instance, it is of utmost importance that any such recordings are not shared.

- Social media sites e.g. Facebook, Snapchat, Hangouts, WhatsApp etc, to communicate with pupils is never permissible and teachers have been advised accordingly. Social media may be used by teachers to demonstrate examples of good work to parents and the wider school community, but will not be used for the conduct of teaching and learning. Any work that appears on our website will ensure that students names are redacted.

- Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour will be the same as if the pupil was in school as they are involved in prescribed school work, on a school created platform using a school log-in and which has been directed by school personnel.

- Any language directed towards a fellow pupil or teacher that is very aggressive/ threatening or offensive may also be reported to the Gardaí or TUSLA or both.

- The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.

- All provisions relating to the child's data remains the same under GDPR procedures and guidelines.

Remote Teaching and 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.

Provision for 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).**

These pupils will be supported to continue their learning and to engage with classwork (if feeling well enough) via our online platform Google classroom.

The following is an indication of how Scoil Mhuire plans to support the children during this time:

1. Your child's class teacher will issue you with an email informing you that work has been made available for your child on Google classroom.
2. Teachers will provide work for the children who are absent under the above category on Google classroom under "Suggested Work" for the week in question.
3. Children will be asked to engaged in this work and the homework which will also be made available on a daily basis.
4.

3. **School POD (group of six) instructed by HSE Pubic Health to self-isolate.**

   Teacher will link in with the pupils via Google classroom

This plan was ratified by the BOM of **Scoil Mhuire Lacken** on:

09/12/2020

and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Review of this policy will be ongoing:

Signed: Thomas Gallagher
(Chairperson BOM)

Signed: Aoibhinn O'Neill
(Principal, BOM)

Date: 09/12/2020

Appendix 1: Use of Zoom calls/ Video Conferencing as part of our online learning & Google Classroom.

1. Children are asked to join Zoom calls using their own name/ family name.
2. Each Child should be accompanied by an adult/ childminder if possible for the duration of the zoom call.
3. Remember our school rules apply- even if we are working online.
4. Children are reminded to set up their device in a quiet space with no distractions.
5. Join the video with your parent/ guardian- if possible.
6. If you have a chance to talk use polite, kind friendly words.
7. Show respect by listening to others while they are speaking.
8. Pupils attire must be appropriate

Guidelines for Zoom class for Parents/ Guardians:

1. The main purpose of the zoom calls is to engage in online learning activities whilst also providing social interaction opportunities for both staff and students.
2.
3. It is important to be aware that whilst engaging in zoom call you can be seen and heard unless microphone is muted. –We encourage all students to join with their videos turned on.
4. You will be automatically entered into a waiting room. This provides staff with an opportunity to verify your family name and to admit you to the zoom cal. We ask children to join the meeting 5 minutes before the scheduled start time.
5. Make sure that children are familiarised in advance on how to use the software in terms of muting/ unmuting, turn camera on/ off
6. An appropriate background / room should be used for the zoom call.

For detailed information on GDPR & Zoom please visit https://zoom.us/privacy.