**Remote Teaching and Learning Policy of Ballyboughal National School**

# Introduction

In response to this time of uncertainty, this policy has been formulated to outline how the school 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 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 and Anti-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.

This Remote Teaching and Learning Policy has been formulated in accordance with the regulations and guidance of the Department of Education and Skills and relevant sections of legislation. 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. Developments in Information and Communications Technology provide us all with great opportunities as learners and teachers. There is now 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. 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 rules and 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. Ballyboughal National School 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 Ballyboughal NS

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 email or through an established app (e.g. Seesaw).
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 ( e.g. Seesaw)
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. Information from the school will be communicated via the parent/guardian’s email address.
8. For security reasons, passwords will be provided to families, where applicable.
9. Ballyboughal NS **c**annot accept responsibility for the security of online platforms, in the event that they are compromised.

# **Media which the school will use**

## **School Email**

Staff will communicate regularly with parents and pupils via the school email. All families are asked to check their emails regularly for updates and important information. Teachers will post work for pupils each week. Each teacher has been assigned a class e-mail address through which he/she will communicate with parents/guardians and vice-versa.

## Seesaw

*Seesaw Class App* is for our pupils to connect to their folder and they then have the option of uploading items to their folder for their teacher to see. This app is used from Junior Infants – Sixth Class and requires a QR which can be accessed through the school email. Parental consent is required prior to using this app. Each child will be assigned an individual access code. Unfortunately, single family log in is not facilitated on Seesaw. Some lessons will be pre -recorded and uploaded via Seesaw.

# Guidelines for parents and guardians

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.

# Remote Teaching and Learning Protocols for Pupils

1. Check assigned work each week.
2. Submit work and pictures that are appropriate.
3. Have an adult look at your work before you send it.
4. The normal school calendar will apply.
5. The following school policies apply to remote teaching and learning:
   1. Code of Behaviour
   2. Anti- Bullying Policy
   3. Acceptable Use Policy
6. 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.
   1. In so far as possible, provision for SEN students will be made when using Remote Learning methodologies.
   2. 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

1. We ask parents/guardians to ensure protocols for students are adhered to.
2. Check-in on their child’s school work on a daily basis and talk to their child about the work being assigned.
3. 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 decisions. We encourage a little work every weekday 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

1. Check uploaded work each week.
2. The normal school calendar will apply.
3. The following school policies apply to remote teaching and learning:
   1. Child Protection Policy
   2. Data Protection Policy
4. 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

## 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.

## Provision for 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.

1. **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.

1. **School POD (group of pupils) instructed by HSE Public Health to self-isolate.**

Teacher will link in with the pupils via See-Saw.

1. **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.

1. **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 and Seesaw and regular contact with parents.

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

# Summary:

1. Do what you can, within your circumstances.
2. There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw during these times.
3. Please keep checking for emails from the school– it is our main mode of communication.
4. We ask parents/guardians, students and teachers to ensure that all protocols are adhered to.
5. 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 Board of Management of Ballyboughal National School at its meeting on 1 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: Brigid Manton Maeve O’Doherty

Chairperson BOM Principal