Remote Teaching and Learning Plan
for St. Christopher's Primary School (SCPS)
2020-21

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 and families 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. The policy provides information on our practice and explains protocols.

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 Skills (DES) 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) DES: 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).

This is a working document. As we continue to explore options available to support remote learning, the document will be updated accordingly and uploaded to our website.

Context

Teaching and learning are always evolving and developments in IT provide us all with opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to enhance the learning relationship between teachers and pupils. Advances in technology mean that assignments can be delivered remotely and allows 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 and teachers benefit from increased opportunities to maintain the connection between school and home, thereby facilitating greater experiences for our pupils. SCPS 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. We understand that we cannot replicate the classroom experience online but aim to provide instruction in a variety of ways.

Guidelines for positive online communication in SCPS

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

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

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

5. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Aladdin, Aladdin Connect, Google Classroom and ClassDojo).

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

7. For Zoom meetings/Google Meets, parental permission is implied, as the link to video meetings is shared on our agreed platforms (Google Classroom and ClassDojo).

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

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

Our Remote Teaching and Learning Plan includes a combination of assigned work, pre-recorded lessons and live sessions (Zoom/Google Meet) on our chosen platforms (Google Classroom and ClassDojo). We also avail of online platforms such as Bua na Cainte, Busy at Maths, and CJ Fallon English programme and a range of reading apps/websites.

Google Classroom/ClassDojo

Google Classroom is used for all classes from 1st to 6th in the school. Each pupil is set up with a school email address in order to access Google Classroom. A school agreement is sent to parents and consent is required before children can have a school email address. Consent is sent and received via Aladdin Connect.

ClassDojo is used in the Infant classes. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Teachers may post work for pupils daily or weekly on the app depending on the needs of a particular class, group of children or individual.

School App – Aladdin Connect

Staff may communicate with parents via the school app – Aladdin Connect. All families are asked to download Aladdin Connect and to check it regularly for updates and important information.

Parental queries will be addressed during school hours (8:50a.m. -2:30p.m.) and should relate strictly to your child's teaching and learning. Please allow 24 hrs. for a reply to your email.

Remote Teaching and Learning Protocols

Pupils

- Check assigned work daily/weekly.

- Submit work and pictures that are appropriate.

- Use kind and friendly words.

- Communication should only take place during normal school hours in so far as possible; feedback is provided via Google Classroom or ClassDojo during that time.

- The normal school calendar will apply.

- The following school policies apply to remote teaching and learning

  o   Code of Behaviour

  o   Anti- Bullying Policy

  o   Acceptable Use Policy

- 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

Zoom meetings/Google Meets for Pupils

- Remember to ensure you join each meeting using your family name (no nicknames).

- Pictures or recordings of the video meetings are not allowed.

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

- Join the video meeting with your microphone muted and your camera on.

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

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

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

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

- Ensure that you are dressed appropriately for the video meeting.

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

- The 'chat box' function is only to be used for questions relating to a lesson.

- **<u>Pupils are not in any circumstances permitted to change, manipulate, forward, post, broadcast or share a recording of the meeting.</u>**

- If a student cannot make the meeting, please, if possible, let the teacher know by e-mail. Information contained in the session may be e-mailed subsequently.

- Participants will be removed for breaking guidelines.

- Enjoy! Don't forget to wave hello to everyone when you join!

Parents
- We ask parents/guardians to ensure protocols for pupils are adhered to (as outlined above).
- Check-in on their child's schoolwork on a daily basis and talk to their child about the work being assigned and submitted (eg: the correct day's work).
- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Continue to revise online safety measures with pupils.
- **<u>Parents are not in any circumstances permitted to change, manipulate, forward, post, broadcast or share a recording of video meetings.</u>**
- 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.
- Please email us at office@scps.ie if you have a question or concern about your child's progress.

