St. Louis Senior Primary School Remote Teaching and Learning Plan

Remote Teaching and Learning Plan for St. Louis S.P.S.

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 through various means set out in more detail below.

Safety and GDPR: 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 seeks to ensure that remote learning is safe for all pupil learners and that personal and sensitive data is also protected under GDPR legislation. It is important that all partners (teachers, parents, pupils) are aware that once a learning exchange takes place between a pupil and teacher, whether at home or school, the same School policies continue to apply, especially the School's Code of Behaviour and Anti Bullying Policy, both of which are available to read in full on our school website.

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

St. Louis S.P.S. Remote Learning Approach

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. Louis S.P.S. will take a blended approach to remote learning with a mix of video sessions as well as individual and group work using a variety of child friendly, online tools to provide effective teaching and learning, while also enabling greater communication between staff, families, and pupils.

Our 'Remote Teaching and Learning Plan' will vary from class standard and will include a combination of the following;

(a) Assigned work via Aladdin Connect and teacher's emails;
(b) Online learning through a combination of pre-recorded lessons via Loom, screencast, PowerPoint; and
(c) Regular active online video calls via Zoom.

Specific to St Louis S.P.S. where any pupils would like to challenge themselves, a padlet has been developed for the school, so that children can access extra work. There is a padlet developed for mainstream classes and also one to accommodate children who attend SET and both can be accessed via our school website www.stlouisschool.net.

Guidelines for good online communication in St. Louis Senior Primary School:

1. Staff members will communicate with pupils and their families via Aladdin Connect, Zoom, and email.
2. It is the duty of parents/guardians to supervise pupils while they are working online and to ensure that any content submitted to their teacher is appropriate.
3. Staff, families, and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.
4. Under no circumstances should pictures or recordings be taken of video calls.
5. Any electronic forms of communication will be for educational purposes. It will also be used for communication with families and teachers.
6. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Email, Aladdin Connect and Zoom)
7. 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, parental permission is implied for Zoom calls
8. For security reasons, passwords will be provided to families, where applicable.
9. St. Louis S.P.S. cannot accept responsibility for the security of online platforms, in the event that they are compromised.

1.**Aladdin Connect**:

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

Each teacher will be assigned a St. Louis S.P.S. e-mail address through which he/she will communicate with parents/guardians and vice-versa. Parental queries will be addressed during school hours only and should relate strictly to your child's teaching and learning.

2. 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.

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.

St. Louis Senior Primary School Remote Teaching and Learning Plan

For video calls/Zoom:

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. (Remember to mute your microphone when you are finished speaking).
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.
11. Please ensure that pupils attend the full zoom session (and do not leave unless they have a valid reason)

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. A zoom link is intended for the pupil only. The teacher will decide who should receive the link. Parents and pupils should not forward the link to anyone else, even other students in the class.
3. Check over the work which pupils send to their teacher, ensuring it is appropriate.
4. Continue to revise online safety measures with pupils.

For video calls/Zoom
1. 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.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. Under no circumstances should pictures or recordings be taken of video calls.
4. When participating in group video calls, participants should mute their mic and ensure their video is enabled.
5. 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)

6. Please ensure that your child is on time for a scheduled video, or they may be locked out. 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.
7. 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.
8. Participants in the call should be dressed appropriately.
9. An appropriate background/room should be chosen for the video call. For Child Protection reasons, bedrooms should not be used for live classes.
10. 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 Pupils:

- Teaching and Learning best practice will continue to apply, with students expected to present all activities and homework tasks to the best of their ability and on time, where possible in this evolving and unprecedented situation.
    o In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.
    o In so far as possible, provision for pupils at very high-risk to Covid 19 will be made when using Remote Learning methodologies.
- Check assigned work each day
- Communication may only take place during normal school hours
- The following school policies apply to remote teaching and learning:
    - Code of Behaviour
    - Anti- Bullying Policy
    - Acceptable Use Policy
- The normal school calendar will apply

Remote Teaching and Learning Protocols for Parents/Guardians

- 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 or on your home life. As you are the primary educator of your child you make those calls. We encourage a little work every weekday for routine. We provide work and guidance and ask parents and pupils to do their best.
- We ask parents/guardians to ensure protocols for pupils are adhered to.
- Check-in on their child's schoolwork on a daily basis and talk to their child about the work being assigned.

