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Remote Teaching and Learning Plan

Introduction

In response to this time of uncertainty regarding school closures, this plan has been formulated 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 protect both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our school's Acceptable Usage Policy (AUP). 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 conjunction 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, 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.

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 teaching and 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 remote learning and that families are in favour of increased opportunities to maintain the connection between school and home. Rush National School 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.

Aims

Through our Remote Teaching and Learning Plan we aim to:

• Encourage the regular engagement of students in lessons, tasks and learning experiences across a range of curriculum areas/subjects.

• Provide specific and regular supports for students with special educational needs.

• Provide specific and customised supports for students at risk of educational disadvantage.

• Provide regular assignments to students that are purposeful and manageable.

• Provide regular, practical, supportive and customised feedback to students on work submitted.

• Adopt a whole school approach to engagement with students to ensure consistency.

• Encourage regular communication between parents, teachers and SNAs.

Guidelines for good online communication in Rush National School

1.   Under no circumstances should pictures or recordings be taken of any online content provided by Rush National School.

2.   Staff, families and students 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 Aladdin Connect, Seesaw or through Google Classroom.

5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.

6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified, i.e. Aladdin Connect, Seesaw, Google Classroom, school email office@rushnationalschool.ie and school website.

7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.

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

9. Rush National School cannot accept responsibility for the security of online platforms, in the event that they are compromised.

10. Rush National School will use online platforms for communicating and connecting with families/pupils.

11. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, live lessons and pre-recorded lessons.

Scheme of Work

Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, pre-recorded lessons and live lessons. The teachers will also make use of recommended apps* and online publications of school texts.

Class teachers will be supported in the provision of Remote Teaching and Learning by the Special Education Teacher assigned to the class.

Media which the school will use

Aladdin Connect - School App
Staff will communicate regularly with parents and pupils via Aladdin Connect. All families are asked to download Aladdin Connect and to check it daily for updates and important information. Teachers will post work for pupils on Aladdin/Seesaw/Google Classroom, daily.

Parents/Guardians may also communicate with teachers by email. Each staff member has their own school email address i.e. the first letter of the staff member's forename, then the staff member's surname, followed by @rushnationalschool.ie. – mdoran@rushnationalschool.ie Parental queries will be addressed during school hours only (9:00am – 2.40pm) and should relate strictly to your child's learning.

Seesaw
Seesaw 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 – 2nd Class. Parental consent is required prior to using this app. Each child will be assigned a class code sent via email to parents. Some lessons may be pre-recorded and uploaded via Seesaw. Please refer to the PDST website for steps for setting up Seesaw. Settings should be such that individual pupil's work is not shared with other class members

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.

Google Classroom

Google Classroom is an online platform which enables our pupils to connect to their folder of work and it also allows access to their teacher when required. This platform is used from 3rd Class – 6th. Teachers may also provide feedback and communicate with pupils via Google Classroom. Some lessons will be pre-recorded and uploaded on Google Classroom.

Rules for pupils using online communication

For submitting assigned work:
1. Submit work and pictures that are appropriate - have an adult take a look at the work before it is sent.

2. Use kind and friendly words.

3. Submit work on time and in full.

For Zoom Calls/Live lessons
1. Remember to ensure you join each Zoom meeting using your family name.

2. Pictures or recordings of the video call are not allowed.

3. Remember our school rules - they are still in place, even online.

4. Set up your device in a quiet space, with no distractions in the background.

5. Join the video with your microphone muted.

6. Raise your hand before speaking, just like you would do in class.

7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.

8. Show respect by listening to others while they are speaking.

9. Ensure that you are dressed appropriately for the video call.

10. Be on time - set a reminder if it helps.

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 Seesaw
1. Teachers will use Seesaw to share learning activities, demonstrations and assignments with pupils and their parents/guardians.

2. Teachers will use Seesaw to send individual and group messages to pupils and their parents/guardians.

3. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.

4. Check over the work which pupils send to their teacher, ensuring it is appropriate.

5. Content from pupils will not be posted on Seesaw without permission from parent/guardian. Teachers will disable the class setting called "Students can see each other's work".

6. Teachers will disable the facility called "Enable item editing".

7. Teachers will check and approve all content before posting it on Seesaw.

8. Teachers will ensure that the blog function on Seesaw is password protected.

9. Photos, including photos of teachers or pupils, screenshots or recordings of any kind should not be taken of content posted by teachers, parents or pupils through Seesaw.

For Zoom Calls/Live lessons

1. A parent/guardian must always be in the room but not within earshot of the Zoom conference.

2. Under no circumstances should pictures or recordings be taken of video calls.

3. Ensure that the school has the correct email address for inviting you to join apps and meetings.

4. 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.

5. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera. Teachers or SNAs will ensure all pupils are muted until given permission to speak.

6. 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)

7. 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.

8. 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.

9. Inappropriate language will not be tolerated. Normal school rules apply. Be kind and respectful to all participants with our words and our actions.

10. If any of the above rules are broken, the pupil will be removed from the Zoom call immediately and an email will be sent to the parent/guardian of the child outlining the reason for the child's removal.

11. The meeting ID/ login link is personal, and should not be shared with others.

12. Participants in the call should be dressed appropriately.

13. An appropriate background/room should be chosen for the video call.

14. Zoom calls must be within sight of a parent.

15. For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy

Principal: Morgan Doran   Deputy Principal: Norma McElligott

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

1. Check assigned work each weekday.

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:

   - Code of Behaviour

   - Anti - Bullying Policy

   - Anti - Cyber Bullying Policy

   - 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.

   - 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 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.

4. Communicate any changes in circumstances with the teacher so that support and allowances can be put in place.

Remote Teaching and Learning Protocols for Teachers/SNAs

1. Check/ Assess uploaded work and provide feedback daily.

2. Parent/Teacher 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:

- Child Protection Policy

- 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.

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. Following a period of 5 days absence these pupils will be supported by their class teacher via Aladdin and Seesaw.

2. *Individual 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 link in with the pupil via Aladdin and Seesaw

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

   Teacher will link in with the pupils via Aladdin and Seesaw

4. **School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period)**

   Teacher will engage with the bubble daily on Aladdin and Seesaw

5. **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 Aladdin Connect, pre-recorded lessons, Live lessons, Google Classroom and Seesaw.

Please Note

➢ The school will not provide distance learning to pupils who travel abroad and are required to restrict their movements on return.

➢ The school will not provide distance learning to pupils leaving the country or returning to the country during the school term, as per previous school policy.

Sharing Preparation for Teaching and Learning:

All teachers will leave a copy of their short-term preparation documents, including preparation for pupils with SEN, timetables, contact tracing information and any other relevant information on their desk each day so that it can be shared with substitute teachers at short notice.

Communicate with External Agencies:

During partial or full school closures, Rush National School will maintain appropriate contact, relevant to the needs of the pupils affected by the closure, with any necessary external agencies, including the HSE, NEPS, NCSE and Tusla Education Support Service (TESS).

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 Aladdin Connect, Seesaw, Google Classroom and email during these times.

3. Please keep abreast of postings on the school app Aladdin Connect– it is our main mode of communication.

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 any of the on-line platforms/school App (Aladdin Connect), 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 on office@rushnationalschool.ie

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

This plan was ratified by the Board of Management of Rush National School on_____ and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: _____   Date: _____

      Chairperson, Board of Management