



Remote Teaching and Learning Plan for **Navan Educate Together National School**

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.

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 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.

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. During a closure, we will encourage a little work every week day for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

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).

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

Context

Teaching and Learning is always evolving, especially, as we move deeper into the 21st century. Developments in IT provide us all with great opportunities as learners and teachers. Never before has there been greater scope to learn using technology and it continues to change the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to information on the internet affords the opportunities 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 are in favour of increased opportunities to maintain the connection between school and home. Navan Educate Together NS 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 students.

Guidelines for good online communication in Navan Educate Together National School:

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 ensure that any content submitted to their teacher is appropriate.

3. Staff members will communicate with pupils and their families via the Aladdin App, Seesaw and school emails.
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified.
6. Parental consent will be obtained before setting up a profile for a pupil on a communication forum.
7. For security reasons, passwords will be provided to families, where applicable.
8. Navan Educate Together NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Navan Educate Together National School will use three online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work and pre-recorded lessons.

1: Aladdin Connect App:

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

2: School Emails:

Each teacher will be assigned a school email 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.

3: Seesaw for Schools:

Seesaw for Schools Class App is a digital portfolio tool which allows pupils to store their work safely in an online space and gain feedback from their teacher. It effectively enables teachers to set tasks and include instructions, pre-recordings or templates for students to use at home. This app will be used in all classes, including our Rainbow Rooms. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Some lessons will be pre-recorded and uploaded via Seesaw. There is a password protected blog feature on the Seesaw for Schools Class App which will facilitate a social connection between students. This feature will be moderated by the teacher and all comments and posts require teacher approval. For more information on GDPR and Seesaw, please visit <https://help.seesaw.me/hc/en-us/articles/115005743186-Is-Seesaw-GDPR-compliant-> To ensure Data Protection of our pupils the Board has decided to use the Seesaw for Schools app. The Data will be stored on EU servers to be compliant with GDPR rules.

Rules for pupils using online communication methods:

For submitting learning:

1. Submit work, pictures and videos that are appropriate - have an adult take a look at your work before you send it.
2. Use kind and friendly words.

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

Guidelines for parents and guardians:**For learning**

1. It is the responsibility of parents and guardians to ensure that any content submitted to their teacher is appropriate.
2. Check over the work which pupils send to their teacher, ensuring it is appropriate.
3. Continue to revise online safety measures with pupils, in line with our Acceptable Use Policy. Webwise (www.webwise.ie) is the Irish Safer Internet Centre and promotes the safe and responsible use of the Internet and mobile devices by children. It is co-funded by the European Union Safer Internet Programme and the Department of Education and Skills. Some suggested online safety measures are:
 - Never give out personal information such as address, telephone number, etc.
 - Tell your parents right away if you come across something that makes you feel uncomfortable.
 - Never agree to get together with someone you “meet” online.
 - Do not post any content that your parents consider to be inappropriate
 - Do not respond to any messages that are mean or in any way make you feel uncomfortable. It is not your fault if you get a message like that. If you do, tell your parents right away.
 - Do not give out your passwords to anyone (even your best friends) other than your parents.
 - Check with your parents before downloading or installing software or doing anything that could possibly hurt your device or jeopardise your family’s privacy.
 - Be a good online citizen and not do anything that hurts other people or is against the law.
4. Ensure that the school has the correct email address for inviting you to join apps and for general communication.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication.

Remote Teaching and Learning Protocols for Students:

- Check assigned work each week
- Students can message and upload work at their convenience. Communication back from the teacher will 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 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 do their best and that is all.

Remote Teaching and Learning Protocols for Teachers/SNAs

- Check uploaded work each week
- Communication may only 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 Seesaw
3. School POD (small group of children) instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via Seesaw
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 Seesaw
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 including pre-recorded lessons using Seesaw and the Aladdin App.

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.

→There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw, Aladdin App or teachers school email during these times

→ Please keep abreast of postings on the Aladdin App– it is our main mode of communication going forward.

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

→If you have yet to connect to the Aladdin App, which is our main mode of communication, please do so. If you are experiencing difficulties, please email the school and we will assist you in any way that we can and please contact the school 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 BOM Navan Educate Together NS and is subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: Anthony Mackey
(Chairperson BOM Navan Educate Together NS)

Date: 29th October 2020