

St. Joseph's N.S., Leitrim Village, Roll No:01125B

Remote Learning Plan in the Context of Covid 19

1. 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 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 school staff and pupils, while teaching and learning online.

This policy does not set out to replace our policy on *Mobile Phones, Smart Phones and other Electronic Devices* or 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 (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:

- 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).
- m) 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. 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 Positive 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. Joseph'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 students.

3. Guidelines on Good Online Communication in St. Joseph's N.S.

- Under no circumstances should recordings be made of any phone calls.
- Staff, families and students 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.
- Class teachers will communicate with pupils and their families via Seesaw and/ or the specific class e-mail address as outlined below.
- 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 for pupils, Zoom for staff)
- Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- For security reasons, passwords will be provided to families, where applicable.
- **St Joseph's N.S.** cannot accept responsibility for the security of online platforms, in the event that they are compromised.

St. Joseph's N.S. will use the following online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, activities and assignments on Seesaw, instructional e-mails and PowerPoints.

4. Media which the school will use

Class Teachers will use **Seesaw** to set additional activities and give feedback to pupils on work submitted. The **class e-mail address/ SET's e-mail address**, as outlined below, will be used as a form of communication between the teacher and parents. SET's will send home work packs and will communicate with parents via e-mail (not Seesaw). Teachers will check in with pupils/ parents on a **daily basis** and be available to give constructive feedback from 9:20 a.m. to 3 p.m. SET's will give feedback on pupils work by e-mail.

Parents will be expected to ensure their child/children engage in the daily teaching and learning activities. Should any teacher be concerned that a child/ parent/ family is not engaging/ has not engaged in a week the teacher will notify the principal. The principal will contact the parents, first by e-mail and second by telephone call.

The school website, www.leitrim-ns.ie, in addition to e-mails from the school e-mail address, leitrimns@gmail.com will be used to communicate between the principal and parents.

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The school phone answering machine messages will be checked at regular intervals (providing there are no travel restrictions) and calls returned where deemed necessary. E-mails will be the most effective and efficient way to contact the school during a full school closure.

Staff Communication will be outlined in *Appendix B (for staff only)*

Class E-mail Addresses

Class/ Teacher	E-mail Address
Junior Infants/ Ms Quigley.....	juniorinfantsstjosephslv@gmail.com
Senior Infants/ Ms Kilkenny.....	seniorinfantsleitrimns@gmail.com
First Class/ Mrs McGowan.....	firstclassworkstjosephsns@gmail.com
Second Class/ Ms McManus.....	2ndclass2020@gmail.com
Third Class/ Mrs Ryan.....	Thirdclasscovid19stjosephsns@gmail.com
Fourth Class/ Mrs Keaveney.....	4thclassleitrimns@gmail.com
Fifth Class/ Mr Blake.....	MBlake5th@gmail.com
Sixth Class/ Mrs McElgunn.....	6thclassleitrimns@gmail.com
Mrs Griffin SET.....	agriffinleitrimns@gmail.com
Ms Quinn SET.....	resourceleitrimns@gmail.com
Mrs Greaney SET.....	leitrimns@gmail.com (E-mail will be forwarded)
Mr Corcoran SET.....	leitrimns@gmail.com (E-mail will be forwarded)

Ms Kelly can be reached via the main school e-mail address: leitrimns@gmail.com

Teaching and Learning Activities

Class Teachers have selected **Seesaw** as the chosen platform to assign learning activities and give feedback to pupils. Seesaw will allow the teacher to communicate with the pupils using many different forms. Seesaw will be used by every class teacher in the school. SET's will send home work packs. In addition to this, teachers may use some of the following to teach pupils remotely: -

- **Instructional e-mails**
- **PowerPoint Presentations**

5. Rules for Pupils using online communication

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.

6. 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.

7. Remote Learning and teaching protocols for pupils

1. Check assigned work each week
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Code of Behaviour
 - b. Anti- Bullying Policy
 - c. Acceptable Use 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 in this evolving and unprecedented situation.

8. Remote Teaching and Learning Protocols for Parents

1. We ask parents/guardians to ensure protocols for students are adhered to.
2. Check-in on their child's school work on a daily basis and talk to their child about the work being assigned.
3. 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.

9. Remote Teaching and Learning Protocols for Teachers

1. Check uploaded work each week
2. Communication may only take place during normal school hours
3. The normal school calendar will apply
4. The following school policies apply to remote teaching and learning:
 - a. Child Safeguarding Policy Statement and Risk Assessment
 - 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.

10. Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios: -

This plan will outline the remote learning that will take place under the following headings: -

- A full school closure due to Covid 19
- A class or number of classes advised to restrict their movements or self-isolate
- A number of pods in a class/ school being advised to restrict their movements or self-isolate
- In the event of an individual pupil/ family advised to self-isolate or restrict movements, for varying number of school days
- Provision for a child who is at very high risk due to Covid 19.

Please note the HSE Public Health will determine who is a close contact and who must self-isolate or restrict their movements. HSE advice will be followed at all times.

1. In the event of a full school closure due to Covid 19

If the school is given notice of the closure pupils textbooks, workbooks and copies etc will be sent home. Class Teachers will use **Seesaw** to set additional activities and give feedback to pupils on work submitted. The **class e-mail address/ SET's e-mail address**, as outlined below, will be used as a form of communication between the teacher and parents. SET's will send home work packs and will communicate with parents via e-mail (not Seesaw). Teachers will check in with pupils/ parents on a **daily basis** and be available to give constructive feedback from 9:20 a.m. to 3 p.m. SET's will give feedback on pupils work by e-mail.

