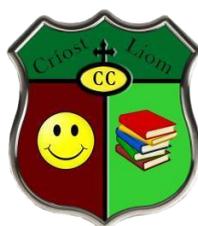


# Remote Teaching and Continuity of Learning Plan

## Corpus Christi Girls National School



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## Corpus Christi Girls' National School



Dear Parents and Guardians,

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, or indeed a class or pod 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 Policy.

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 students 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)

(I) 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, 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 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, please 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 on a daily basis- assignment of daily activities for each class and daily communication in the form of feedback or approval of tasks.
- A blend of guided and independent tasks and experiences should be used. This involves direct teaching using a variety of methods- short pre-recorded video and audio presentations and written instructional tasks
- 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 communication between home and school to allow parents and teachers to remain connected and give feedback.
  
- Whole class weekly Zoom meetings for social engagement and wellbeing.

### **Guidelines for good online communication:**

1. Under no circumstances should photographs 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 parents on the established Seesaw Family App and staff will communicate with pupils on the Seesaw Class App and once a week on a whole class Zoom call.
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. (Seesaw, Zoom)
7. Parental permission must be acquired before setting up a profile for a pupil on a communication forum. A Seesaw consent form is sent to parents to seek permission.
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/Aladdin. 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.

Our school will use four online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work via (Seesaw) and live Assembly sessions (Zoom).

#### **Teacher/Parent Communication-**

**1. Aladdin-**Aladdin Connect will continue to be used for general communication between home and school.

**2. Seesaw Family App:** All families are asked to check daily for updates and important information on the Seesaw Family App. Parental queries will be addressed during school hours only (8.50am-2.30pm) and should relate strictly to your child's learning on Seesaw.

If your child is experiencing difficulties completing the daily activities assigned by the class teacher on Seesaw, please message your child's class teacher via The Family App and continue to liaise at intervals to ensure progress is made.

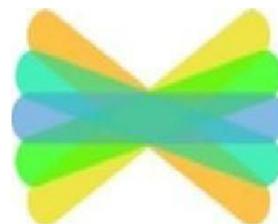
**Seesaw -Class App** is for our pupils to connect to their learning journal and they then have the option of uploading items to their folder for their teacher to see. This app is used from Junior Infants – Sixth class and all pupils will be set up by the School Administrator, Ms. Walley. **Parental consent is required prior to using this app. Each child will be assigned an individual access code.** Please retain this code in a safe and secure place as your child will need it if they change device.

Some lessons will be pre-recorded (audio/video) and uploaded via Seesaw. Homework will also be done through this app once a week on Monday night to enable pupils, parents and teachers to build on their existing Seesaw skillset. Feedback and approvals will be provided to pupils by Class Teacher or Support Teacher as relevant.

#### **School Website ([www.corpuschristi.ie](http://www.corpuschristi.ie))**

The school website will be updated on a regular basis during closure. Please check in regularly for school updates. Urgent messages will be communicated via Aladdin

**4. Zoom-** is a video-conferencing platform which will enable teachers, staff and pupils to connect socially via a live link. Teachers will connect with pupils using a pre-arranged Zoom Class Meeting to ensure pupils remain connected to their teachers and their peers.



# Seesaw

**Corpus Christi Girls' National School**

**Seesaw Student Charter**

**Third-Sixth class**

Seesaw is a digital platform that has a range of creative tools that allow you to respond to your teacher's tasks by posting a video recording, uploading a photograph, adding text and drawing. It is important that you use Seesaw in a responsible way and learn good digital etiquette.

**Our Expectations:**

1. Please complete your Seesaw task on the assigned day.
2. Only complete the activity once, try not to submit the task more than once.
3. You will learn to use all the Seesaw tools appropriately. Follow the task instructions to use the correct tools to respond to the task.
4. You should only respond to the activities or tasks that have been assigned by your teacher.
5. Messages on the message board should only relate to your learning on Seesaw and/or Seesaw tasks.
6. Make sure you have permission from your parent/guardian to record a video or upload a photograph and post it to Seesaw.
7. Your parents should supervise and see your work before you post it to the platform.
8. Before recording a video, make sure you are appropriately dressed.
9. If you are recording a video at home, try to place yourself in a quiet place downstairs. Make sure there is no background noise.
10. If it is an outdoor video, make sure you are with a parent and do not record people unknown to you in the background.
11. Make sure there are no family members or friends in your video recordings or photos unless the task set by the teacher requires it for example: interviewing a grandparent. Get permission from the person to appear in your video or on a voice recording.
12. Do not share your video recording with friends on any other platforms.
13. Always use kind words and gestures in your video recordings or posts.
14. Use the name that was assigned with your QR code. Do not change, shorten or delete part of your name eg if the name on your QR code sheet is Katherine Brown, do not change it to Katie Brown.

