



## **Remote Teaching and Learning Plan**

We have formulated this plan to outline how the school will maintain the link between school and home in the event of a whole or partial school closure. We aim to continue to communicate with our pupils through various means, thus ensuring that teaching and learning continues remotely.

### **Whole School Closure**

The primary obligation of all schools is to ensure the welfare of the learners in their school. This plan, therefore, seeks to ensure that remote learning is safe and productive for all 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.

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 John's Parochial School uses 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 John's Parochial:**

1. Staff, families and pupils are expected to behave in a safe, respectful and kind manner online.
2. 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.
3. Staff members will communicate with pupils and their families via Zoom, Seesaw and email.

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4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Under no circumstances should pictures or recordings be taken of zoom/video calls.
6. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is also assumed.
7. St John's Parochial school cannot accept responsibility for the security of online platforms, in the event that they are compromised.

This Remote Teaching and Learning Plan includes a combination of assigned work, pre-recorded lessons (Seesaw/Zoom) and live meetings/sessions (Zoom).

### **1: Aladdin/Email**

Staff will communicate weekly plans broken down into individual days with parents via Aladdin or direct email. All families are asked to check email daily for a variety of information the school will send.

**Each teacher will share their class e-mail address through which he/she will communicate with parents/guardians and vice-versa.**

Parental queries will be addressed during school hours only, i.e. 8:50a.m. – 2:30p.m. and should relate to your child's wellbeing, teaching and learning. Please allow 24 hrs for a reply.

### **2:Seesaw**

The Seesaw App allows pupils to connect to their folder and they can upload items to their folder for their teacher to see. This app is used for all classes in the school and also for children who receive additional learning support. Lessons may be pre-recorded and uploaded via Seesaw.

When submitting learning:

1. Submit work, videos and pictures that are appropriate - have an adult review your work before you upload it to your folder.
2. Use kind and friendly words.

### **3: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

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using pre-arranged Zoom Meetings. These meetings can be used to encourage social interaction, oversee or review learning activities. Pre recorded lessons may also be sent out via Zoom.

In summary:

1. Remember to ensure you join each Zoom meeting/session using your family name.
2. Pictures or recordings of meetings are not allowed.
3. Join the video with your microphone muted and your camera on.
4. Do not unmute your microphone unless requested by your teacher.
5. Set up your device in a quiet space, with no distractions in the background, if possible.
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. Be on time.
10. The 'chat box' function is only to be used when requested by the teacher.
11. You are not permitted to change, manipulate, forward, post, broadcast or share a recording of the meeting.
12. If a child cannot make the session, do not worry.
13. Enjoy, do not forget to wave hello to everyone when you join!

## **Guidelines for parents and guardians**

### **Learning:**

1. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
2. Check over any work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils.

### **Remote Teaching and Learning Protocols for your Child:**

- Check assigned work daily.
- The normal school calendar will apply.
- The following school policies apply to remote teaching and learning:
  - Code of Behaviour
  - Anti- Bullying Policy
  - Acceptable Usage and Remote Learning Policy

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Teaching and Learning best practice will continue to apply, with everyone expected to engage and participate to the best of their ability. In so far as is possible, provision and differentiation for SEN children will be made when using Remote Learning methodologies.

### **Remote Teaching and Learning Protocols for Parents**

- The health and wellbeing of all is paramount. Circumstances and health status may change for any one of us unexpectedly - pupils, teachers or parents. So, please keep schooling in perspective and do not allow anything school related to impinge on you or your child negatively.
- We ask parents/guardians to ensure protocols for pupils are adhered to and to check-in on their child's activities or schoolwork on a daily basis.
- We ask parents to praise their child for their effort.
- We encourage a work and play routine every day, however each child and family are unique, so please be creative, patient and flexible.
- We especially encourage reading/shared reading for enjoyment.
- Remember 'enough' is more than 'good enough'.

### **Remote Teaching and Learning Protocols for Teachers/CA's**

- Check uploaded work each day.
- Connect with pupils via Zoom, increasing the amount of meetings as all become more familiar with the application.
- Email weekly plan broken down into each day.
- Check Seesaw each day.
- Communication with parents should only take place during normal school hours and no later than 2:30pm.
- Communication between staff can be facilitated via text, email and Zoom Meetings and no later than 5pm.
- The normal school calendar will apply.
- The following school policies apply to remote teaching and learning:
  - Child Protection
  - Data Protection
  - Acceptable Usage
- Teaching and Learning best practice will continue to apply, whereby teachers and assistants will work together to ensure that all pupils and especially those with special needs or disadvantaged are engaged.

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## **Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios**

**A. Full Closure:** Please see above.

**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:**

- 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 or may receive work on Seesaw, if required.
- 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 catch up on their learning on their return to school or may receive work on Seesaw, if required.
- 3. School POD instructed by HSE Public Health to self-isolate.* Teacher or SET teacher will link in with the pupils via Aladdin/SeeSaw/Zoom.
- 4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14-day isolation period).* The Class teacher/substitute will engage with the class daily on Seesaw, Aladdin and regularly on Zoom.

### **Conclusion:**

- Do what you can, within your circumstances.
- We will make every effort to organise and distribute pupils' books and materials in the event of a full or partial closure.
- There will be no schoolwork set for planned school closures/holidays/weekends. There will be no interaction on learning platforms during these times.
- Please keep abreast of postings on the school website, Facebook page and via email – these are our main modes of communication.
- We ask parents/guardians, pupils and staff to ensure protocols are adhered to at all times.
- If you have yet to connect your child to the Seesaw platform, please contact your class teacher.

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

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