Scoil Bhríde Straffan NS

<u>Remote Learning School Plan 2020/2021</u>

<u>Introduction:</u>

In line with the Department of Education's Circulars and recent Guidance documents for Primary Schools :

- Circular 0074/2020,
- Guidance on Remote learning in a Covid 19 context: September - December 2020,
- Updated Guidance on Continuity of Schooling: Supporting Pupils with Special Educational Needs'
- 'Updated Guidance on continuity of Schooling: Supporting Pupils at Risk of Educational Disadvantage',

Scoil Bhríde Straffan NS has put in place appropriate contingency measures to ensure that our school is prepared to continue to support teaching and learning in the event of a partial or full closure arising from Public Health advice in relation to Covid 19.

<u>Key Principles:</u>

Scoil Bhríde Straffan NS has identified a number of key principles which underpin effective support for remote learning and has developed a contingency plan to this regard. The staff at Scoil Bhríde have chosen the "asynchronous learning model" for their delivery of blended learning as outlined by the Primary Development School Team.

When developing our whole school plan towards our Blended Learning Approach the following were adhered to :

- In line with our School Acceptable Usage Policy, parental consent is necessary when setting up accounts for learners under the age of 16. This was sought for Seesaw, G Suite and Zoom usage.
- Our Remote Learning Plan is in line with our Digital Learning Framework 19/20.
- For GDPR requirements, please see https://gdpr4schools.ie and http://www.dataprotectionschools.ie/en/
- Expectations on learner-teacher interactions and parental responsibilities are clearly laid out in our AUP.

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Blended Learning Plan

The following key principles underpin our effective support for remote learning

1. **A whole school approach to develop and guide the adoption of an appropriate model for the remote environment:**

- Seesaw for Schools, a Department approved communication/ learning platform (see https://www.pdst.ie/DistanceLearning/DigTech) will be used by Scoil Bhríde Straffan NS as the main digital platform for teaching, learning, assessment and feedback between pupils and teachers.This will be delivered through daily pre-recorded video lessons, voice notes and written communication.
- Mainstream teachers, SET and SNA's will work in daily collaboration to support pupils learning through this platform.
- Zoom meetings will be used by 3rd- 6th class teachers for social/ emotional weekly class check-ins.
- Zoom meetings will be used by SET to support small group teaching and learning for pupils with SEN, as per their Student Support Plans.
- Zoom meetings/ phonecalls will also be used weekly by SNA's to support pupils with SEN, under the direction of the class teacher, to support social/ emotional wellbeing.

2. **Managing in-school and remote learning environments and necessary technologies (school timetable, access to devices, broadband provision, learning platform, digital tools/resources):**

- Regular online pupil engagement will be closely monitored by all staff to ensure continuity of learning and support any issues which may impede participation.
- Online engagement of the children requires
- Digital Device Loan Agreement will be offered to pupils in need of support, in line with Scoil Bhríde Straffan NS Acceptable Usage Policy 2020
- Additional/ alternative pupil support (workpacks etc) will be facilitated where broadband does not allow for online pupil interaction.

3. **The development of digital skills of all teachers, to enable curriculum delivery by a variety of means including the use of technology in education, has to be a priority for schools:**

- Scoil Bhríde Straffan NS mainstream classes will teach all core subjects (English, Gaeilge, Numeracy), along with one other subject daily, through a variety of methodologies, both online and offline.

4. **As part of their pedagogy and in the delivery of the curriculum, teachers are expected to develop digital competency skills in their pupils/students. Pupils/students may need to be supported to develop self-management and**

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organisational skills so they are equipped to balance in-school and remote learning:

- As per the Departments updated guidelines above, SET and SNA support for vulnerable pupils with regard to self management and organisational skills, is provided under the guidance of the mainstream class teacher and in line with Student Support Plans.

5. **Ongoing effective communication with parents and pupils/students to successfully adapt to a remote learning model:**

- Scoil Bhríde Straffan NS staff have shared temporary school email addresses with all parents and communicate through this and/ or Seesaw for Schools, offering regular instruction, support and feedback.

