



Ladyswell NS

Remote Teaching and Learning Policy

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. Throughout 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 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) The Teaching Council Guidance for Registered Teachers About the Use of Social Media and Electronic Communication (Feb 2021)

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

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 pupil 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. Ladyswell NS 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 Ladyswell NS:

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.

- It is the responsibility of parents/guardians to ensure that pupils are supervised while they work online and to ensure that any content submitted to their teacher is appropriate.
- Staff members will communicate with pupils and their families using tools which have been approved by the school i.e. Seesaw, school website (*Ladyswellns.ie*), text message, email, phone and video calls (on WhatsApp/Facetime/Skype).
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- Under no circumstances should pictures or recordings be taken of video calls/Seesaw videos/posts etc.
- Zoom will be used for staff to staff communication only. (Zoom will not be used as a means of communicating with pupils/families).
- Ladyswell NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Delivery of Teaching/Assignments to Pupils and Support of Learning During Whole School Closures:

Ladyswell NS will use various platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work (school website, Seesaw, homework packs), pre-recorded lessons (Seesaw), phone calls and video calls.

1: School Website:

All families are asked to check the school website *ladyswellns.ie* at least weekly for updates and important information including recommended daily timetables and recommended links and resources.

2: Seesaw:

Seesaw, a teaching and learning platform, is used throughout the school from Early Start to 6th class and requires a unique QR code/password which all pupils have received. If necessary parents can request a new code through the school email. Parental consent is required prior to using this app. Unfortunately, single family log in is not facilitated on Seesaw.

Class and SET Teachers will post work for pupils each school day on *Seesaw*. Some video lessons will be pre-recorded and uploaded by teachers via Seesaw. Pupils are asked to upload work to their folder for their teacher to respond to. It is recommended that teachers and pupils do not show their faces in videos. Teachers are available to respond to work during school hours i.e. 08.50-14.30.

Work will be differentiated where appropriate and Learning Support Teachers will assign and correct work for the groups they have responsibility for.

Please note: Teachers will continue to use Seesaw on a regular basis when school remains open so that pupils remain competent in using it.

3. Homework Packs:

In certain cases homework packs may be provided for entire classes (e.g. Early Start, Infant classes), groups (some SET Teachers may provide packs to their groups to supplement Seesaw work) and individuals (pupils who are struggling with using Seesaw/pupils with Complex Needs). These packs will accompany work/direction provided on Seesaw. Arrangements will be made for these packs to be collected from school or posted/delivered directly to the house.

4. Video Calls:

Pupils with complex needs will be offered extra support via regular video calls (minimum 3 per week where possible) from SNAs who will each have responsibility for a set number of pupils. SNAs will contact parents to agree on a suitable method (WhatsApp/Facetime/Skype) and to arrange days and times for calls. SNAs will keep a log of dates, times and duration of calls and support provided/work covered as well as any information deemed important, questions to ask teachers etc. In addition, SNAs will fill in the *SNA Video Call Weekly Record Sheet* (see Appendix) and send to the Deputy Principal at the end of each week.

SNAs will communicate on a regular basis with the relevant class and SET teachers who will provide guidance on the areas of work to be prioritised and methodologies to be used. SNAs will discuss any concerns with teachers or Principal/Deputy Principal.

Note re Engagement: Teachers will monitor pupil engagement with remote learning. In the case of non-engagement, the teacher will phone home in an attempt to resolve the issue. If non-engagement persists or the teacher is unable to make contact with the parents/guardians, the teacher will contact the HSCL teacher who will call to the house.

Note re Resources: Additional optional resources and activities will be detailed on the school website. All families are asked to sign up to *Oxford Owls* for access to ebooks which will be used in some of the reading assignments.

Guidelines for Parents/Guardians:

- All families are asked to check the school website at least weekly for updates and important information.
- Ensure that the school has the correct email address and phone number for you.
- Please use phone or email to communicate with the school. Some staff will also be available on food parcel distribution days.
- The normal school calendar will apply. There will be no school work set for planned school closures/holidays. There will be no interaction via Seesaw or video calls during these times.

