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# (Draft )Remote Teaching and Learning Plan for The Monastery School . October 2020

# Introduction

This action plan for Remote Teaching was drafted in response to the ever-changing Covid- 19 public health restrictions which pose uncertainty regarding school closures during the school year 2020-2021.

It was drafted in accordance with the DES document “Guidance on Remote Learning in a Covid -19 Context September-December 2020”

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,
* enable continuity of learning for pupils
* utilise a variety of online tools which assist in providing effective teaching and learning while also enabling greater communication between staff, families and students.
* continue to communicate with our pupils through various platforms.
* Aim to protect both school staff and pupils, while teaching and learning online.

Digital Communication Platforms the School will use.

The school has identified the following digital communication platforms to facilitate the following

* Digital communication with and between staff
* Digital communication between staff and pupils.
* Digital communication between school and parents
* Remote teaching and learning.

Aladdin App

The school will communicate regularly with parents and pupils via Aladdin Connect in the Aladdin App. All families are asked to download the Aladdin App and to check the noticeboard daily for updates , important information, notices etc . In the event that a child is absent for a time from school , The Return to an Educational Facility form will also be available to parents to complete prior to their child returning to school. Absence reasons may also be entered by parents via Aladdin Connect.

Each teacher will be assigned a school e-mail address . Parents can communicate with the class teacher via their school email address.

More general queries can be sent to the school email monasteryschooltipp@gmail.com

Parental queries will be largely addressed during school hours in so far as is possible.

## Seesaw

This app is used from Second – Fourth Class and an access code has been distributed by the class teacher. Parental consent is required prior to using this platform. Each child will be assigned an individual access code. QR codes will be issued by the class teachers to facilitate siblings in 2nd-4th classes. Some lessons will be pre -recorded and uploaded via Seesaw.

## Google Classroom

Google Classroom is an online platform used with Fifth and Sixth Class pupils and again it enables our pupils to connect to their folder of work, to upload or complete assignments and it also allows access to their teacher when required. Our Fifth /Sixth- Class teachers may also provide feedback and communicate with pupils via Google Classroom. Some lessons also will be pre -recorded and uploaded on Google Classroom. Parental consent is required prior to using this platform.

## Zoom

Zoom is a video-conferencing platform which will enable teachers, staff and pupils to connect via a live link. Teachers will connect with pupils in specific circumstances using Zoom . Permissions will be sought beforehand via Aladdin Connect.

Text a Parent

The school will continue to use the Text a Parent facility until the use of Aladdin Connect is thoroughly embedded in the school.

School email and Phone

The School office phone 062-52656 and the School email [monasteryschooltipp@gmail.com](file:///C:\Users\M.%20Donovan\Desktop\monasteryschooltipp@gmail.com)

will be available as a designated point of contact for parents during a closure.

Mobile no: 087 2367957

School Website and Twitter Feed

The School Website [www.themonasteryschool.ie](http://www.themonasteryschool.ie) and the Twitter feed @monasteryschool.ie

will also be used as points of reference for parents.

Development of staff skills sets.

Staff are encouraged to continue to access appropriate cpd relevant to their digital platform.

Staff are annually encouraged to access Summer cpd in this area. Pdst and Education Centre Webinars will also be accessed

Sharing of expertise will also be encouraged throughout the year, formally and informally.

Staff will work in class teams- Senior and Junior to provide remote learning thus ensuring continuity in the event of a teacher becoming unavailable.

SNAs will work with their class teacher to become familiar with the Remote Learning Platform in use in the classroom.

SNAs will support their child’s learning and maintain communication via regular phone calls *.*

School secretary will manage and support access to Aladdin Connect .

Enabling Pupils to Develop the Necessary Skill Sets

Class teachers will allocate frequent opportunities during the normal school opening for the children to access their selected digital platform in order to practise

* Accessing and navigating the platform.
* Engaging with teaching and learning materials.
* Uploading their work independently.

Equity of access to digital resources.

The school will ascertain the availability among families of broadband and appropriate digital devices. The Family Liaison Teacher will support this action.

