Our Lady of Victories Infant School

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Digital Remote Learning Policy

Rationale: Our Lady of Victories Infant School recognises that online collaboration is essential to remote learning and may provide access to a variety of online tools that allow communication, sharing and messaging among staff, students and parents.

<p style="text-align:center; color:red">Remote Learning Guidelines for Staff</p>

• Seesaw platform is the selected platform for online learning (September 2020 onwards)

• Each staff member has been issued with a secure school domain email address which they can use to make contact with parents.

• All email communication with staff members must be from parents, not children, through the dedicated email address. Parents will email pupil absences to attendance@olvinfants.com and if they have concerns that are outside the realm of learning, they will email office@olvinfants.com

• For face to face communication (video conferencing) the initial contact will be set up using the staff member's email and the parent's email.

• Staff members, when contacting parents, should change their settings on their phones so the recipient of the call sees "No caller ID". A phone call is not usually the first resort.

• All stakeholders are expected to uphold the same appropriate, safe and courteous conduct online as is expected offline.

• Students will only have access to appropriate electronic communication that has been approved by the school and sanctioned by the class teacher, i.e. Zoom, Seesaw .

• These services, although not owned by Our Lady of Victories Infant School, form part of our web services and all content that is placed on these services falls under this policy.

• Any electronic forms of communication will only be used for educational purposes.

• Parental permission for the child is required. Furthermore, as the links for lessons are being communicated through parents, the cover note will state that by virtue of the children logging in to the resource, permission is assumed.

• It is the duty of the parents to supervise children on their end.

• Usernames and passwords will be used to avoid disclosure of identity where possible.

• Our Lady of Victories Infant School cannot accept responsibility for the security of such online platforms in the event they are hacked.

<p style="text-align:center">Video Conference/Live Call or Lessons</p>

Pupil Etiquette:

1. Dress appropriately

Regular clothes. No PJs!

2. Be aware of your surroundings

Pick a room that is not a bedroom or a bathroom and that does not have traffic passing through.

Be mindful of noise from other people or pets.

3. Mute your microphone when you're not talking

Join the class with your microphone muted. Only turn it on if you are asked to speak. Muting your microphone when you're not speaking gives others the ability to chime in and share their thoughts without distraction or frustration.

4. **No recording, taking photographs or screen shots.**

<u>Under no circumstances may any aspect of the video call be recorded/photographed in any way by anyone.</u> This includes recording directly using the Zoom/Google Meets record function, using an outside piece of technology, like a phone or an iPad or taking screenshots or screen recordings of a video call.

4. Leave the keyboard alone

The sound of your typing is distracting.

5. Be respectful

Teachers and pupils are real people who are affected by words you say and write. Remember "*Kind hands, kind feet, kind words, kind hearts*".

6. Using Chat

Do not use Chat when the teacher is talking. Be respectful at all times. Remember that you are in a classroom, even if you are not wearing your uniform. It is the responsibility of the child's family to ensure that any interaction is appropriate. Any interaction from a pupil that could be deemed as inappropriate may result in the child's removal from the lesson or, where appropriate, a referral to Child Protection Services.

7. No food allowed

We don't want you dropping crumbs all over your keyboard!

8. Stay seated and stay present

Do not leave the room or have TV/radio/other electronic devices on as it may distract.

9. Be patient

This is new to a lot of people and it may take time to learn.

Staff Protocols:

1. Use your staff email address when setting up the Google Meet/Zoom account for class video conferencing.

2. For Class Zooms, it is preferable to have another member of teaching staff or SNA present

4. Where practicable, the use of the "Waiting Room" is recommended.To enable the waiting room feature, when scheduling a zoom meeting, in the 'Security' section, ensure the waiting room option is selected.

5. Staff are required to familiarise themselves with the application before using it, especially the functions - muting, sharing and 'hands up' options. To mute all participants upon entry to the zoom, staff members must select 'Mute participants upon entry' in the Meeting Options section when scheduling a zoom.

6. From the outset, be clear with the ground rules regarding the children's participation in the meeting e.g. use of hands up, muting etc. Teachers will communicate in an age appropriate fashion.

7. If at any point staff feel uncomfortable, the call should be ended immediately and concerns reported to management.

8. Preferably, individual staff members will not meet any single child using an online meeting. If there is a need for a meeting between a child and a staff member, another staff member and/or parent must be visibly present at the meeting.

9. For security reasons, new links must be generated for each meeting held.

Remote Learning Guidelines for Parents/Guardians

As 'first educators', parents and guardians have a central role to play regarding the participation and engagement of children in remote learning. Remote learning takes place online and with that comes a great deal of responsibility, especially in terms of online safety and the protection of children.

