



**DRAFT REMOTE TEACHING AND LEARNING POLICY**  
**ST. BRIGID'S P.S. THE COOMBE, DUBLIN 8**

*This Plan 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 lessons/tasks 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. St. Brigid's P.S. The Coombe 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 St. Brigid's P.S. The Coombe**

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 using school approved platforms (Seesaw, Email, Aladdin Connect and Phone calls).
4. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
5. Parental permission is implied when parents connect to an online platform or app
6. Under no circumstances should pictures or recordings be taken of Seesaw videos or YouTube lives.
7. In the event of video 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.
8. For security reasons, passwords for Seesaw and links to videos will be provided to families, where applicable.
9. St. Brigid's P.S. The Coombe cannot accept responsibility for the security of online platforms, in the event that they are compromised.

## **Communication**

St. Brigid's P.S. The Coombe will use a variety of online platforms for communicating and connecting with families/pupils. It is each families' responsibility to ensure that they provide the school with up to date contact information.

**1. School Website:** Please check the school website on a regular basis for updates.

[www.stbrigidsthecoombe.ie](http://www.stbrigidsthecoombe.ie)

**2. School App (Aladdin Connect):** The Aladdin Connect App keeps parents up to date on school news via noticeboard messages. All families are asked to download the Aladdin Connect App and to check it regularly for updates and important information. If you do not have the app set up on your phone, please contact our Home School Community Liaison Geraldine Tuohy at [g.tuohy@stbrigidsthecoombe.ie](mailto:g.tuohy@stbrigidsthecoombe.ie) or on 089-2535012

**3. Text Message:** Those who are not set up with Aladdin Connect will receive text messages from the school.

**4. Seesaw:** This is a remote learning platform and the main tool that the class and support teachers will use to engage with the children. Seesaw can be accessed on a laptop at <http://www.seesaw.me/> or by downloading the Seesaw app on a phone or tablet. The teachers will present a blend of guided and independent learning tasks/experiences for the students. Each child is assigned an individual access code and many families have engaged with the app already over the past few months. Lessons and activities will be prepared by the teachers and uploaded to Seesaw. The teachers can share videos, photos, voice messages, activities and the parents/children can share work with the teacher also. If you do not have your Seesaw code, please email your class teacher and it will be emailed on to you. \*Early Start children will not be engaging in Seesaw activities.

**5. Email:** Throughout the school closure, teachers may communicate with parents via email also. Parents can find the email addresses for the teachers here: <http://stbrigidsthecoombe.ie/teacher-contact-details>

**5. Instagram:** We have a school Instagram account [@stbrigidsthecoombe](https://www.instagram.com/stbrigidsthecoombe) We will post regular updates and share information through this platform.

**6. YouTube:** Throughout the school closure, we hope to engage with the whole school community through a number of YouTube Live videos. Families will be provided with a link to the live video in advance and teachers may read stories/demonstrate activities from time to time.

**7. Phone Calls:** Michelle Stedman (Principal) and Geraldine Tuohy (Home School Community Liaison) will check in with families where appropriate throughout the school closure. Teachers may also ring parents from time to time as they see fit. In addition, our SNAs will make regular phone calls to check in with the children they care for.

### **Guidelines for pupils using online communication methods**

#### *For submitting learning*

1. Complete your tasks/activities with care and attention - always try your best.
2. Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
3. Use kind and friendly words.
4. Please remember our school rules - they are still in place, even online.

## **Guidelines for parents and guardians**

### *For submitting 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. If your child is submitting a video/photograph to their teacher, please ensure that they're appropriately dressed.

## **Remote Teaching and Learning Protocols**

Teaching and Learning best practice will continue to apply, with students expected to:

- Check assigned work on a regular basis (daily if possible)
- Present all tasks/activities to the best of their ability
- To cooperate with their parents and teachers.
- To work well, to do what they can and to do their best.
- To make sure that the teacher gets to see the work they have asked for when it is finished.

In so far as possible, provision for SEN students (children who attend learning support) will be made using differentiated Remote Learning methodologies.

The following school policies apply to remote teaching and learning:

- Code of Behaviour
- Anti-Bullying Policy
- Acceptable Use Policy
- Child Protection Policy

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 or family negatively. You are the primary educator of your child and you make those calls. We encourage a manageable amount of work every weekday for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

## **Responsibility of the Parent/Guardian**

- To ensure protocols for students are adhered to.
- To check-in on their child's school work on a daily basis (if possible) and to talk to their child about the work being assigned.
- To provide the time and space to support their child/children so that they can engage, complete and return the work that the teacher has set.

- Student use of web-based tools is for educational purposes only and at the direction of a teacher and under the supervision of a parent/guardian. Please supervise your child/children online.
- To keep in touch with your child's teacher and to respond to any messages sent to you. Communication may only take place during normal school hours (9:00am – 2:40pm).

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

Our staff have made a considerable effort to develop their skills to provide for distance learning. Our teachers will continue to:

- Motivate and engage pupils
- Check uploaded work each day
- Facilitate the further development of literacy skills including listening, speaking, reading and writing skills
- Develop numeracy and maths skills
- Develop children's creativity
- Provide a variety of ways in which pupils can demonstrate learning

#### **Summary:**

- We are encouraging parents to 'Do what you can, within your circumstances.'
- Please check Aladdin, the school website and Seesaw on a regular basis – These are our main modes of communication.
- 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/school app, please do so. If you are experiencing difficulties, please contact our Home School Community Liaison Geraldine Tuohy at [g.tuohy@stbrigidsthecoombe.ie](mailto:g.tuohy@stbrigidsthecoombe.ie) or on 089-2535012. We will assist you in any way that we can.
- Please contact the school at [info@stbrigidsthecoombe.ie](mailto:info@stbrigidsthecoombe.ie) with any further queries you may have.
- There will be no school work set for planned school holidays.

*We thank our school community for adhering to the above guidelines for everyone's safety and welfare.*

*Stay safe, stay connected and keep in touch!*

**Ratification and Communication:** This school policy was ratified by the Board of Management of St. Brigid's Primary School on 21<sup>st</sup> January 2021. It is available from the school upon request.

Date: 21<sup>st</sup> January 2021

Signed: Amanda McGarry

Chairperson of the Board of Management