



Cappataggle National School

Remote Teaching and Learning Policy

This policy has been formulated to outline how Cappataggle N.S. will maintain the link between school and home in the event of another whole or partial school closure.

We recognise that online safety is of huge importance and the aim of this document is to help to protect and support both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our Mobile Phone or 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. We will 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).

Please note when a child is being directed remotely the same statutory rules apply i.e. the school's Code of Behaviour and all of the school's policies.

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. Cappataggle N.S. uses child friendly, online tools, which assist in providing effective teaching and learning, while also enabling greater communication between staff, families and students.

This is a working document and will be updated accordingly.

Guidelines for good online communication:

1. Staff, families and students are expected to behave in an appropriate, 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 Seesaw and the Class Page of the school website.
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate only through Seesaw.
6. Parental permission will be acquired before setting up a profile for a pupil on Seesaw.
7. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via Seesaw to a specific class. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. Under no circumstances should pictures or recordings be taken of video calls.
9. For security reasons, passwords will be provided to families for Seesaw.
10. Cappataggle N.S. cannot accept responsibility for the security of online platforms, in the event that they are compromised.

How we communicate in Cappataggle N.S.

1: School Website:

Staff will communicate regularly with parents and pupils via the school website and particularly the teacher's class pages. Families are asked to check daily for updates and important information. Teachers will post work for each week on their page on Sunday evening.

Each teacher is assigned a class e-mail address through which he/she communicates with parents/guardians and vice-versa. Teachers will access these email accounts daily.

2: Seesaw:

Seesaw Class App allows pupils to connect with their teacher and SET, access assignments, upload work and respond to teacher feedback. This app is used from Junior Infants – Sixth Class and requires an individual QR or text code. Parental consent is sought prior to using this app. Single family log in is not facilitated on Seesaw. Class teachers and the corresponding SET are both assigned to each class.

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 weekly using pre-arranged Zoom Meetings. Each class will be engaged with separately i.e. Junior Infants separate to Senior Infants. If you have children across both classes in a room, you can choose to have them access Zoom separately or choose whichever of the two Zoom calls you wish for both children to access.

Monday: 1st and 2nd Class/ 3rd and 4th Class (Approx 20 mins)

Tuesday: Infants (Approx 15 mins)

Friday: 5th and 6th Class (Approx 30 mins)

4. Others

Spellings for Me: All children from 1st class up have access to an individualized spelling program. The children have all extensive experience of using this in class.

Some children (Special Ed.) will also have access to **Read Theory** and **Nessy**. These families will be supported by their SET, if required, via email.

Rules for pupils using online communication methods:

When putting up work:

1. Submit work and pictures that you are proud of - have an adult take a look at your work before you press send.
2. Make sure that it is easy to read for your teacher.

For video calls/Zoom:

1. Remember to ensure you join each Zoom meeting using your name – not a nickname.
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. It helps if older children know how to mute/unmute themselves.
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 video calls/Zoom

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address for inviting you to join apps and meetings.
3. The main purpose of a video call is to maintain a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.
4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
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. Please request to join the Zoom call approximately five minutes before the scheduled start time. This will give school staff time to verify that it's you.
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.
10. For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

NB: Please note your child is in no way obliged to log in for these calls

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. The efficacy of Zoom will also be subject to review.

Remote Teaching and Learning Protocols for Students:

- Check assigned work each week
- Communication, as much as possible, may only take place during normal school hours
- The normal school calendar will apply
- The following school policies apply to remote teaching and learning:
 - Code of 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 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 unexpectedly, for both teachers or parents, so please keep schooling in perspective and do not allow anything school related to impinge on your child negatively. We encourage a little work every week day for routine. We provide work and guidance and ask parents and pupils to engage with this in a way that works for your household.

Remote Teaching and Learning Protocols for Teachers/SNA's

- Check uploaded work each week
- 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 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.
3. School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period). Teacher will engage with the bubble daily on Seesaw and weekly on Zoom
4. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health). Teachers will engage with pupils using Seesaw and weekly contact on Zoom.

If you are experiencing any difficulties when learning from home, please email the school and we will assist you in any way that we can.

This plan was ratified by the BOM NS online by 1/12/20 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed:

Michael Hannon

(Chairperson BOM Cappataggle N.S.)

Shane Dervan

(Principal Cappataggle N.S.)

***Recommended Apps**

We also suggest the following Apps for your child's use if you can access them. They are helpful but not essential.

- **Cúla 4:** Excellent for younger pupils for Irish vocab as it is very child friendly. There are also videos of your children's favourite cartoons here 'as Gaeilge' which would be useful to watch occasionally.
- **Doulingo:** This is most suitable from 2nd class upwards. It tests your child Irish ability level at entry and they work at their own level for 10mins daily
- **Mathduel:** For tables. Fun and interactive
- **Jolly Phonics App:** Phonics learning for infant classes.
- **Dolch words Apps:** (there is a wide range available): for the development of sight words.
- **PinkFong:** Engaging digital stories for infant classes.
- **Khan Academy:** Useful for maths, particularly for older pupils.
- **Kahoot:** for general knowledge and quizzes.
- **Toontastic:** Probably the best app 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.
- **Puppetpals:** This is similar to Toontastic – useful for younger pupils. They can record themselves telling the story.
- **Lightbot** – Coding app which is appropriate for all ages.