- 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 are best placed to monitor their wellbeing and engagement with remote learning. 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. Please contact us if you or your child have any concerns regarding teaching/learning.

Remote Teaching and Learning Protocols for Parents/Guardians:

- We ask parents/guardians to check in on their child's school work on a daily basis and to talk to them about the work being assigned. Parents should also check work before it is submitted.
- We ask parents/guardians to ensure protocols for pupils are adhered to.
- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Do not share your child's Seesaw password with anyone outside the family.

For video calls

- Under no circumstances should pictures or recordings be taken of video calls.
- The main purpose of a video call is to engage in online learning activities while maintaining a social connection with school staff. Encourage your child to engage and enjoy the experience.
- Please ensure that your child is on time for a scheduled video call.
- Your child should be dressed appropriately (no pyjamas).
- An appropriate background/room should be chosen for the video call.
- An adult must be present to accept the call and remain closeby throughout the duration of the call.

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 meeting being immediately terminated.

Remote Teaching and Learning Protocols for Pupils:

- Check and complete assigned work each day to the best of your ability.
- If you are having difficulties let your teacher know so that further support can be provided.
- Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words.
- Do not make recordings of videos/voiceovers/other pupils' work
- Do not share your Seesaw password with anyone outside your family.

For video calls:

- Pictures or recordings of the video call are not allowed.
- Remember our school rules - they are still in place, even online.
- Set up your call in a quiet space, with no distractions in the background.
- Speak in your normal voice, using kind and friendly words.
- Show respect by listening to staff member while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.

Remote Teaching and Learning Protocols for Staff:

- Upload work each day.
- Keep up to date with corrections/responses.
- Endeavour to use voiceovers/videos on Seesaw as explanatory tools when appropriate.
- Do not show your face on Seesaw videos.
- Contact the principal if you have a requirement regarding the provision of technology.
- Communicate with parents/pupils during normal school hours.
- Refer to *The Teaching Council Guidance for Registered Teachers About the Use of Social Media and Electronic Communication*.
- In the case of non-engagement, phone home in an attempt to resolve the issue. If non-engagement persists or you are unable to make contact with the parents/guardians, contact the HSCL teacher who will call to the house.
- 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.
- Staff groups will arrange regular planning meetings to agree on content, methodologies, differentiation etc. amongst year groups and support groups.
- The normal school calendar will apply. There will be no school work set for planned school closures/holidays. There will be no interaction via Seesaw or video calls during these times.
- The following school policies apply to remote teaching and learning:
 - Code of Behaviour
 - Anti- Bullying Policy
 - Acceptable Use Policy
 - Child Protection Policy
 - Data Protection Policy

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 pending test result will be supported to catch up on their learning on their return to school.
- Children **isolating at home** on instruction from their GP due to a confirmed case within their own family/close contact outside of school (usually a 14-day isolation period). Teacher will link in with the pupil via SeeSaw (work will be assigned only, explanatory videos/voiceovers will not be provided) and/or send home work packs.
- School **Pod** (small group) instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via Seesaw (work will be assigned only, explanatory videos/voiceovers will not be provided) and/or send home work packs where necessary.
- School **Bubble** (whole class) instructed by HSE Public Health to self-isolate. Teacher will engage with the bubble daily on Seesaw throughout school hours and send home packs where necessary.
- **Whole school** closure as instructed by HSE Public Health (duration of closure will be advised by Public Health). See above: *Delivery of Teaching/Assignments to Pupils and Support of Learning During Whole School Closures*

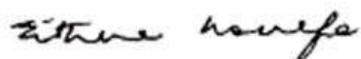
Appendix:

SNA Video Call Weekly Record Sheet

Summary of Week Beginning:			
Pupils' Initials	Dates of Calls	Duration of Calls	Work Covered Throughout the Week

This policy was ratified by the Board of Management of Ladyswell NS on 11th February 2021 and is subject to change in light of any guidance/instruction received from the Department of Education/HSE.

Signed:

A handwritten signature in black ink, appearing to read "Eithne Houriefa". The signature is written in a cursive style with some loops and flourishes.

Chairperson BOM Ladyswell NS