Parental permission was received to engage with SeeSaw. For Zoom, it is the understanding of all stakeholders, given that families are now at home, that engaging in Zoom meetings signifies that parents/guardians have agreed to adhere to protocols and policy.

How can parents/guardians support children during remote learning?
- Establish a daily routine - create a timetable that incorporates school work, family activities and leisure time
- Prioritise wellbeing. Listen to your child. If s/he is struggling with online learning, let the teacher know on SeeSaw
- If you cannot post your child's work due to the parent being sick/child being sick, let the teacher know. S/he will be understanding
- Provide a quiet space in which the children can work so that they are ready for learning
- Talk to the children about the work in which they are engaging
- Explore ways of working together to find solutions to tasks that the children find challenging
- Don't be afraid to contact the school to ask for help
- Praise the efforts of the children
- Regularly check for communications from the school
- Parents are expected to ensure that children uphold the same appropriate, safe and courteous conduct online as is expected offline (cf Pupil Etiquette above)
- Encourage the children to maintain good posture while working online.

How can parents/guardians support children to stay safe while learning remotely?

- Be aware of the methods the school is using for online learning- SeeSaw , learning packs etc.
- Read newsletter and updates on SeeSaw and News page of school website www.olvinfants.com
- Explore and discuss the importance of online safety with children on a regular basis. The Department of Education recommends that parents visit Webwise. Click here for the Webwise website
- Monitor the online activities of children on a frequent basis and keep a record of usernames and passwords
- Children who attend Our Lady of Victories Infant School will only have access to electronic communication that have been approved by the school and sanctioned by the class teacher, i.e .Zoom, Seesaw, School blogs is the responsibility of parents/guardians to ensure that this is being adhered to in the home
- Encourage children to follow the rules set out by the school and/or the teacher(s) for online activity (cf Pupil Etiquette above)
- Install age-appropriate web browser and internet filters
- A parent must be present (but in the background) at an individual online meeting between a child and a staff member.
- All email communications between home and staff must be from parents, not from the children and via the dedicated school email address provided by the school/teacher(s).

Continuity of Learning for Pupils in Very High Risk Groups

Our Lady of Victories Infant School is cognisant of the fact that pupils who are medically certified as being at very high risk to COVID-19 may not be able to attend school. The school also recognises how important it is that pupils who fall into this very high risk category are afforded the opportunity to maintain a meaningful connection with their class and their school, both academically and socially.

Medical Certification

It is the responsibility of parents/guardians to seek medical advice and certification to indicate if their child is at very high risk to COVID-19 and to inform the school of this. On receipt of this, the school, in consultation and collaboration with the relevant stakeholders (parents, pupils and staff), will organise continuity of learning support for pupils in the very high risk category.

Continuity of Learning

The school will enable pupils at very high risk to remain connected to their class and classmates, as far as possible, in line with the curriculum and in a manner that is closely aligned to the learning of their classmates. For pupils with additional needs, appropriate differentiation of their learning will continue to be a priority of the school. The school acknowledges that there may be circumstances in which the health conditions of pupils may impede their ability to fully participate in remote learning and will do what it can to support the well-being of pupils in these situations.

Remote Learning

The school recognises the pivotal role that remote learning will play in the education of pupils at very high risk to COVID-19 and is guided by a number of overarching principles:

1. **Maintaining a sense of connectedness:** The school will provide for meaningful engagement and/or collaboration between the pupils at high risk and their classmates. This will be done in a number of ways including through online interaction, providing feedback on work completed, organising project work that pupils can complete as part of a group and providing learning experiences based on pair work and group work.

2. **Provision of specific daily teaching input:** The school will provide specific teaching input on a daily basis to pupils learning at home in order to ensure that they continue to access quality teaching in line with their peers. Relevant teachers will liaise with one another to ensure the needs of the pupils at very high risk to COVID-19 are met through the utilisation of appropriate teaching and learning methods. Supporting the well-being of pupils will be a central aspect of pupil-teacher engagement.

3. **Provision of meaningful learning opportunities:** Engaging learning experiences will be provided on a daily basis. Appropriate opportunities for interactions between the pupils and their teacher(s) will be provided on a daily basis, while similar opportunities for appropriate interactions between the pupils and their peers will be organised on a weekly basis.

4. **Regular assessment of and for learning:** Pupils will have opportunities to show how they are progressing in their learning and will receive supportive and constructive feedback from the teacher(s). The views of pupils will also be sought in order to see how the adapted provision is working for them.