Requirements:

Scoil Bhríde Straffan NS has established the following requirements in relation to remote teaching and learning of all pupils/students are particularly important:

1) Regular engagement with pupils/students:

It is important that teachers engage with their pupils/students; in a primary setting this should, ideally, be on a daily basis

- Scoil Bhríde Straffan NS staff have agreed daily interaction with pupils through a minimum of four subject areas (core subjects of English, Irish, Maths and one other subject daily) using Seesaw.
- Lessons are delivered through pre-recorded online mini lessons
- Teachers interact daily with the pupils using individual voice messages, notes, correction of uploaded work and affirmation.
- Some classes e.g., SET/ senior classes using Zoom for social and emotional check ins depending on the class and the needs of the children..
- 5th/5th and 6th/ 6th classes will collaborate their teaching and learning and peer teach to support the transition programme of the senior classes which would normally take place at this time of year (Jan 2021).

2) A blend of guided and independent learning tasks/experiences:

Teacher pupil/student engagement should involve both direct teaching by the teacher and the assignment of independent learning tasks for completion by the pupils/students.

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- Scoil Bhríde Straffan NS staff teach new learning material through a blend of pre-recorded videos, voice - notes and instructional videos, to cater for revision and replaying under remote learning conditions.
- Scoil Bhríde Straffan NS staff assign open ended, independent learning activities for classes to complete offline each week.
- Scoil Bhríde Straffan NS staff assign weekly written book work activities which can be submitted via Seesaw for teacher feedback and assessment.
- Scoil Bhríde Straffan NS SET host 1:1 and small group Zoom meetings to support those most vulnerable, in line with their Student Support Plans.
- Scoil Bhríde Straffan NS senior class teachers undertake one weekly Zoom check-in with their classes to support social/ emotional wellbeing.
- 5th/5th and 6th/ 6th classes will collaborate their teaching and learning and peer teach to support the transition programme of the senior classes which would normally take place at this time of year (Jan 2021).
- Scoil Bhríde Straffan NS SNA staff support their SEN pupils through Zoom/ phonecalls and emails under the direction of the class teacher, to support the social/ emotional wellbeing and motivation of the pupils under their care.

3) Appropriate and engaging learning opportunities:
Teachers should ensure that the chosen learning tasks give pupils/students an opportunity to demonstrate their learning in a clear and concise way.

- Scoil Bhríde Straffan NS staff assign specific tasks to be uploaded to Seesaw which allow for learning to be demonstrated, so that assessment and feedback can take place.

4) Learning tasks:
The tasks chosen should be specifically aligned to the needs of the pupil/student, including pupils/students with SEN, and should enable the teacher to monitor progress and give constructive, developmental feedback to support the next stages in their learning.

- All Scoil Bhríde Straffan NS staff (mainstream class teachers/ SET/ SNA) associated with specific pupils have access to and work collaboratively with pupil tasks through Seesaw for Schools.

5) Two-way feedback between home and school:
Schools should ensure that two-way feedback between teachers and parents/guardians and between teachers and their pupils/students is encouraged and supported. Schools should provide manageable and accessible opportunities for all pupils/ students to regularly share

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samples of their work with the teacher(s) throughout each week. Teachers should ensure that work received is corrected and relevant feedback is provided.

- Scoil Bhríde Straffan NS staff upload a suggested weekly schedule of work for their class every Sunday evening through Seesaw for Schools.
- Scoil Bhríde Straffan NS staff engage daily with pupils and parents through Seesaw for Schools, providing teaching, learning, feedback and assessment for pupils. Allocated tasks are corrected and saved into pupils online journals. Parents also have access to staff temporary school closure emails for support.

6) Support for pupils/students with SEN:
Special education teachers (SETs) should continue to engage with the pupils/students on their caseloads and class/subject teachers should differentiate teaching and learning in line with their pupils'/students' needs to minimise disruption to their learning and progression.

