KENNEDY PARK NATIONAL SCHOOL
Kennedy Park – Wexford
Roll no. 11986N
T: 053 912 3331
E: office@kennedyparkschool.ie
www.kennedyparkschool.ie

School Plan for Remote Learning

Academic Year 2020/2021

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, 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 using digital platforms. 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.

Kind regards,

Patricia Tynan

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.

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 using school approved platforms (Seesaw or Zoom).
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission is implied when parents connect to an online platform or app
7. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via Aladdin. Essentially, by virtue of the pupil logging on to the call, permission is assumed.
8. For security reasons, passwords will be provided to families, where applicable.
9. Kennedy Park School cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Following on from feedback given to our H.S.C.L from parents subsequent to the last lockdown the staff have decided that our 'Remote Teaching and Learning Plan' may include a combination of assigned work and pre-recorded lessons (Seesaw). In addition, our SEN team may use Zoom to engage with the children they work with. Pupils are contacted daily and a timely response is given when work is uploaded. English and Maths work is deemed essential each day and a selection of other subject work is provided, with extension work for those who require it.

Teachers will use online reading material and textbooks. S.E.T.s are posting and delivering packs of work to pupils who have no facility to print required worksheets. The use of teacher email addresses also available to parents.

Kennedy Park School will use a variety of online platforms for communicating and connecting with families/pupils.

1. School App (Aladdin Connect): This App keeps parents up to date on school and classroom news via noticeboard messages.

Administration Staff and teachers will communicate with parents via the school App. All families have downloaded the Aladdin Connect App and check it daily for updates and important information.

2. Seesaw: This is a school communication platform used by Junior Infants to Sixth classes to share what is being learned in school or at home. Parental consent was required prior to using this app. This consent is implied by the parents connecting to the app. Each parent will be assigned an individual access code. Some lessons may be pre-recorded and uploaded to Seesaw. The teachers can share videos, photos, messages, workload, etc. via the journal (all parents can see) or via the inbox (private to each parent). The parents can share work with the teacher via the inbox.

Teachers have availed of PDST in-service on the use of this platform

3. Zoom

Teachers may use zoom to link in with their classes on a weekly basis.

4. Email

Teachers and parents may use email to communicate when appropriate.

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 Zoom calls

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, with no distractions in the background.
5. Join the video with your microphone muted.
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.

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 Zoom Calls.

1. Under no circumstances should pictures or recordings be taken of video calls.
2. The main purpose of a Zoom call is to maintain a social connection between the Class teacher/SET/SNAs and children they care for. Encourage pupils to listen and enjoy the experience.
3. 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)
4. 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 identity.
5. 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.
6. Participants in the call should be dressed appropriately.
7. An appropriate background/room should be chosen for the video call.
8. 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

Teaching and Learning best practice will continue to apply, with students expected to:

- Check assigned work each day/week.
- 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 and for students at very high risk to COVID 19 will be made when using Remote Learning methodologies through zoom meetings, packs, phone calls and email.

Responsibility of the Student

- To cooperate with their parents and teachers.
- To work well, to do what they can and to do their best.
- To do the lessons that teacher asks of them.
- To make sure that the teacher gets to see the work they have asked for when it is finished.

Remote Teaching and Learning Protocols for Parents

The following school policies apply to remote teaching and learning:

- Code of Behaviour
- Anti-Bullying Policy
- Acceptable Use Policy

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 manageable amount of work every weekday for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

Responsibility of the Parent

- To ensure protocols for students are adhered to.
- To check-in on their child's school work on a daily basis and to talk to their child about the work being assigned.
- To provide the time and space to support their child/children so that they can engage, complete and return the work that the teacher has set.
- To support the development of the child/children's reading, writing, listening and speaking skills.
- To encourage the development of the child/children's number skills.
- Student use of web-based tools is for educational purposes only and at the direction of a teacher and under the supervision of a parent/guardian. Please supervise your child/children online.
- To keep in touch with your child's teacher and to respond to any messages sent to you. Communication may only take place during normal school hours.

Remote Teaching and Learning Protocols for Teachers/SNA's

Communication may only take place during normal school hours unless otherwise agreed with class teacher.

SETs/SNAs may check in with children in their care via Zoom in accordance with the learner-specific learning support plan.

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.

Responsibility of the Teacher

Our staff have made a considerable effort to develop their skills to provide for distance learning. If distance learning becomes necessary in the future, they plan to continue to:

- Motivate and engage pupils
- Check uploaded work each day
- Facilitate the further development of reading and writing skills
- Develop number skills
- Provide opportunities for students to practice listening and speaking skills
- Develop children's creativity
- Provide a variety of ways in which pupils can demonstrate learning

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. There are educational links on the school website that children can use while they are absent from 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 instructed by HSE Pubic 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 (14 day isolation period). Teacher will engage with the bubble daily on Seesaw. Teachers may differ in their methods under this approach.
5. Whole school closure as instructed by HSE Public Health (duration of closure will be advised by Public Health) Staff will engage with pupils, using a blended approach of pre-recorded lessons, Seesaw and Zoom.

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

Summary:

- o We are encouraging parents to "Do what you can, within your circumstances".
- o There will be no school work set for planned school closures/holidays. There will be no interaction on Zoom, Seesaw during these times.
- o Please keep abreast of postings on the school app and school emails – These are our main modes of communication.
- o 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/school app, 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. Designated teacher email addresses will be communicated to individual classes by class teacher. School email office@kennedyparkschool.ie

Office phone (attended Tuesdays and Thursdays from 10 – 11) 053-9123331.

H.S.C.L. phone 085-2861415 (during school hours).

We thank the school community for adhering to the above guidelines for everyone's safety and welfare.

In order to support equity of access to digital resources the school has purchased 10 tablets for use remotely by pupils. Short term Broadband connection is also an option for provision through the SCP programme, H.S.C.L. identified families in need of support through parental survey.

All relevant contact details are available to the B.O.M. on Aladdin.