



Remote Teaching and Learning Plan

Mary Queen of Ireland GNS Caherdavin

Dear Parents and Guardians,

This policy aims to outline how the school will maintain the link between school and home in the event of another whole or partial school closure. This is a working/ living document that can and will be updated accordingly. It aims to outline the platforms of communication with and between staff, with parents, and board of management.

As a contingency for any reoccurrence of school or class closures and to ensure ongoing support for learning, this policy aims to highlight how we can build our capacity to respond.

As you know online safety is of huge importance to us here at MQOI as much as the learning opportunities offered by the school through a distance learning programme. This document aims to help to protect both school staff and pupils, while teaching and learning remotely and 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 in tandem with our school's AUP, Code of Behaviour & Positive Behaviour Policy, Child Protection, Data Protection and Anti-Bullying (including Cyber Bullying) Policy.

This policy seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. We 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).

Context

In Mary Queen of Ireland GNS 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. We have taken many progressive measures this year to engage with and use a variety of child friendly, online tools which assist in providing more effective teaching and learning strategies, while also enabling greater communication between staff, families and students.

Guidelines for good online communication in Mary Queen of Ireland GNS

1. Under no circumstances should pictures or recordings be taken of video calls.
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 through established apps (e.g. Seesaw, Aladdin Connect).
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 (Seesaw, Zoom)
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's Aladdin account. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. Mary Queen of Ireland GNS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

We will use online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work (Aladdin Connect), Seesaw and Zoom.

1: Aladdin Connect App:

Staff will communicate regularly with parents and pupils via the Aladdin App. All families are asked to download the Aladdin Connect App and to check it daily for updates and important information. Teachers will post work for pupils & messages for parents on the app.

Up to date email addresses for parents need to be added to Aladdin, on occasion it may be necessary to send messages via email. Parental queries will be addressed during school hours only and should relate strictly to your child's teaching and learning.

2: Seesaw:

Seesaw is used from Junior Infants to Sixth Class. Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. Each child will be assigned a home Learning Code from their class teacher. Some lessons will be pre-recorded, planned and uploaded via Seesaw.

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 or parents using pre-arranged Zoom Meetings. An invitation for a Zoom meeting will be sent via email with a secure password. Students & all other parties must use their full family name when joining a meeting (First name + Surname). Every participant will be required to register in advance for a meeting on Zoom. Invitations and links will be sent via Aladdin or Email.

Rules for pupils using online communication methods:

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**.

For video calls/Zoom:

1. Ensure you join each Zoom meeting using your family name. (First name + Surname)
2. Pictures or recordings of the video call are not allowed by the pupil.
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. Should a teacher choose to record a live lesson, all students video and audio will be muted for child protection, privacy and personal safety reasons.
7. Raise your hand before speaking, just like you would do in class.
8. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
9. Show respect by listening to others while they are speaking.
10. Ensure that you are dressed appropriately for the video call.
11. Be on time - set a reminder if it helps.
12. Enjoy! Don't forget to wave hello to everyone when you join!

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 video calls/Zoom

1. Under no circumstances should pictures or recordings be taken by parents of video calls.
2. Ensure that the school/class teacher has the correct email address for inviting you to join apps and meetings. In MQOI, for the most part, invitation for Zoom calls will be done through a link on Aladdin.
3. The main purpose of a video call is to engage in online learning activities and or connect with the children.
4. A teacher may choose to prerecord lessons for students so that they can access this at a time that suits them and their family. These lessons may be video or audio.
5. Should a teacher choose to record a live lesson, all students video and audio will be muted for child protection, privacy and personal safety reasons.
6. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
7. Students/Parents/Guardians will be required to register in advance for Zoom calls. This is an added security feature we have by purchasing a Zoom licence.
8. You may at times 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., First name + Surname)
9. Please ensure that your child is on time for a scheduled video
10. 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.
11. Participants in the call should be dressed appropriately.
12. An appropriate background/room should be chosen for the video call.

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

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 Students:

- Check assigned work each day, this will be posted on Aladdin. A notice will be sent with an outline of the work for the week as well as a timetable on Aladdin Connect Homework section. This may be changed throughout the week as lessons/tasks are updated and links for Zoom calls added etc. Please check for regular updates.
- Communication may only take place during normal school hours. Please note that teachers can only respond to requests and queries during school hours.
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
 - Code of Behaviour
 - Positive Behaviour
 - Anti- Bullying Policy
 - Acceptable Use Policy
- 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

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

Remote Teaching and Learning Protocols for Teachers/SNA's

- Check uploaded work each day
- Communication will take place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
 - Child Protection Policy

- Data Protection Policy
- 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

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:

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
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 See-Saw/ Aladdin Connect App/Zoom (discretion of teachers)
3. School POD instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via See-Saw/ Aladdin Connect App/Zoom (discretion of teachers)
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period). Teacher will engage with the bubble daily on Seesaw, Aladdin Connect App and as required on Zoom (discretion of teachers)
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 pre-recorded lessons, Seesaw/Aladdin Connect App/Zoom.

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

Summary:

→ **Do what you can, within your circumstances.** Forget about following books and workbooks outside of the work set by teachers for the moment.

→ There will be no school work set for planned school closures/holidays. There will be no interaction on Teacher email/Zoom/Seesaw during these times

→ Please keep connected with postings on the Aladdin App- it is our main mode of communication

→ We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.

→If you have yet to connect to any of the on-line platforms/Aladdin Connect App, please do so ASAP. *If you are experiencing difficulties please contact the school and we will assist you in any way that we can.*

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

This policy as a living document was amended by staff and school management on the 7th January 2021 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed:

A handwritten signature in blue ink, appearing to read "Jack Dwyer", is written over a light blue rectangular background. The signature is cursive and somewhat stylized.

Chairperson BOM Scoil Mhuire Banríon na hÉireann (Mary Queen of Ireland GNS)