- In line with the Departments Updated Guidance on Continuity of Schooling: Supporting Pupils with Special Educational Needs, Scoil Bhríde Straffan NS Mainstream class teachers, Special Education Teachers (SETs) and Special Needs Assistants (SNAs) collaborate weekly to support pupils with SEN.
- The Special Education Teachers (SETs) liaise with the mainstream class teachers to ensure an appropriate programme of work for the pupil with SEN
- The programme of work is personalised to the pupil's needs and agreed with the parents as part of their IPLP (individual learning plan)
- The pupil's support plans are reviewed to identify aspects of the programme that can be worked on in the home environment
- The SETs communicate regularly with parents by phone/ email/ zoom to support and guide them with their child's work.
- The SET Team identify both Seesaw and Zoom as the most appropriate resources to support the delivery of their individual programmes to the pupils they support learning
- SET support the parents and guardians, where possible and practicable, to use the technology used by the school to support pupils' engagement in learning
- The SET provides regular opportunities for pupil engagement by using Zoom/ Seesaw as agreed with the parents in advance.
- The SET and SNAs work along with the class teachers to create, provide and share specific resources or individualised support with parents and guardians.

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Special Needs Assistants:

Working under the direction of the school principal and class teacher(s) SNAs are expected to:

1. Engage with the pupils they usually support in school eg by assisting in the provision of social stories and advising on appropriate coping and calming skills
2. Engage with and support the work of parents of the children on their caseload eg by providing information on management of behaviour
3. Work on providing educational or therapeutic resources / materials in collaboration with the teacher and SET Team

- The SNAs work closely with their pupils by checking in regularly with phonecalls, zoom calls and video messages to provide motivation for the children and support to the parents under the guidance of the class teacher.
- SNAs are encouraged to follow the guidance on supporting the class teacher on Seesaw as laid out in our Acceptable Usage Policy 2020
- SNAs are expected to attend staff meetings during remote working periods.

Note:
The teaching and learning procedures outlined above are in line with Scoil Bhríde Straffan NS Acceptable Usage Policy 2020

Information for Scoil Bhríde Straffan NS staff:
● Class teachers should link SET teachers to their class as laid out in the Updated Guidance on Continuity of Schooling: Supporting Pupils with Special Educational Needs
● Class teachers to guide SEN/ SNA with regard to SEN pupil support:
● SET teachers can have their own 'classes' created by emailing a list of pupil names and class to a Seesaw Administrator (C.C./ B.Mc.A/ S.B.).
● Please **do not** add any students to your class Seesaw account. Email an Administrator to do so. The reason for this is all accounts need to be created with Student ID's (created from roll numbers) so that portfolios can be linked from year to year.

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- Parental Consent is necessary before pupils should access Seesaw. This has been requested from parents through the school App and all consent received to date is available on the Drive. Class teachers are following up on any outstanding consent.

- There are numerous support videos and links on the following page: https://help.seesaw.me/hc/en-us **Scroll down** to see full range.

Getting Ready for Remote Learning:	
Step 1:	- Ensure you can access your class on Seesaw. Familiarise yourself with the platform. See https://help.seesaw.me/hc/en-us for support.
Step 2:	- Log in and check all pupils are listed. If any are missing please contact an Admin to add a pupil to your class.
	- Download and distribute your **home learning codes** to your class. **See**: https://app.seesaw.me/#/home-learning/

Step 3:	- Ensure your **settings** are correct.
	 Do this by:
	    - clicking top right wrench tool on news feed page. This brings up a 'Class settings' box.
	    - Scroll down to 'Students'.
	       1) Select '**Student sign in'** mode and choose 'Class code - 1:1 devices.
	       2) <u>Deselect</u> the option '**Student's can see each other's work'.**
	       3) Select '**new items need approval**' so that you have control over what is published or not.
	       4) You also have options to create folders eg: Eng/ Maths etc and skills for assessment if you would like.