## Corpus Christi Girls' National School Zoom Charter



### For video calls /Class Meetings on 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 downstairs, with no distractions in the background. Please do not zoom in your bedroom.
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. Siblings should not appear on the screen as this is distracting in a Zoom meeting.
10. Ensure that you are dressed appropriately for the video call. No pyjamas!
11. Be on time - set a reminder if it helps.
12. The chat function will be switched off in all Zoom calls. Do not use the chat function.
13. Do not change your background screen during a zoom call or use filters to alter your appearance or the appearance of others. This disturbs the Zoom call.
14. Enjoy! Don't forget to wave hello to everyone when you join! Other teachers may visit your Zoom class meeting too, make sure to wave to them also!

### 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 video calls /Class Meetings/Zoom

1. Under no circumstances should pictures or recordings be taken of video calls.
2. Ensure that the school has the correct email address (or that your contact details on Aladdin are updated) 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 your child to listen and enjoy the experience. If she does not wish to speak, please do not put undue pressure on her. If the teacher has asked the children to do a task for the Zoom call, you can assist your child in the preparation of this so they will have something ready to say at the meeting but there is no pressure to speak.

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. the full name of your child)
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. Siblings should not appear on the screen as this is distracting in a Zoom meeting.
10. An appropriate background/room should be chosen for the video call. Children should not be allowed to change their background or use filters to change their appearance. This disturbs the Zoom meeting.
11. Please be prepared to leave the meeting should a security issue arise.
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:**

- Each child is expected to complete the assigned daily schedule of work each day
- Check assigned work each day
- 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/Class teacher. The Support teacher can also be admitted as a co-teacher on your child's Seesaw Class App. Support teachers will assign literacy/numeracy tasks to children on their case load.
- 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 enough.

## Remote Teaching and Learning Protocols for Teachers

### Seesaw: Teachers will:

- Assign daily activities that are accessible for all children
- Upload a selection of video, audio and written instructions for the class on a daily basis
- Check uploaded work, approve and give feedback on a daily basis.
- Communicate with parents via Seesaw Family App should any concerns arise.

### Zoom

- Two teachers must be present in a whole class Zoom call for security reasons. If there is a breach in security, the class teacher will end the meeting promptly.
- Teachers will enable the waiting room prior to holding a Zoom call with their class.
- Teachers will lock the room within five minutes of the start of the zoom call with the class.
- Teachers will call the roll to monitor engagement and absence.

### Remote teaching

- 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.

## 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 a Class Teacher, a SET teacher or in very few cases by a teacher nominated by the local Education Centre.

**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 on Zoom from time to time.
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 Seesaw and regular contact on Zoom.

**Policy for the Acceptable Use in the Home of School owned Assistive Technology Devices**

It is very difficult for pupils to complete their work on mobile phone devices. Sharing a limited number of devices within the family can also cause difficulties. During school closures, if a child does not have sufficient access to a device such as a tablet or a laptop, please contact the school. The school may be in a position to lend a device where there is a need. Corpus Christi have in place a lending agreement to be signed by parents and the Principal to facilitate this arrangement.

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

**Conclusion**

- 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 Zoom or Seesaw during these times
- Please keep abreast of postings on the school website/ Aladdin email/ Family App – it is our main mode of communication during school closures.
- 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 secretary at [secretary@corpuschristi.ie](mailto:secretary@corpuschristi.ie) 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.

## Ratification and review

This Remote Teaching and Continuity of Learning Plan is subject to change and review, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