Teachers/SNAs

- Upload and check work each day, Monday to Thursday.
- Friday planning, collaboration, feedback, wellbeing sessions for children.
- Work assigned will be meaningful, planned and will include practice exercises.
- 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.
- New content will be explained through a variety of methods.
- Communication may only take place during normal school hours, unless in exceptional circumstances and by mutual agreement.
- The normal school calendar will apply.
- Teachers/SNAs will adhere to relevant protocols and guidelines above and will only use their school accounts to organise video meetings.
- Two adults (teachers/SNAs) will attend each video meeting in so far as possible; for individual support an adult must be present with the pupil during the meeting.

- **<u>Teachers/SNAs are not in any circumstances permitted to change, manipulate, forward, post, broadcast or share a recording of the meeting.</u>**
- The following school policies apply to remote teaching and learning:

  - Child Protection Policy
  - Data Protection Policy
  - Acceptable Use Policy

For detailed information on GDPR and Zoom, please visit https://zoom.us/privacy
For detailed information on GDPR and Google Meet, please visit http://bit.ly/3iDJEeA

It is important to note that any breach of the above protocols 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 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. Should HSE guidelines change, this provision will be updated.

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 and may receive work on Google Classroom/ClassDojo, 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).* Teacher will link in with the pupil via Google Classroom/ClassDojo.

3. ***School POD (small group) instructed by HSE Public Health to self-isolate.*** Class Teacher or Special Education Teacher will link in with the pupils via Google Classroom/ClassDojo.

4. ***School bubble (whole class) instructed by HSE Public Health to self-isolate (14-day isolation period).*** Teacher/Substitute Teacher will engage with the bubble daily on Google Classroom/ClassDojo.

5. ***Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health Authorities).*** Teachers will engage with pupils, using Google Classroom/ClassDojo.

Please note that the current situation is ever-changing and these circumstances may vary throughout the year.

Summary

- Do what you can, within your own circumstances.
- There will be no school work set for planned school closures/holidays. There will be no interaction in Google Classroom/ClassDojo during these times.
- Please keep up to date with postings on the school website and Aladdin Connect – these are our main modes of communication. There is a special Covid-19 section on our website.
- We ask parents/guardians, pupils and teachers to ensure protocols are adhered to at all times.
- If you have yet to connect to any of the on-line platforms/school app, please do so. If you are experiencing difficulties, please contact the school and we will assist you in any way that we can or with any further queries you may have.

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

This plan was ratified by the St. Christopher's BOM at its meeting on   January 25th 2021 and is subject to change, in light of any guidance or instruction received from the Department of Education and Skills/HSE Public Health.

Signed: Fr P.Claffey

(Chairperson BOM St. Christopher's Primary School)

Class	Summary of Remote Teaching and Learning Plan in SCPS
6th	- Daily interaction with pupils in Google Classroom platform; direct feedback and guidance. - Google Meet every Tuesday and Thursday at 11a.m. - Maths instructional videos provided in Google Classroom for each topic. - Audio recordings of the Irish story. - Audio recording to assist with English writing. - Weekly answers for Fuaimeanna agus Focail, Am don Léamh and Spellbound, Reading Zone, Busy at Maths, daily solutions (Master Your Maths) for Maths questions. - Ongoing, daily support/guidance. - Feedback provided for all assignments submitted. - Pupils can contact teachers privately if they are experiencing difficulty or need clarification.
5th	- Daily interaction with pupils in Google Classroom platform; direct feedback and guidance. - Google Meet every Monday and Thursday. - Daily instructional videos for Maths. - Audio recordings of the Irish reading every week, and a recording of the spelling tests. - Daily answer sheet (Busy at Maths) / daily solutions (Master Your Maths) for Maths questions. - Weekly answers for Fuaimeanna agus Focail, Am don Léamh and Spellbound. - Ongoing, daily support/guidance for English. - Feedback provided for all assignments submitted. - Pupils can contact teachers privately if they are experiencing difficulties or need clarification.
4th	- Daily interaction with pupils in Google Classroom platform; direct feedback and guidance. - Zoom calls twice weekly, one to introduce any new concepts or ideas to the children in preparation for the week ahead of online learning. The second call is a P.E./Dance class,followed by discussion on work. - Children can interact freely with their classmates on the Class Stream and can use the private messages platform to ask their teacher for help and support on any assigned work. - Daily Quiz/Check-in uploaded each morning. - Instructional videos provided in a variety of subjects each day on Google classroom. - Feedback and comments given on all assignments submitted. - Pupils can contact teachers privately if they are experiencing difficulties or need clarification.