Remote Teaching and Learning Protocols for Teachers/SNAs

- The following school policies apply to remote teaching and learning:
  - Child Protection Policy
  - Data Protection Policy
- Check uploaded work each day.
- The normal school calendar will apply.
- Teaching and Learning best practice will continue to apply. The students are expected to present all assignments to the best of their ability and within the time frame allowed, where possible.

A. Remote Teaching and Learning Provision specifically for the following Covid 19 related scenario

Provision for children who are at very high risk to Covid 19:

The school will engage directly with relevant parents/guardians, 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,will be supported in their learning.
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). The teacher will link in with the pupil via Aladdin Connect.
3. School POD (group of eight) instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via Aladdin Connect and via Zoom.
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period). Teacher will engage with the bubble daily on Aladdin Connect and on Zoom.

C. A teacher / number of teachers in the school are advised to self-isolate or restrict their movements.

Where teachers are required to self-isolate, they will avail of leave, in line with Circular 0049/2020. These teachers should follow the advice outlined in the Circular in this instance. Any teacher who is medically fit for work but has been advised to restrict his/her movements is available to work remotely. If the teacher's class group is still attending school a substitute teacher will be arranged to cover this teacher's teaching responsibilities in the school for this period, but the class teacher should assist in sharing long and short term plans to the substitute. If the teacher's class is also self-isolating or restricting their movements the class teacher(s)

will be required to provide remote/distance teaching to all pupils in the class, using the school's digital platform(s) or other agreed method as needed.

D. The school is required to close on foot of public health advice.

In this case, all teachers who are medically fit to work, including SETs, are available to work remotely and should provide remote teaching and learning to all pupils in their class or on their caseload. Substitute teachers should be arranged to provide remote teaching for pupils in classes where the teacher has been diagnosed with Covid-19 and is medically unable to work. Schools should ensure substitute teachers have access to appropriate digital technology.

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

Summary:

- If you have yet to connect to any of the on-line platforms/Aladdin Connect, please do so. If you are experiencing difficulties, please email the school, secretary@stlouisschool.net and we will assist you in any way that we can and please contact the school with any further queries you may have.
- We ask parents/guardians, pupils, and teachers to ensure protocols are adhered to at all times.
- Please keep up to date of postings on the Aladdin Connect app – it is our main mode of communication (not just in a remote learning situation) going forward.
- For a small number of children, we will use the postal service and/or phone calls as a means of communicating the work to them.
- There will be no schoolwork set for planned school closures/holidays. There will be no interaction on Zoom, email, Aladdin Connect during these times.
- As noted above, the school has developed a padlet for the school, where children can access extra work if they would like to challenge themselves. There is one developed for mainstream classes and also to accommodate children who attend SET. These can be accessed on our school website www.stlouisschool.net
- We as a school ask only that pupils and parents interact with the schools learning platform to the best of their ability.
- We thank the school community for adhering to the above guidelines for everyone's safety and welfare.

This plan was ratified by the BOM at its meeting on:

_____14ᵗʰ December 2020_____ and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: ___*Jake Byrne*_____(Chairperson BOM)

*Recommended Apps

In addition to a plan of work for your child/children, we suggest the following Apps for your child's use too, if you can access them using an online device. If not, do not worry, they are helpful but not essential.

- **Cúla 4:** Excellent for younger pupils for Irish vocab – very child friendly. There are also videos of your children's favourite cartoons here as Gaeilge which would be useful to watch occasionally to keep up with Irish
- **Doulingo:** most suitable from 2nd class upwards. Excellent app. Tests your child Irish ability level at the start and they work away at their own level for 10mins daily
- **Mathduel:** For tables. Fun and interactive
- **Dolch words Apps:** (there is a wide range available): for the development of sight words
- **Nessy Apps:** for reading for pupils with dyslexia or difficulties
- **Khan Academy:** Useful for maths for older pupils especially
- **Kahoot:** for general knowledge and quizzes
- **Toontastic:** probably the best app ever for digital storytelling – pupils can devise their own digital story, picking a range of characters, settings, even musical background. They plan a beginning, middle and end to their story and can record their own voices to tell the story
- **Lightbot** – Coding app – super for all ages.
- **Padlet**- The school has a padlet on our school website which pupils can access www.stlouisschool.net

St. Louis Senior Primary School Remote Teaching and Learning Plan

Appendix 1

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) DES Circular 74/20 Coomunication/Teaching & Learning Platform