

Remote Learning Policy 2020

Talbot Senior NS

Digital Communications Platforms

In Talbot SNS, we use multiple platforms for communicating with the school community:

- **Microsoft Office 365** to support communication with and between staff.
- **Seesaw Class app** to support communication between staff and pupils.
- **Seesaw Family app** and Aladdin Schools to support communication between schools and parents/guardians.
- **Seesaw Class app** to support remote teaching and learning.
- **Zoom** – staff meetings, class check-ins.

School Contact Details during school closures:

- Direct email with teacher and parents/guardians.
- Email address and dedicated phone number to contact school.
- Details on the school website.

Appropriate Professional Development and Support:

- Dedicated WhatsApp group for technical support established.
- Seesaw online tutorials provided.
- Teachers designated as administrators of Seesaw: Sandra Byrne, Caitriona Wynne, Martin Moore, Laura Shaw, Cathal Carty, Loyola Madden.
- Close contact with PDST Technology in Education advisor.
- Regular promotion of relevant CPD throughout the school year.
- Plan for further CPD in 2021 – “How best to use Zoom for teachers” and “How to use Seesaw for SNA’s”

Development of students’ skills set

- All students set up on Seesaw (digital learning platform).
- All students access Seesaw regularly in class and shown how to submit work.
- All students assigned some homework on Seesaw each term to ensure they know how to use the platform.

Digital access in homes

Survey carried out in April 2020

- 130/133 have Wi-Fi at home.
- 93/133 have their own device.
- 40/133 share a device
- 3/133 have no device

Loan of digital devices

The Home Use Policy 2020 allows for devices such as Chromebooks/tablets to be loaned out to students who have no access to device for remote learning.

Communication with Parents/Guardians

All parents/guardians have been invited to join the Seesaw Family App. This enables parents to view their child's digital portfolio and view any work set by the teacher. They can communicate directly with the teacher via this app.

Two-Way Communication & Feedback

The Seesaw app allows for teachers and students to directly communicate with one another. Teachers can give constructive feedback on their students' work as they submit assignments/tasks.

Communicating with External Agencies

- NEPS & NCSE – the Deputy Principal can communicate directly with these agencies.
- HSE – the principal can communicate directly with the HSE.

Relevant Policies

- Acceptable Usage Policy – reviewed and updated 2020
- Child Safeguarding Statement – reviewed and updated 2020
- Data Protection Policy 2018
- CCTV Policy

Relevant Personnel identified

- Every class teacher has been assigned a SEN teacher for the year 2020-2021.
- The assigned SEN teacher works closely with the class teacher and students and is aware of their educational needs.
- Designated teachers are assigned to lead remote teaching in the following scenarios as outlined in the *"Guidance on Remote Learning in a COVID-19 Context"*:
 - Scenario 1: Class teacher or SEN teacher
 - Scenario 2: SEN Teacher
 - Scenario 3: Class teacher
 - Scenario 4: Class teacher if fit & well or SEN Teacher
 - Scenario 5: Class teacher and SEN Teacher or Substitute teacher (if class teacher is medically unfit to work.)

Parameters for Remote Teaching

- Teachers will set work for within school hours.
- Teachers will generally communicate with students/parents/guardians within usual school hours.

Online School Rules for using Zoom

All parents/guardians must agree to following Zoom Rules as outlined below:

1. Use Zoom in a shared area – e.g., kitchen, living room, dining room.
2. Children must be appropriately dressed – not in pyjamas.
3. A parent or guardian must be present in the room. (They do not have to appear on camera).
4. Join the class with microphone muted.
5. All pupils must have their camera on to take part.
6. Use the hand icon to let the teacher know you want to speak.
7. Kind and respectful words to be used at all times.
8. Listen to others when they are speaking.

9. Every child does not have to join the session – it is optional.
10. Virtual backgrounds are not allowed.
11. Only the pupil may join the Zoom meeting –try to have no siblings.
12. However, if a small group is meeting, and for whatever reason, due to ‘no-shows’, there may be only one child attending, then we insist on having the parent/guardian being visible at all times.
13. If a parent wants to speak to the teacher, this should be done outside the zoom session – e.g., by phone, email etc.
14. All parents must give consent and agree to the Zoom rules before their child can take part in a Zoom session.
15. For every Zoom session a new meeting ID and password will be generated, and this will be emailed/texted by the teacher to the parent/guardian’s email address/phone number which we have on Aladdin.
16. All Zoom calls will be logged on the school’s Aladdin system.
17. Pupils may not use the chat facility on Zoom.
18. Two teachers from the school will take part in each Zoom session.
19. The principal may join any Zoom session.
20. It is not permissible for any participant to record or take a screen grab picture of the Zoom session without the permission of all other participants and their parents/guardians.
21. Parents, please adjust the settings on the device being used so that you / your child is easily identifiable when in the waiting room - teachers will not admit any waiting person whose identity they cannot verify.
22. Any pupils who do not adhere to the zoom rules above will be removed from the Zoom meeting by the teacher.

In the Event of a Whole School Closure:

Class teachers will:

- Use Seesaw as the digital platform to enable remote teaching/learning.
- Upload schoolwork daily – a minimum of 3 pieces – numeracy, literacy, and another subject area.
- Provide feedback to students weekly.
- Communicate with parents/guardians weekly.
- Work in collaboration with SEN teacher and SET team.
- Work in collaboration with colleagues/class team using digital technology (WhatsApp/Zoom/Email/Phone).

SEN Teachers will:

- Use Seesaw as the digital platform to enable remote teaching/learning.
- Set daily task for pupils & provide feedback regularly.
- Communicate daily or every other day depending on the needs, with the student and parent/guardian.
- Work in collaboration with class teacher
- Work in collaboration with colleagues/class team/ SEN team using digital technology (WhatsApp/Zoom/Email/Phone).

Special Needs Assistants will:

- Work in collaboration with class teacher and SET team.
- Communicate daily or every other day depending on the needs with the student and parent/guardian through WhatsApp, Facetime, or phone call.
- May deliver books, copies & other necessities where necessary and if practical.

Future Actions

- Further CPD for teachers and SNAs in use of Zoom and Seesaw
- Purchase of 5 Amazon Fire Tablets for loaning out devices during closures.
- Invite parents/guardians (mostly of SEN students) to bring in their own digital device and the school will provide training and support in how to use the digital platform.
- Develop a system for teachers to share short-term preparation documents with substitute teachers.
- Exploring the use of G-Suite for students.
- At the end of each term, children bring all schoolbooks home to prepare for any school closures.

Ratified on _____

Signed _____

Chairperson BoM