



Scoil Bhríde Buachaillí

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REMOTE TEACHING & LEARNING POLICY

Contents

1. Introduction
2. Context
3. Characteristic Spirit & General Objectives of the School
3. Rationale
4. Guidelines for Good Online Communication in Scoil Bhríde Buachaillí
5. Media used by Scoil Bhríde Buachaillí
6. Rules for Pupils using Online Communication
7. Guidelines for Parents and Guardians
8. Remote Teaching and Learning Protocols for Pupils
9. Remote Teaching and Learning Protocols for Parents and Guardians
10. Remote Teaching and Learning Protocols for Teachers/SNA's
11. Remote Teaching and Learning Provision for specific COVID-19-related scenarios
12. Summary
13. Ratification and Review

1. Introduction

This policy has been formulated to outline how the school will maintain the link between school and home in the event of whole or partial school closures.

It is recognised that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils engaging in 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 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 pupils 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 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) Guidance on Remote Learning in a COVID-19 Context: September – December 2020

This is a working document. As alternative options to support distance learning are explored, the document will be updated accordingly.

2. Context

Teaching and learning is always evolving. Developments in IT provide us all with great opportunities as learners and teachers and continue to change the learning relationship between teachers and pupils. 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 pupil and teacher, whether at home or school, the same statutory rules apply, i.e. the school's Code of Behaviour and all other school policies apply.

Online collaboration is essential for distance learning and Scoil Bhríde Buachaillí 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 pupils.

3. Characteristic Spirit & General Objectives of the School

Scoil Bhríde Buachaillí is a Catholic all-boys primary school situated in Blanchardstown Parish, Dublin 15 situated in Blanchardstown Parish, Dublin 15 with a Catholic ethos under the Patronage of The Archbishop of Dublin.

In the context of a Catholic primary school, 'Catholic Ethos' refers to the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- a) the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects
- b) a living relationship with God and with other people
- c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
- d) the formation of the students in the Catholic faith

and provide religious education for the students in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S. 15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Bhríde Buachaillí shall uphold, and be accountable to the Patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

This policy reinforces the characteristic spirit and general objectives of Scoil Bhríde Buachaillí which supports and advocates providing a happy, safe, learning environment for each member of the school community.

4. Guidelines for Good Online Communication in Scoil Bhríde Buachaillí

- (i) Under no circumstances should pre-recorded instructional videos be shared for any purposes other than those for which they were made.
- (ii) Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- (iii) 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.
- (iv) Staff members will communicate with pupils and their families via Aladdin for information and Seesaw for setting of work and instruction.
- (v) Any electronic forms of communication will be for educational purposes and to allow for communication with families.
- (vi) Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Seesaw, Zoom).
- (vii) Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
- (viii) For Zoom calls, parental permission is acquired and the link to a video call will be communicated via the parent/guardian's email address.
- (ix) For security reasons, passwords will be provided to families, where applicable.
- (x) Scoil Bhríde Buachaillí cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Scoil Bhríde Buachaillí will use the following online platforms for communicating and connecting with families/pupils: Aladdin (information and queries), Seesaw (setting of work, instruction and feedback) and Zoom (class check-ins, circa once each mid-term).

5. Media used by Scoil Bhríde Buachaillí

Aladdin App

Staff communicate with parents and guardians via the school App. All families are asked to download the app and to check it daily for updates and important information.

Each teacher uses Aladdin to communicate with parents/guardians and parents/guardians may reply using the school email address. Parental queries are addressed during school hours (8.50a.m. – 2.30p.m.) and should relate strictly to your child's teaching and learning.

Seesaw

Seesaw Class App is for pupils to access their assignments and upload their work. Teachers post work for pupils each day or possibly every second day. Pupils connect to their folder and upload items for their teacher to see. The default setting is such that pupils may only see their own work. This app is used from Junior Infants – 6th Class and 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.

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 once/twice per term by way of checking-in, the focus of which will be largely non-curricular. Zoom will also be used in individual cases to allow teachers/SNAs to better meet the needs of pupils with SEN.

6. Rules for Pupils using Online Communication

For submitting learning:

- (i) Submit work and pictures that are appropriate and have been approved by an adult at home beforehand.
- (ii) Use kind and friendly words.

For video calls/Zoom (see separate Zoom Call Policy & Procedures):

- (i) All zoom calls must take place within sight of a parent/guardian.
- (ii) All participants' cameras must be turned on for the full duration of the call.
- (iii) Screenshots or recordings of any part of the Zoom call on any device by a parent/guardian or child, including a secondary device, are strictly forbidden.
- (iv) Inappropriate language or behaviour will not be tolerated.
- (v) Appropriate clothing must be worn by everyone that can be seen on camera.
- (vi) Normal school rules apply. Be kind and respectful to all participants with our words and our actions. This applies both on screen and in the chat facility.
- (vii) Choose somewhere that is suitable for the call. Try and find a quiet spot in your house that is within sight of an adult.
- (viii) Mute your mic when you are not speaking. This will help keep background noise to a minimum so all participants can hear each other speak.

If any of the rules (i) to (vi) above are broken, the child will be removed from the Zoom call immediately and an email will be sent to the parent/guardian of the child outlining the reason for the child's removal.

7. Guidelines for Parents and Guardians

For learning:

- (i) It is the responsibility of parents/guardians to ensure that pupils are supervised while online.
- (ii) Check over the work which pupils intend to send to their teacher, ensuring it is appropriate.
- (iii) Continue to revise online safety measures with pupils.