Parents will be expected to ensure their child/children engage in the daily teaching and learning activities. Should any teacher be concerned that a child/ parent/ family is not engaging/ has not engaged in a week the teacher will notify the principal. The principal will contact the parents, first by e-mail and second by telephone call.

The school website in addition to e-mails from the school e-mail address, leitrimns@gmail.com will be used to communicate between the principal and parents.

The school phone answering machine messages will be checked at regular intervals (providing there are no travel restrictions) and calls returned where deemed necessary. E-mails will be the most effective and efficient way to contact the school during a full school closure.

Staff Communication will be outlined in *Appendix B (for staff only)*

2. In the event of an entire class (class bubble) or number of classes being advised to restrict their movements or self-isolate

The class teacher will prepare and assign learning activities and give feedback to pupils on their work, as outlined above. The class teacher will work from the school during normal school hours, unless the teacher has been advised to restrict his/her movements. In this case the teacher will work remotely from home. If the class teacher is unfit for work a substitute teacher will cover the teaching of the class.

3. In the event of a number of pods in a classroom advised to self-isolate or restrict their movements

The class teacher will provide learning activities/ project work and give feedback to pupils using Seesaw and the textbooks, workbooks and copies the pupil has available to him/her. If the teacher is given notice that a number of pods will be advised to self-isolate or restrict movements then he/she will send home textbooks, workbooks and copies etc. If the pupil is in receipt of SET, the SET may use time allocated to these pupils/ this class to assist the class teacher in providing learning activities.

4. In the event of an individual pupil/ family advised to self-isolate or restrict movements

Should the pupil(s) be out of school for **10 or more school days** the class teacher will assign learning activities and give feedback to pupils using Seesaw and the textbooks, workbooks and copies the pupils has available to him/her. If notice is given it may be possible to send home textbooks, workbooks and copies. The main focus of this work will be to support the individual child's wellbeing. As the teacher will teach the remainder of the class during the school day contact with the pupil/ parents must be outside of class time.

For absences **between 5 and 10 school days**: -

The class teacher will outline what work will be covered in class, as above.

If the pupils will be out of school **for less than 5 school days**: -

The class teacher will keep a copy of any worksheets given in class and work undertaken in textbooks and the pupils will be given an opportunity to catch up on work in their own time when they return to school.

All of the above (1, 2, 3 and 4) will be subject to how the pupil/ pupils are feeling. If the pupil is unwell and cannot engage with school work the class teacher may reduce the amount of work sent home or decide not to send home work. This decision will be reached in consultation with the child's parents and at all times keeping the best interest of the pupils wellbeing in mind.

5. Provision for children who are at very high risk to Covid 19

The school is not aware of any current pupils that at a very high risk due to Covid 19.

Please note that the current situation is quite fluid and these circumstances may vary throughout the year.

11. Teacher's ICT Skills

Each teacher is asked to assess their own digital learning skills and take measures to address any short comings, on a gradual basis. Many teachers in the school completed an online summer course which focused on digital learning. Teachers can revisit the video tutorials given during this course to recap on aspects of digital learning, as necessary. These tutorials can be shared with teachers who completed a different course. Teachers will also be made aware of www.pdst.ie and www.teachercpd.ie.

Teachers will e-mail their fortnightly plans to a specific e-mail address, at the start of every fortnight so the principal can access a teacher's plans should the need arise.

SNA's will check in with the pupils once or twice a week by telephoning the child's parents, on a private number, at a prearranged, agreed time. The SNA will speak with the parent initially and if appropriate to speak with the child the parent will put their phone on loudspeaker and remain beside the child for the duration of the phone call. This will be monitored and viewed each week and changed when deemed necessary.

12. Summary

1. Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment.
2. There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw or class e-mail during these times
3. Please keep abreast of postings on the school website
4. We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.
5. If you have yet to connect to Seesaw, please do so. If you are experiencing difficulties, please email 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.

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

This plan was ratified by the BOM of St. Joseph's N.S at its meeting on: 26th November 2020 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: _____
(Chairperson BOM)

Appendix A
Recommended Apps

In addition to a pared back plan of work for your child/children, we suggest the following Apps for your child's use too, if you can access them. If not, do not worry, they are helpful but not essential.

- Cúla 4: Excellent for younger pupils for Irish vocab – very child friendly. There are also videos of your children's favourite cartoons here as Gaeilge which would be useful to watch occasionally to keep up with Irish.
- Doulingo: most suitable from 2nd class upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily.
- Mathduel: For tables. Fun and interactive.
- Starfall: For spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork.
- Jolly Phonics App: to keep up phonics learning for infant classes.
- Dolch words Apps (there is a wide range available): for the development of sight words.
- Nessy Apps: for reading for pupils with dyslexia or difficulties.
- PinkFong: Digital stories for infant classes. Excellent and engaging.
- Khan Academy: Useful for maths for older pupils especially.
- Kahoot: for general knowledge and quizzes.
- Toontastic: probably the best app ever for digital storytelling – pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story.
- Puppetpals: similar to toontastic – useful for younger pupils. They can record themselves telling the story also.
- Lightbot – Coding app – super for all ages.

Scratch/ Scratch Junior

<https://scratch.mit.edu/>

<https://www.scratchjr.org/>

Other useful websites: -

www.topmarks.co.uk - Maths games that children can play independently.

www.storylineonline.net - storybooks read by actors.