



# **Remote Teaching and Continuity of Learning Policy and Plan**

**Scoil Padre Pio  
Churchfield,  
Cork**

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 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, 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 Positive 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
- 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.

**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 platform (Google Classroom, Zoom, Class Dojo).
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 (Google classroom, Zoom, Class Dojo)
7. Parental permission will be acquired for children engaging in any platforms by' sending invitation and access codes to parent's email address.
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. Scoil Padre Pio cannot accept responsibility for the security of online platforms, in the event that they are compromised.
11. Communication using a mobile phone will not be frequent, but in the event that it is necessary, staff members will ensure that their caller id is private.

**Modes of Communication with Parents**

A. Teacher/Parent email

Staff will communicate regularly with parents and pupils via parental emails as supplied to the school. All families are asked to check daily for updates and important information. Teachers will post work for pupils each week. Each teacher will use a

school e-mail address through which he/she will communicate with parents/guardians and vice-versa. Parental queries will be addressed during school hours only (**08:50 am -2:30pm**) and should relate strictly to your child's teaching and learning.

B. Aladdin Text/Email

The school uses the Aladdin platform to contact parents by text or email

C. School Facebook Page (Scoil Padre Pio)

The Scoil Padre Pio Facebook page is used to communicate information and messages to parents and the wider community. It is also a platform to show photographs and videos of the activities and events that the pupils and staff of Scoil Padre Pio participate in.

D. School Website ([www.scoilpadrepio.com](http://www.scoilpadrepio.com))

The Scoil Padre Pio website will be updated on a regular basis during closure with links to information and other websites that may be useful to parents

**Online Platforms used by the School:**

I. Google classroom

Google Classroom is an online platform developed by Google for schools that aims to simplify creating, distributing, and grading assignments. This app is used from Junior Infants – Sixth Class and all pupils will be set up by the class teacher. Parents will be sent a link inviting them to join the Google Classroom platform. This will be greatly encouraged by the school. Parents and pupils will be able to see uploaded tasks, videos and documents from their class teacher. Pupils can access their folder on Google classroom and they then have the option of uploading items to their folder for their teacher to see. Pupils will not be able to see their peers work on this platform. Feedback will be provided to pupils by Class Teacher or Support Teacher as relevant.

II. Zoom

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. The main purpose of a video call is to maintain a social connection between the staff and pupils at this difficult time. Encourage pupils to listen and enjoy the experience. 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.

### III. Class Dojo

Class Dojo is a school communication platform that teachers use to communicate with parents. Each parent will receive a Class Dojo invitation at the beginning of the year with an individual access code for each child. Teachers can upload messages, photos and videos of the class what they are learning about in school. Parents can also message the teacher privately on this platform. This is particularly helpful for the parents of Sólta as many of the children are unable to communicate what they are learning in school to their parents.

### **Individual Learning Programmes:**

- Raz-Kids

Raz-Kids is an online reading programme with interactive e books, downloadable books and reading quizzes. Scoil Padre Pio has subscribed to this programme so that teachers are enabled to assign books for their pupils to read that are at their appropriate reading level. Parents and children from (1<sup>st</sup>-6<sup>th</sup>class) can access these books using the passwords assigned and communicated to you by the teacher.

- IXL.com

IXL.com is a Maths and Language Arts practice website that is subscription based. It has unlimited questions on thousands of maths topics and a comprehensive reporting system. Teachers will communicate the passwords assigned to your child if your child's class are using this site.

- Maths Whizz

Maths Whizz is an online Mathematics programme that can be tailored for each individual child using it. Teachers can set up their class on Maths Whizz and parents and children can access Maths Whizz when the teacher sends on their individual code to the parent. The programme begins with an assessment to see the child's level in all areas of Maths. **The child needs to complete this assessment without help from**

**an adult** in order to get a true assessment of the child's level. The child can then work independently on Maths Whizz completing activities at their level. Teachers can monitor and adjust the tasks set for children.

**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.

For video calls Class Meetings /Zoom:

1. Under no circumstances can pictures or recordings be taken of video calls
2. Remember to ensure you join each Zoom meeting using your family name.
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. The chat function is only to be used as directed by the teacher.
9. Show respect by listening to others while they are speaking.
10. 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 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 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.

**Guidelines for Staff re online communication and Video Calls:**

1. Under no circumstances can pictures or videos be taken of video calls.
2. Staff members will communicate with pupils and families during the hours of 8.50am-2.30pm where possible.
3. Staff members will have high expectations regarding pupil behaviour, with any communication that takes place online.
4. Staff members will seek to become familiar with apps/platforms before using with pupils.
5. Staff will check that consent has been given, before setting up a pupil profile app.
6. Staff members will report any concerns regarding online behaviour or interactions to school management.



7. Staff are encouraged to generate a new meeting ID and password for each zoom meeting being held.
8. Staff members will notify parents/guardians of the date, time and password for a video call via the parent's email.
9. Staff members will be aware and cognisant that not all pupils may wish to participate in zoom.
10. Staff members will only admit participants to video conferences, if they recognise the email address/username as being connected to a pupil.

**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 .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/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.

**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 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.

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

**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 Zoom or Google classroom during these times

→ Please keep abreast of postings on the school facebook page/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 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.

**This Remote Teaching and Continuity of Learning Policy and Plan was ratified by the Board of Management of the school on 07/01/2021 and is subject to change**

and review, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

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Chairperson, Board of Management

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Principal

### **\*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
- **Doulingo:** 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