For video calls/Zoom (see separate Zoom Call Policy & Procedures):

- (i) Any Zoom call is strictly for use by the intended/invited participants only.
- (ii) The use of the application Zoom is specifically for the current period of school closures. It is not an entitlement.
- (iii) Using Zoom is not an opportunity for parent teacher discussions and teachers will not engage in such on this platform.
- (iv) If you wish your child to join a class Zoom call, you will be provided with a permission slip via the Aladdin Connect App. You will not receive an invite to the call unless you have agreed to the usage terms via the Aladdin permission slip. You will automatically enter a waiting room when the code for a Zoom call has been entered. Entry from the waiting room to a Zoom call will only be granted to those clearly displaying the title 'Parent of *child's full first and last names*'.
- (v) By granting permission via the Aladdin permission slip and by joining the call you are also agreeing to the rules associated with the call.
- (vi) Make sure to familiarise your child with the software in advance. Show him how to mute/unmute and turn the camera on/off.
- (vii) Participants in the call should be dressed appropriately.
- (viii) Choose an appropriate background for the video call.
- (ix) 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 your email address.
- (x) Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.
- (xi) Under no circumstances should pictures or recordings be taken of video calls.
- (xii) Teachers reserve the right to end the Zoom call at any point should he/she feel the need to do so.

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.

8. Remote Teaching and Learning Protocols for Pupils

- (i) Check assigned work each day/every second day.
- (ii) Uploading of work may take place at any time that suits pupils and parents/guardians but feedback on same will usually only be provided during normal school hours.
- (iii) The normal school calendar will apply.
- (iv) All school policies apply to remote teaching and learning, with particular emphasis drawn to:
 - (a) Code of Behaviour
 - (b) Anti-Bullying Policy
 - (c) Acceptable Use Policy
- (v) Teaching and Learning best practice will continue to apply, with pupils expected to present all assignments to the best of their ability and on time, where possible in this evolving and unprecedented situation.
 - (a) In so far as possible, provision for SEN pupils will be made when using Remote Learning methodologies.
 - (b) In so far as possible, provision for pupils at very high-risk of COVID-19 will be made when using Remote Learning methodologies.

9. Remote Teaching and Learning Protocols for Parents and Guardians

- (i) We ask parents/guardians to ensure protocols for pupils are adhered to.
- (ii) Check-in on their child's school work on a daily basis and talk to their child about the work being

assigned.

- (iii) The health and wellbeing of all is paramount. Circumstances may change for any of us unexpectedly, teachers or parents/guardians, 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. Engagement with some work every week day will aid routine. Parents/guardians and pupils should do their best and that is all.

10. Remote Teaching and Learning Protocols for Teachers/SNA's

- (i) Check uploaded work each day.
- (ii) Communication should usually take place during normal school hours, unless a teacher/SNA has good reason to do so at another time of the day.
- (iii) The normal school calendar will apply.
- (iv) All school policies apply to remote teaching and learning, with particular emphasis given to the importance of the following:
 - (a) Child Protection Policy
 - (b) Data Protection Policy
- (v) Teaching and Learning best practice will continue to apply with pupils expected to present all assignments to the best of their ability and on time, where possible.

11. Remote Teaching and Learning Provision for specific COVID-19-related scenarios

Provision for children who are at very high risk of 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 of COVID-19 (see HSE Guidelines) where medical certification has been provided to the school.

Provision for children who are instructed to self-isolate by their GP or HSE Public Health

Teacher will link in with the pupil via Seesaw.

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.

Children currently abroad when school reopens following school closure period

Teacher will link in with the pupil via Seesaw. If pupils travel abroad when school is open, this service will not be provided and pupils will be expected to catch up on work on their return.

School pod (group of six) instructed by HSE Public Health to self-isolate

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

School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period)

Teacher will engage with the bubble via Seesaw.

Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health)

Teachers will engage with pupils via Seesaw for instruction and Zoom for check-ins and SEN pupils.

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

12. Summary

Pupils and parents/guardians should do what they can, within their circumstances. Use of school books and workbooks should be limited to work set by teachers.

There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw or Zoom during these times.

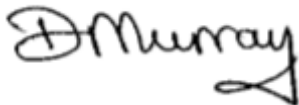
Parents/Guardians should keep abreast of postings on Aladdin and via email as these are the school's main mode of communication.

Parents/Guardians, pupils, teachers and SNAs must ensure that protocols are adhered to at all times.

Parents/Guardians yet to connect to any of the online platforms used by the school should do so without delay. If difficulties arise in doing so, please email the school and assistance will be provided.

13. Ratification and Review

This plan was ratified by the Board of Management of Scoil Bhríde Buachaillí on 22nd March 2021 and is subject to change in light of any guidance or instruction received from Department of Education/HSE Public Health.



Signed:

Declan Murray
Chairperson, Board of Management

APPENDIX A

Recommended Apps

In addition to a pared back plan of work for your child/children, we suggest the following Apps for your child's use too if you can access them. 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.
- Duolingo: 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.
- Starfall: For spellings. Again, very child friendly and useful to keep spellings progressing without feeling like schoolwork.
- Jolly Phonics App: to keep up phonics learning for infant classes.
- 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.
- PinkFong: Digital stories for infant classes. Excellent and engaging.
- 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.
- Puppetpals: similar to Toontastic – useful for younger pupils. They can record themselves telling the story also.
- Lightbot – Coding app – super for all ages.