



# HOLY FAMILY JUNIOR NATIONAL SCHOOL

## River Valley, Swords, Co Dublin.

Principal: Ms M McNally  
Chairperson: Mrs A O'Toole  
Charity No: 20119300

Phone No: 8404394  
E-mail: hfjns3.ias@eircom.net  
Website: www.holyfamilyjns.ie

## Remote Teaching and Learning Policy

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, 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 Mobile Phone or 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 (including cyber bullying) Policy.

The primary obligation of all schools is to the welfare of the learners 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 live document, and 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 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. Holy Family J.N.S. 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 Holy Family J.N.S.:**

1. Under no circumstances should pictures or recordings be made without consent.
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 emails or through an established app (e.g. Seesaw).
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.
7. Parental permission will be acquired before including a pupil on a communication forum.
8. For security reasons, passwords will be provided to families, where applicable.
9. Holy Family J.N.S. cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Holy Family J.N.S will use parents' email addresses and Seesaw for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' will include a combination of assigned work, e-mail contact, online publications of school texts and Seesaw activities. Teachers will also recommend useful websites and apps.

Class teachers will be supported in the provision of Remote Teaching and Learning by the Special Education Teacher assigned to the class.

## **1: Email and website:**

Staff will communicate regularly with parent/guardians via email. Teachers will email work for pupils each week. Each teacher has 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.

All families are asked to check the school website regularly for updates and important information.

## **2: Seesaw:**

*Seesaw Class App* is for our pupils to connect to their folder and they then have the option of uploading items to their folder for their teacher to see. Parental consent is required prior to using this app. A QR code has been given to each pupil for access to Seesaw.

### **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.

### **Guidelines for parents and guardians:**

For learning (Seesaw)

1. Teachers will use Seesaw to share learning activities, demonstrations and assignments with pupils and their parents/guardians.
2. Teachers will use Seesaw to send individual and group messages to parents/guardians.
3. It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
4. Check over the work which pupils send to their teacher, ensuring it is appropriate.
5. Content from pupils will not be posted on Seesaw without permission from parent/guardian. Teachers will disable the class setting called "Students can see each other's work".
6. Teachers will disable the facility called "Enable item editing".
7. Teachers will check and approve all content before posting it on Seesaw.
8. Teachers will ensure that the blog function on Seesaw is password protected.
9. Photos, including photos of teachers or pupils, screenshots or recordings of any kind should not be taken of content posted by teachers, parents or pupils through Seesaw.
10. Continue to revise online safety measures with pupils.

It is important to note that any breach of the above guidelines will result in a discontinuation of this method of communication.

### **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 Use 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.

Provision for SEN students will be made when using Remote Learning methodologies. Class teachers will be supported in the provision of Remote Teaching and Learning by the Special Education Teacher assigned to the class.

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 provide work and guidance and ask parents and pupils to do their best and that is all.

### **Remote Teaching and Learning Protocols for Teachers/SNAs**

- Check uploaded work daily
- 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
- 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.

### **3: Zoom**

Zoom is a socially video-conferencing platform which will enable teachers, staff and pupil to connect via a live link. Teachers will connect with pupils using pre-arranged Zoom Meetings. (See Appendix 1)

#### **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.

##### **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 parent email and See-Saw
3. Class POD instructed by HSE Public Health to self-isolate. Teacher will link in with the pupils via parent email and See-Saw
4. School bubble (whole class) instructed by HSE Public Health to self-isolate (14 day isolation period). Teacher will engage with the bubble daily on Seesaw and e-mail using a blended approach of Seesaw and e-mail based work.
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 e-mail based work.

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

#### **Summary:**

- Do what you can, within your circumstances. Forget about following books and workbooks outside of the work set by teachers for the moment.
- There will be no school work set for planned school closures/holidays.
- Please keep abreast of school emails and the school website – 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.

### **Implementation, Review & Communication**

This Policy was ratified by the Board on 14<sup>th</sup> October 2020 and amended to include Appendix 1 on 2nd February 2021. It may be subject to change, in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

This Policy is available to view on the School's website or a copy can be accessed from the School office.

*This policy will be reviewed as and when necessary.*

Signed:\_\_\_\_\_

Ms Angela O'Toole, (Chairperson)  
Board of Management, Holy Family J.N.S.

Dated:\_\_\_\_\_

## **Appendix 1**

### **Direct Communication using Zoom**

Teachers in Holy Family Junior National School may choose to use Zoom as a social connection between staff and pupils. This will be where staff members directly speak to the children live - e.g. through an online meeting. The staff member invites all pupils in their class using a code. The following are ground rules for synchronous meetings online.

#### **Zoom**

1. Teachers or SNAs will always co-host Zoom calls with another teacher or SNA.
2. Under no circumstances should pictures or recordings be taken of video calls by **ANYBODY**.
3. Ensure that the school has the correct email address for inviting you to join apps and meetings. By joining a meeting you are automatically giving your consent to participate on this platform.
4. The main purpose of a zoom call is to engage in a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.
5. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera. Teachers or SNAs will ensure all pupils are muted until given permission to speak.
6. 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)
7. 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.
8. While chat may be available in an online meeting, it is the responsibility of the child's family to ensure that any interaction is appropriate. Children are not permitted to message each other.
9. Inappropriate language will not be tolerated. Normal school rules apply. Be kind and respectful to all participants with our words and our actions.
10. If any of the above rules are broken, the pupil will be removed to the waiting room immediately and an email will be sent to the parent/guardian of the child outlining the reason for the child's removal.
11. The meeting ID/ login link is personal, and should not be shared with others.
12. Participants in the call should be dressed appropriately.
13. An appropriate background/room should be chosen for the video call.
14. Zoom calls must be within sight of a parent.
15. 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.