



**OUR LADY OF GOOD COUNSEL BOYS' SCHOOL**  
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## **Remote Teaching and Continuity of Learning**

### **Policy and Plan**

**"The most critical part of managing the risks of COVID-19 related to schools is doing everything practical to avoid introduction of COVID-19 into the school. If the infection is not introduced it cannot spread. The risk of introduction is related to how common the infection is in the community served by the school at a given time. If the infection is uncommon in the community then the likelihood of introduction is much lower"**

#### **Introduction**

This document is designed to provide guidance for primary schools in situations where a partial or full school closure is advised by public health HSE because of a case or cases of COVID-19.

It is possible that individual pupils or groups of pupils and teachers may find that they are advised to self-isolate or restrict their movements on a number of occasions during the school year. It is crucial that we, Our Lady of Good Counsel BNS, make every effort to enable teachers to support the continuation of pupils' learning effectively during each possible scenario.

Where pupils are advised to self-isolate or restrict their movements, teachers should continue to focus on supporting their wellbeing. In addition, Our Lady of Good Counsel BNS will consider the wellbeing of all staff and families during this time. [www.gov.ie/en/campaigns/together](http://www.gov.ie/en/campaigns/together) is a resource that staff and families may be directed to.

The primary obligation of all schools is to the welfare and wellbeing of the learners and teachers 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 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, and you will be informed.

### **Context**

Teaching and Learning is always evolving. Developments in IT provide us all with great opportunities as learners and teachers. 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 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. We propose to use 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.

If you do not have access to devices at home, or if you need assistance in using the apps or platforms, parents are asked to contact the school office or the Class Teacher. We need to be mindful that no one solution fits all pupils and all classes.

### **Features of Provision**

- Regular engagement with pupils
- A blend of guided and independent learning tasks/experiences
- Appropriate and engaging learning opportunities to include learning tasks, skills development and transitions for those pupils with additional needs. Infants and Junior classes will require extra parental support.
- Two way feedback between home and school.

### **Planning and Organising Considerations**

#### **Digital Communication Platforms:**

- Digital Communication with and between Staff will be through Microsoft Teams and/or Zoom on a regular basis
- Digital Communication between teachers and Pupils will be via Seesaw. Parental consent required. Teaching will be via direct pre-recorded videos, assigned teacher designed tasks and setting suitable activities from school books/curriculum. Pre-recorded videos will be a combination of the teacher teaching a lesson and teacher researched clips suitable to the topic being taught. These will be uploaded to Seesaw.
- Digital Communication between teachers and parents/guardians will be via the teacher's school email address (xxxxx@olgc.ie). Parental queries will be addressed during school hours only (08:50am -2:30pm) and should relate strictly to your child's teaching and learning.

- Digital Communication between the school and parents/guardians will be via Aladdin.
- Remote teaching platform utilised is Seesaw.
- Children from 1<sup>st</sup> to Sixth class also engage with Math Playground and Mangahigh.

**Guidelines for good online communication:**

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
3. 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.
4. Staff members will communicate with pupils and their families via an established app Seesaw and at times via use of Zoom (SET only).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Students and staff will communicate using tools which have been approved by the school and of which parents have been notified.
7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
9. For security reasons, passwords will be provided to families, where applicable.
10. The school cannot accept responsibility for the security of online platforms, in the event that they are compromised.

### **Rules for pupils using online communication methods:**

For submitting learning:

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

Zoom/Class Meetings will only take place for Graduation, Assembly etc. only. Class teaching will **not** take place over zoom. SET/SNA's may contact children assigned to them via zoom if applicable. Guidelines below are to be adhered to.

For video calls(Zoom):

1. Remember to ensure you join each Zoom meeting using your family name.
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.
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.
11. Enjoy! Don't forget to wave hello to everyone when you join!

### **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 Zoom calls:

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 your email address.
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>

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.

### **Remote Teaching and Learning Protocols for Students:**

- Check assigned 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:
  - Code of Behaviour
  - Anti- Bullying Policy
  - Acceptable Usage Policy
  - Child Safeguarding 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 by the Support Team. SET team will cater for work on programmes for all pupils with dyslexia and also will provide suitable work for children with complex needs, Zoom and Seesaw where appropriate will be utilised.
  - In so far as possible, provision for students 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 enough.

## **Remote Teaching and Learning Protocols for Teachers/SNA's**

- 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
  - Acceptable Usage Policy
  - Child Safeguarding 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.
- Teachers will outline to parents how pupils' work will be monitored and how feedback will be provided. Parents will be reminded to use the teacher's school email if contact is needed.

### **Responding to a range of Scenarios**

The class teacher, in all scenarios, maintains overall responsibility for sharing his/her plans with the relevant teachers to enable the pupil(s) to progress in line with the curriculum and his peers insofar as possible.

SET and or SNA's should work collaboratively with the class teacher in order to provide learning support for pupils on their caseload.

### **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. Support may be given by the remote teacher who will be in close contact with the pupil's class teacher.



**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 See-Saw (not video conferencing)
3. School POD (group of six) instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via See-Saw (not video conferencing)
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14day isolation period). Teacher will engage with the bubble daily on Seesaw and regularly on Zoom
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 of pre-recorded lessons, Seesaw and regular contact on Zoom.

**Contact Information:**

The school has collated up to date contact information for all staff members. The Chairperson of the Board of Management has access to the up to date contact details in the event that some/all of the school leadership team are unavailable for work.

**Summary:**

- Do what you can, within your circumstances. Attend to the work set by teachers for the moment.
- There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw or Zoom (SET/SNA) during these times

- Please keep abreast of postings on the school website/parental email - 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 any of the on-line platforms, please do so. If you are experiencing difficulties; please email the school and we will assist you in any way that we can and also with any further queries you may have.

### **Sharing Plans**

Our Lady of Good Counsel BNS will develop a system using a shared online data storage drive to enable all teachers to share their short term preparation documents, including preparation for SEN, with substitute teachers and other relevant teachers as required.

This **Remote Teaching and Continuity of Learning Policy and Plan** was ratified by the Board of Management of the school at its meeting. This document is subject to change and review, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: \_\_\_\_\_ Date: 16<sup>th</sup> December 2020.

**Michael J. Hunt**  
**Chairperson of Board of Management**

Signed: \_\_\_\_\_ Date: 16<sup>th</sup> December 2020.

**Neil Cadogan**  
**Principal**