*Níamh Greene*

*Aidán Savage*

**Principal**

**Chairperson, Board of Management**

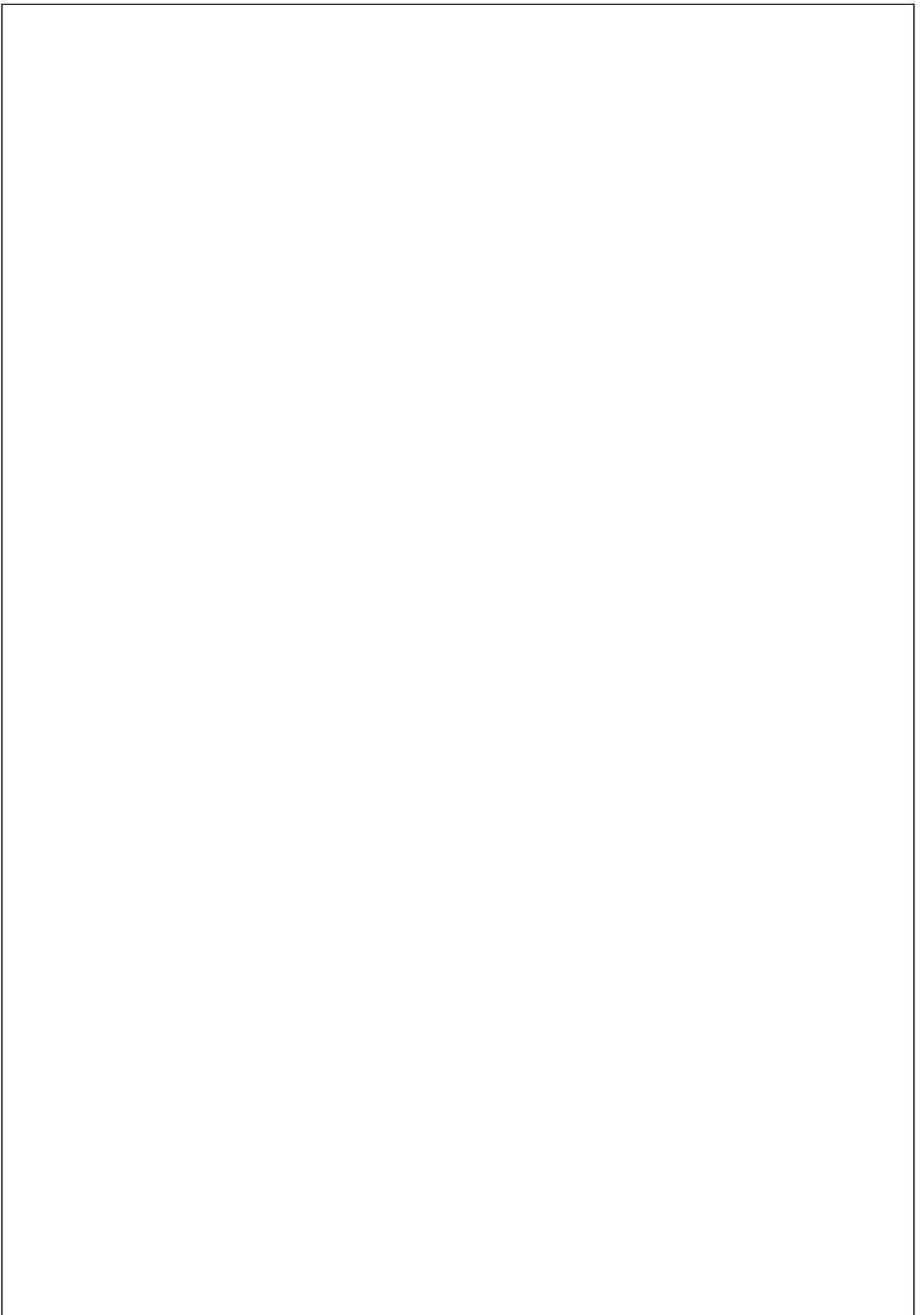
This plan will form part of the Acceptable Use Policy for Corpus Christi Girls National School and will be reviewed in tandem with it. This plan was reviewed on May 11<sup>th</sup> 2021.

## 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. Some can provide story time and Bedtime stories.

- **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
- **Douingo:** 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
- **Khan Academy:** Useful for maths for older pupils especially
- **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.
- **Teachyourmonstertoread** – (app) Phonics and reading game, covers everything from letters to sounds to reading full sentences. Complements the phonics programme used in the school. (Jolly Phonics)
- **Epic!** Reading – leading digital library for children u-12yrs.
- **Worldstories.org.uk** – free resources for teachers and families

- **Storyberries** – free fairytales. Bedtime stories and Poems for Kids
- **Storyline online** – available 24hrs. daily for reading, writing and communication skills
- [www.oxfordowl.co.uk](http://www.oxfordowl.co.uk) – resources and free books to support children learning at home or in school
- **Book Trust** – getting children reading



**Reading Bear** – for learning letter sounds and word recognition

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