Delivering teaching and learning during pod/ class/ school shut down:	
Teachers should consider:	
- Assigning at least one activity per day for pupils (as per Staff Meeting 19th Oct 2020 - core subject + one other to be assigned from 1st - 6th, not necessarily all online tasks)	
- Providing short pre-recorded video/ voice note lessons on assigned tasks	

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- What books, if any, should be sent home, and how/ if these books are to return to school once reopening occurs
- Focusing on discovery learning/ open ended activities eg: STEM activities/ PE etc
- Interacting daily with a selection of pupil assignments, through voice notes/ comments
- Linking SNA's to your class as an additional 'Teacher' and discuss how you like SNA's to support your SEN pupils. (See Pg 16 of AUP policy for SNA guidelines if necessary, here: https://docs.google.com/document/d/13vaEUA2DvYTu7XW6QwhtcDpj4q3joCoolKZ6WL5U0lw/edit)

Teaching and Learning Support
https://www.pdst.ie/DistanceLearning/DigitalLibraries - really useful links to resources
https://pdst.ie/primary/literacy/literacyathome
https://pdst.ie/EAL
https://ncse.ie/teacher-resources
PDST Blended Learning Supports: https://pdst.ie/blendedlearning
https://www.pdst.ie/DistanceLearning
https://www.youtube.com/c/PDSTDigitalTechnologiesTeam/videos - full suite of YouTube videos to explain multiple platforms and digital tools to support you
https://help.seesaw.me/hc/en-us Scroll down on this page
https://teachercpd.ie/
http://www.scoilnet.ie/
PDST Technology in Education: Good practice videos available here: https://www.pdsttechnologyineducation.ie/en/Technology/Online%20Learning%20during%20school%20closures/
PDST you-tube good practice videos: https://www.youtube.com/c/%20PDSTdigitaltechnologiesteam

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Letter to Parents

Dear parents and guardians,

During this time of school closures, we are working on ways to maintain the link between school and home. We miss our pupils and we hope to continue to communicate with them through various means. We recognise that online safety is of huge importance and we hope that this document helps to protect both school staff and pupils, while online.

The development of our distance learning methods comes in response to our parent surveys and Department of Education guidelines.

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. Scoil Bhríde may help to provide access to a variety of online tools, which will assist in providing more effective teaching and learning, while also enabling greater communication between staff, families and students.

Le meas,

Staff at Scoil Bhríde

This is a working document. As we try out new ways of supporting distance learning, the document will be updated.

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i) General Distance Learning Guidelines for good online communication in Scoil Bhríde Straffan NS:

1. Staff, families and pupils 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 any content which they are submitting to their teacher is appropriate.
3. Staff members can communicate with pupils and their families via Google Classroom or through an established app (eg. Seesaw/ school app/ email)
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 (Seesaw, Google Classroom and Zoom)
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. 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.

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8. For security reasons, passwords will be provided to families, where applicable.

9. Scoil Bhríde cannot accept responsibility for the security of online platforms, in the event that they are hacked.

10. Communication using a mobile phone will not be frequent, but in the rare exception where it is necessary, staff members will ensure that their caller ID is private.

11. Under no circumstances can pictures or recordings be taken of video calls.

Distance Learning Guidelines for Scoil Bhríde Straffan NS 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.

For video calls/Zoom (if being used):

1. Pictures or recordings of the video call are not allowed unless prior consent has been sought by the parents and the purpose discussed.
2. Remember our school rules - they are still in place, even online.
3. Set up your device in a quiet space, with no distractions in the background.
4. Join the video with your microphone muted.
5. Raise your hand before speaking, just like you would do in class.

Golden Rules
1. Be kind
2. Be gentle
3. Be honest
4. Look after property
5. Work hard
6. Listen

6. If you have the chance to talk, speak in your normal voice, using kind and friendly words.
7. Show respect by listening to others while they are speaking.
8. Ensure that you are dressed appropriately for the video call.

9. Be on time - set a reminder if it helps.
10. Enjoy! Don't forget to wave hello to everyone when you join!

v) Distance Learning Guidelines for Scoil Bhríde Straffan NS <mark>parents and guardians</mark>:

For online 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. Ensure that the child communicates appropriately with their teacher via the platform (eg Seesaw)
4. Continue to revise online safety measures with pupils.

For video calls/Zoom (if being used):

1. Under no circumstances can pictures or recordings be taken of video calls unless staff and parents have given prior consent and the purpose has been agreed.
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 at this difficult time. 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 a video call if you can be identified by the display name on your zoom account.

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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 pupils in attendance.

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 in a meeting being immediately terminated. In this case, the child's parent will receive a report on the incident.