5. **Appropriate provision for pupils with special educational needs:** The school will ensure that any pupil that has been identified as having additional learning needs and has already been

receiving support in line with the Continuum of Support, will continue to be facilitated in this regard.

6. **Supporting pupils' skills for learning remotely:** Pupils will be supported in developing their digital competencies, their self-organisation skills and their ability to engage with learning outside of the classroom context. The school will utilise a variety of age/class appropriate online platforms to enable pupils to engage in remote learning at home -See Saw and school website at times.

7. **Ensuring quality of access:** The school will ensure that pupils at very high risk of COVID-19 are not disadvantaged by additional challenges when trying to learn remotely, for example not being able to access an appropriate digital device. The school will arrange for the pupils to have access to appropriate digital devices to enable continuity of learning. SCP will endeavour to enable such facilitation.

8. **Communication between the relevant teachers and home:** There will be ongoing two-way communication between teachers and parents to support the pupils' engagement with learning and their continuous connection with their classmates and the school community. Our Lady of Victories teachers will communicate a written report to parents , with the offer of a follow up call, after the mid-term break- parents will receive a text /SeeSaw notification. Class teachers and SET team actively communicate via Seesaw continuously.

9. **School Attendance Record:** Pupils in the 'very high risk' category who engage with learning from home will be marked present on attendance records.
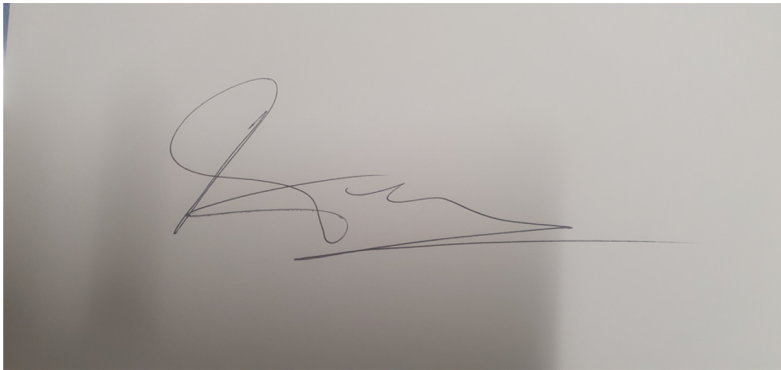
Roles and Responsibilities

School Leaders: School leaders, insofar as is possible, will ensure that pupils have access to relevant digital technology and other resources as appropriate. SCP (Schools Completion Project) will support this provision and the Home School Liaison teacher will be involved. This may include, if necessary, making school devices available to the pupils while they are learning from home. School leaders will monitor that there will be ongoing two-way home-school communication and collaboration. Each family situation is unique and individual families may have particular challenges; these will be addressed on a case to case basis drawing support from appropriate personnel (Principal, ISM, HSCL, Teacher, SET, SNA, EWO, SCP). An online platform to facilitate communication will be agreed prior to the formal delivery of remote learning, and any necessary development of the parents' or teacher's digital skills will be prioritised. Given that our cohort of children is very young, parental support will be given by appropriate school/SCP personnel, should a parent experience difficulty with SeeSaw etc.

Class Teachers: The class teacher is responsible for ensuring that the needs of pupils at very high risk to COVID-19 are met in an appropriate way. This will be done by liaising with the designated teacher/s and communicating the short-term/weekly learning plans to this teacher on a regular basis, or through providing some teaching input and learning materials directly to the pupil.

Designated Teachers: The designated teacher has responsibility for the remote teaching of the pupils at very high risk to COVID-19. The designated teacher will be in frequent contact with the class teacher and will strive to provide teaching input and learning experiences for the pupils that are in line with their class insofar as possible. The designated teacher will ensure that the class teacher is frequently informed of the progress of the pupil.

Parents/Guardians: In order to support connectedness with the school and their child's peers, and to ensure that their child is not unduly disadvantaged by being at very high risk to COVID-19, parents are requested to obtain medical certification as early as possible to indicate that their child must remain at home and cannot return to school. This information should be forwarded to the school. The school expects parents and teachers to work together to establish the expectations related to the level of support that is necessary from parents/guardians and the support the school will put in place to facilitate continued learning for pupils at very high risk. Regular review meetings / check-ins with parents will take place to establish how the pupils are experiencing remote learning. It is recommended that parents/guardians consult the school's remote Learning Guidelines for Parents referenced earlier in this document.

These guidelines will assist parents/guardians in providing support and protection to children who are participating in remote learning.

Revised Remote Learning Policy was drawn up in February 2021 and revised in consultation with stakeholders October 2021	
Revised and approved by B.O.M	2nd November 2021
Chairperson signature 	Date: 2/11/21