Where possible the school will examine the possibility of providing devices for the duration of a lengthy absence/closure.

In cases where the use of digital communication platforms may not be appropriate or possible for some pupils, the school will use the postal service, emails and phone calls to support such pupils.

The school will provide assistance to families who may need support in accessing our digital communication platforms.

The Family Liaison Teacher will support with liaising with pupils who have difficulty engaging with the class learning platform.

Preparation for Teaching and Learning

Teachers’ Short-term planning documents will be stored on the shared drive to allow access and sharing of same with other teachers. A copy will also be available for substitute teachers on desktop of the class laptop.

Availability of Relevant Contact Details

Access to contact details for all staff members will be made available to the chairperson in the event that the entire school leadership team is unavailable for work.

Collaboration and Communication with Parents

We will liaise with the Parents’ Council in the drafting of this plan in order to seek feedback and support for the enhancement of our planning.

The school will engage with parents to ascertain the levels of preparedness for Remote teaching and Learning.

Survey (informal, class by class basis)

Via the Parents’ Council

Relevant Personnel

Class teacher: The provision of teaching and learning , maintaining communication with the children.

Special Ed teacher : Working in cooperation with the class teacher.

SNAs : Support in cooperation with the class teacher.

Family Liaison Teacher: Liaising with pupils who have difficulty engaging with the class learning platform. Distribution of learning packs. Support by phone .

Parents : Supporting the children’s learning, maintaining communication with the school and providing feedback .

School Secretary: Supporting parents with access to Aladdin Connect.

This Plan has been formulated in accordance our

Acceptable Use Policy

Data Protection Policy

Code Of Behaviour

1. Guidance on Remote Learning in a COVID-*19* Context: September – December 2020

Immediate Actions September –October mid-term

* A Remote Learning Platforms to be agreed at Junior and Senior Level, access codes to be provided and children enabled.
* Tasks to be set to ensure all are engaged and the necessary skills set are developed.
* Family Liaison Teacher to make contact with families who are having difficulty and to offer support.
* The possibility of providing devices in the event of a closure to be discussed with the IT team.
* Learning packs to be prepared by Class teacher and the associated Special Ed. With differentiated work to be delivered to children who cannot access platforms.
* Teacher short-term plans to be saved weekly to the shared drive so that access is available for colleagues to use in the event of a teacher being absent.
* A sub folder to be saved on the class desk top to share preparation for teaching and learning.
* A mobile phone to be provided with designated school number in addition to office phone.
* Staff bubbles to meet to ensure that all staff are ready to step in to support members who may be unavailable for work.
* Protocols for online learning to be revised with all classes.
* Designated textbooks to be sent home at midterm.
* Class homework may be placed on Seesaw as well in diary.
* The AUP(Acceptable Use Policy) acceptance document to be sent to all families.

Remote Teaching and Learning Protocols for Pupils

Following the protocols of the school’ s Acceptable Use Policy and Code of Behaviour is essential for pupils, staff and families during periods of Remote Teaching and Learning as well as when school is open and operating normally.

Pupils are also asked to :

* Check assigned work each day.
* Present your work on time as you would do if you were in class.
* Do your best as you would do if you were in class.
* Ask for help if you need it.

Remote Teaching and Learning Provision specifically for the following Covid 19 related scenarios

## 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.

## Provision for 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.**

. An offer of work to be sent home will be made when parents ring to say the child will be absent.

1. **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/ Google-Classroom .

1. **School POD (group of six) instructed by HSE Pubic Health to self-isolate.**

Teacher will link in with the pupils via See-Saw/ Google-Classroom . 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/Google Classroom

1. **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/Google Classroom , emails and work packs.

1. Please keep an eye on the Aladdin app– it is our main mode of communication going forward.
2. We will observe the normal school day and school week and enjoy a break from work at the weekend.
3. We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.
4. 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 at [monasteryschooltipp@gmail.com](mailto:monasteryschooltipp@gmail.com) and we will assist you in any way that we can and please contact the school with any further queries you may have.

As this is a draft plan it will be ratified as a working document which is subject to change ,at the next Board of Management Meeting.