



Crosskeys National School

Remote Teaching and Learning Plan



Introduction

During this unprecedented period of time where we are living through a pandemic and engaging in remote teaching and learning, this plan has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

- DES Guidance on Continuity of Schooling for Primary Schools (May 2020)
- Guidance on Remote Learning in a COVID-19 Context: September - December 2020

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 school staff and that personal and sensitive data is also protected under GDPR legislation.

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 Behaviour and all of the school's policies apply. The policy presented here should be read also in tandem with our school's Code of Behaviour Policy and Anti-Bullying Policy.

Our '*Remote Teaching and Learning Plan*' will include a combination of assigned work, pre-recorded instructional lessons (Seesaw) and live sessions (Zoom).

Guidelines for Online Communication

1. Students and staff 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 via Seesaw, email and Zoom.
4. Pupils and staff will communicate using tools which have been approved by the school (Seesaw and Zoom).
5. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
6. For video calls, parental permission is implied, as the link to a video call will be communicated via a teacher's @crosskeys.ie email account. In the case of SET and SNA, contact will be made by telephone, email and Seesaw.
7. By the participation of the pupil on to the call, parental permission is assumed.
8. For security reasons, Seesaw accounts are password protected.
9. Crosskeys National School cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Class Video Calls

1. These calls will be conducted via Zoom.
2. Under no circumstances should pictures or recordings be taken of video calls.
3. Guidelines in relation to Zoom calls will be communicated to parents via email.
4. In the event that a pupil(s) engages in inappropriate behaviour during these calls, the school Code of Behaviour will apply and school management may decide to deny access to future class video calls.

Communication tools which the school will use

Telephone

- The school will communicate with parents via phone if deemed necessary.

Email - Parent Queries

- Two-way communication is encouraged and teacher emails have been shared with parents for remote learning. Parents can contact the school on crosskeysns@gmail.ie with any queries for their child's teacher and/or with any general queries. All emails sent to this address will be responded to within 24 hours.

Seesaw

- Seesaw is the online platform our pupils and staff will be using. It enables our pupils to connect to their folder of work and it also allows access to their teacher when required. Teachers will provide feedback and communicate with pupils via Seesaw. Instructional videos will be recorded and uploaded to Seesaw.
- Should any pupils have queries for their teacher in relation to their classwork, these queries should be posted privately to the teacher on Seesaw or to the teachers Crosskeys N.S. email account.

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. The link to the class video calls will be communicated to parent/guardian's via email. By the participation of the pupil on the call, parental permission is assumed.

Expectations for Pupils using Online Communication

1. Submitting Assignments:

- Our pupils are asked to submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Always use kind and friendly words .
- Give your very best effort when completing your work, just as you would in the classroom.

2. Video Calls:

- Make sure you are appropriately dressed. No PJs!
- Try to sit in a quiet place downstairs, be conscious if there is too much noise around you.
- Pictures or recordings of the video call are NOT ALLOWED.
- Remember our school rules - they are still in place, even online.
- While we are on the call, we ask that there is no drinking or eating at this time.
- Be sure to have your video camera on.
- Listen to all instructions. Place your call on mute until the teacher has spoken with everyone. The teacher will tell you when to unmute your microphone.
- Leave the meeting when the teacher tells you the meeting is over.

Please be as respectful, courteous and kind as you would be in school.

Guidelines for Parents/Guardians

For Learning, we ask parents:

1. To ensure that pupils are supervised while they work online.
2. To check over the work which pupils send to their teacher, ensuring it is appropriate.
3. To ensure that pupils are engaged in online learning and that pupil work is submitted.
4. To continue to review online safety measures with your child.

For Video Calls

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Please ensure that your child is on time for a scheduled video call.
3. Make sure to familiarise your child with the video call technology in advance. For video in particular, show your child how to mute/unmute and turn the camera on/off.
4. Participants in the call should be dressed appropriately.
5. An appropriate background/room should be chosen for the video call.

It is most important to note that any breach of the above guidelines may result in a person being immediately removed from a meeting or a meeting being immediately terminated.

Remote Teaching and Learning Protocols for Pupils

1. Check your assigned work each day.
2. The normal school calendar will apply.
3. The following school policies apply to remote teaching and learning and can be viewed on our website www.crosskeysns.ie :
 - Code of Behaviour
 - Anti- Bullying Policy
 - Internet Acceptable Use Policy
4. Pupils are expected to engage with remote learning in a manner that best suits their family circumstances.

Remote Teaching and Learning Protocols for Teachers/SNA

The following school policies apply to remote teaching and learning:

- a. Child Protection Policy

Mainstream Class Teachers

- Mainstream class teachers will engage with their pupils on a daily basis, uploading daily assignments for their pupils as well as instructional videos with new learning points.
- A blend of guided and independent learning tasks/experiences will be prepared for pupils.
- Assignments will be corrected with audio or written feedback given to pupils
- Pupil queries submitted during school hours will be responded to on the same day.
- Parent queries will be responded to within 24 hours.
- Class video calls will be scheduled weekly, one in the early part of the week and one later in the week. The purpose of these calls is two-fold: to check in with the pupils regarding class work and also to create an opportunity for the children to engage with their classmates through fun activities.

SET (Special Education Teachers) and SNA (Special Needs Assistant)

- Through their work with our pupils with special needs, both of our SET teachers and SNA will engage regularly with their pupils. The level and frequency of engagement will be in agreement with the class teacher and designed to complement and support the class teacher's work rather than to simply add to a child's workload.
- Learning tasks: The tasks chosen will be specifically aligned to the needs of the pupil/student, and will enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.

This plan was ratified by the BOM of Crosskeys N.S. on 16th February 2021 and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

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



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Child with Symptoms of COVID-19 and must restrict their movements	Child diagnosed with COVID-19 and must self-isolate (rest of class remain at school) or Child restricting their movements for 14 days after returning from a non-Green list country	Child/Teacher diagnosed with COVID-19 and whole class must self-isolate or during a full lockdown period where the school could be potentially closed (not applicable during school holiday periods)
<ol style="list-style-type: none">1. Homework pack may be collected for the child by a parent/guardian (this will be done in a safe/socially distant manner)2. If child is out for more than 2-3 days see next section.	<ol style="list-style-type: none">1. Plan of work to be done up by the class teacher for a period of two weeks.2. Child's books and plan of work to be collected by parent/guardian while respecting social distancing.3. Class teacher to contact the parent by telephone/email on the Wednesday of each week to see if any additional help support can be given.4. Support teachers offer to do one online call using Zoom with the child each week (Monday and Thursday).	<ol style="list-style-type: none">1. Plan of work to be done up by the class teacher/sub teacher. If class teacher is sick with COVID-19 a substitute teacher will replace them in the school (after the classroom is cleaned and sanitised) or in the case of school closure and class teacher sick with COVID-19, sub teacher will teach remotely.2. Seesaw to be used every day to make contact with the children in all classes. At least two one live call to be made with the whole class each week using Zoom.3. Seesaw to be set up for pupils to submit their work. All work submitted must be followed up with teacher feedback on a daily basis.4. All teachers can email parents using Crosskeys NS Outlook accounts. An email to be sent on Tuesday and Thursday asking if

	<p>5. Additional work to be sent home in the same manner as above if necessary.</p> <div> <p>Very High Risk Pupils:</p> <p>The above applies to very high risk pupils ONLY, where parents demonstrate a serious medical need that makes attending school very unsafe (as advised by a doctor).</p> </div>	<p>they have any questions or queries, etc..</p> <p>5. Telephone calls to be made to parents where necessary. Extra support to be given to pupils/families who are struggling.</p>
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