# Remote Teaching and Learning Policy

Holy Spirit Girls’ National School

# Introduction

The purpose of this document is to provide guidelines and information to students, their parents, and staff, surrounding the use of technology when learning remotely

i.e. from a place other than school and where it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting.

While this informs best practice for remote learning and the use of online technologies during normal school term, it is devised in response to the Covid-19 emergency and is intended to provide guidance for the conduct of remote teaching and learning during an extended unforeseen school closure. This policy does not set out to replace our Acceptable Usage Policy but rather intends to be 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 obligations that all schools have are to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners under Child Protection Policy and that their data is also protected under GDPR legislation.

Wellbeing**:** Frequent engagement between pupils and teachers can provide a sense of normality and connection for pupils and can contribute to their sense of wellbeing. The role of teachers in this regard is very significant and should not be underestimated.

# Platforms

Holy Spirit G.N.S. encourages all students to use Google Classroom and lockdown packs. All students have been given account details. We will also use Zoom and all students are obligated to follow the Zoom Rules of Holy Spirit GNS. If any problems should arise they should contact [techsupport@holyspiritgns.ie](mailto:techsupport@holyspiritgns.ie)

# Guidelines for Remote Teaching and Learning

* All teachers will communicate daily with pupils digitally.
* SET teachers will engage with pupils on their caseload as frequently as they would under normal circumstances.
* All teachers will share their short term plans on Google drive to facilitate the sharing of plans. An I.S.M.(in school management) team leader will share the plans with the substitute teacher.
* Teachers working from home will continue to assign and correct work on the assigned platform.
* Teachers when working remotely will on most occasions try to communicate online during normal working hours and will endeavour not to communicate with students outside of these hours.
* However, everyone’s circumstance is different and we have to be as accommodating to all members of our school community as we can, especially in these uncertain times. Work can be scheduled in advance.
* Parents and students need to be aware that teachers may have to schedule work in advance. This does not mean there is an expectation on the student to begin work at the time it is received. Likewise, there is never an expectation on the teacher to have to correct or comment on work sent on Google Classroom outside of normal school hours. It is essential that everyone agrees that responses or actions outside of normal working hours are not required. We would urge all members of the school community to turn off notifications outside of their learning/working hours.
* If work is submitted after school hours the teacher will endeavour to correct it during the following working day and not that evening. Therefore work will be planned to ensure that corrections are not necessary for the following day. Eg if fraction work is assigned on Monday, time may be assigned for Tuesday and then fractions can be reassigned on Wednesday following the work being corrected.
* No matter what time a student and/ or teacher is on Google Classroom whether the teacher is online giving an online lesson or not- the

moment a student logs onto Google Classroom/Zoom they must abide by the school rules and the rules will be implemented if and when necessary.

* The material created by the teacher on Google Classroom/Zoom is the property of the teacher and students do not have permission to share it with others outside of the class unless given permission to do so. Recordings should not be made of any of the lessons unless with explicit permission from the teacher.
  + Teachers will record themselves giving examples as an addition/part of the lesson.
  + Social media sites e.g. Facebook, Snapchat and WhatsApp etc, to communicate with students is never permissible and teachers have been advised accordingly. Social media may not be used by teachers to demonstrate examples of good work to parents and the wider school community. Any such activity will only be on the official school social media account (Website and Twitter). All student names on student work should be redacted (no names). Our HSCL teacher may communicate with parents via WhatsApp on the school phone.
  + Any behaviour or language deemed inappropriate during school applies online and after established school times. The consequences for such behaviour will be the same as if the student was in school as they are involved in prescribed school work, on a school created platform using a school log-in and which has been directed by school personnel.

# In the event of a Whole School Closure

Class teachers will invite their SET teacher (as a teacher) and the special needs assistant to their classroom platform and provide feedback to the students they support. Support may also be provided on a whole class level to support a targeted learning objective.

All teachers from JI-6th will invite Ms Conroy as a teacher to their classes. Other members of the ISM team may need to join for logistical reasons.

In the event of a school closure packs may be provided initially to support online learning. These packs will not contain resources such as scissors/ playdough, etc or book rental books such as readers as the cost to replace equipment is prohibitive. Teachers will communicate with parents to ensure that only assigned pages are completed.

These packs will not be replenished during the period of closure. In the event of an extended closure work will be assigned using the online learning platform used by the class.

Government guidance will inform the Board of Management as to whether the school building will be open for teachers to access during closures.

# In the event of a Class Closure (advised to self-isolate or restrict their movements)

In the event of a class closure the class teacher will be required to provide remote distance learning to all pupils in the class via the digital platform assigned to the class.

Class teachers will invite their SET teacher (as a teacher) and SNA to their classroom platform and provide feedback to the students they support. Support may also be provided on a whole class level to support a targeted learning objective.

All classes JI – 6th will invite Ms Conroy as a teacher to their classes. Other members of the ISM team may need to join for logistical reasons.

# Engagement with Students in the event of a School Closure / Class Closure

**/Student Isolating**

Teacher feedback is very important to ensure continuity and progression in learning and to affirm students’ work. Feedback will help motivate the student while learning from home.

Teaches should ensure the following:

* + They respond regularly to students with helpful feedback on work submitted
  + Teachers show flexibility when setting agreed timelines for work to be returned
  + Feedback is relevant and easily understood
  + The feedback informs the next stage of learning
  + The feedback is specific- there should not be an over- reliance on self correcting tools or generic feedback.

It is also important to get feedback from parents/ guardians and students on how well the arrangements are working for them and to inform ongoing activities being provided for the students.

Care team meetings will continue to take place during the closure. Teachers are encouraged to contact the care team regarding any child they may have a concern about.

# Keeping in touch with parents/guardians

We will endeavour to keep parents informed at all stages through Komeer/phone calls/ HSCL. Regular contact with parents especially those at risk of educational

disadvantage will be made via phone calls by our HSCL teacher.

Digital communication between school and parents through designated email and attended phone numbers for contact during closures.

# Staying Safe in the distance learning environment

* + All teachers need to be familiar with the Acceptable Usage Policy in the school.
  + Teachers should keep personal data safe when working from home and follow the data protection policy of the school.
  + The criteria for mandated Child Protection reporting remains the same as if the child was being taught in school.
  + All provisions relating to the child’s data remain the same under GDPR procedures and guidelines.

It is expected that all students and teachers will engage as best they can with all efforts at online teaching and learning so as not to be behind when normal school resumes. We thank the school community for adhering to the above guidelines for everyone’s safety and welfare.

This policy has been written in conjunction with the Guidance on Remote Learning in a COVID 19 Context from the DES and will be reviewed and updated as required.