3ʳᵈ	- Daily interaction with pupils in Google Classroom platform; direct feedback and guidance. - Weekly assigned work from Spellbound, Fuaimeanna agus Focail, Master Your Maths and Busy at Maths sent out by email every Monday and assigned in Google Classroom. - Instructional video of new Maths topic uploaded every Monday with accompanying Busy at Maths pages explained. - Instructional video discussing the spellings and activities associated with Spellbound and Fuaimeanna agus Focail. - Answers to pages in homework books uploaded on Thursday in Google Classroom. - Zoom calls – Tuesday, Thursday and Friday checking in on assigned tasks, giving spelling tests and class discussion of news. - Additional daily lessons in various curriculum areas uploaded on Tuesday, Wednesday and Thursday in Google Classroom. - Feedback and comments on all assignments submitted. - Available to answer any questions and queries through Aladdin or Google Classroom.
2ⁿᵈ	- Daily interaction with pupils in Google Classroom platform; direct feedback and guidance. - Colour coded weekly 4-day plan when requested. - Daily check in and positive message of the day with song/video. - EPIC/RAZ kids available to all of 2nd class. Wide range of books available. Children may send videos of their reading to the relevant teacher. - Daily slide presentations which include optional extra offline activities. Differentiated by support teachers where required. - Dance with Elaine on Wednesday followed by chat and check-in. - Weekly class Zoom check-in and wellbeing session. - Feedback and comments on all assignments submitted. Master Your Maths answers uploaded. - Available to answer any questions and queries through Aladdin or Google Classroom.

1st	- Daily interaction with pupils in Google Classroom platform; direct feedback and guidance. - Daily assignments based on books and booklets sent home. Pupils upload images of their work. - Instructional videos explaining concepts and activities in curricular areas. - Reading videos – the children are invited to upload videos of themselves reading prescribed books and poems. - Wellbeing check in weekly (Google Form). - Zoom check in weekly - children share news/show and tell and teacher leads game/quiz of varying sorts. - Zoom PE class once a week for 30-40 minutes. - Teachers provide feedback for every piece of work submitted. - Teachers are available to answer any questions and queries through Aladdin or Google Classroom.
Senior Infants	- ClassDojo - Interactive platform used to correspond directly with parents, to provide resources and links and tips to support in their remote learning and to assign and give feedback on all work. - Teacher-led videos linked to topics being explored. - Vimeo and Video Compressor – used to provide large recordings/files which pertain to the plan assigned for the day. Mainly used in assigning Irish language activities and for pre-recorded *Well Being* and *News* videos sent out to children who may not be able to access Zoom meetings. - Zoom - whole class engage with live activity led by teachers. - Epic – all children are set up with their own portfolio and the class teacher can monitor and provide feedback on their reading. - AZ Screen Recorder - Record over a video recording or to explain an activity set for the day. - Raz-Kids - Teacher creates reading assignments (levelled texts) on a weekly basis, monitors children reading, listens to children recording themselves read and gives feedback in the form of audio responses and written responses via the app.
Junior Infants	- Weekly plan sent out on Friday with activities broken down into daily tasks for the following week. - Resources available on class Padlet which parents can access. - Instructional videos included in the weekly plan for phonics and numeracy. - Epic reading platform: books assigned. - The classes are divided into small groups and check-in with their teacher, via Zoom, once a week. - Teachers available to answer emails and messages on ClassDojo. - Teachers will provide feedback on children's work on ClassDojo.

Special Education Teachers	● Along with daily interaction in Google Classroom/ClassDojo, special education teachers are liaising with class teachers and communicating with pupils via email, instructional videos and video meetings. ● If children are finding the assigned work too challenging the activities can be differentiated for them. ● Epic/Raz Kids/Kids A-Z differentiated reading online. ● Videos and audio recordings for children with English as an Additional Language. ● Email available to contact for support/guidance.