St Gabriel's National School
Remote Teaching and Learning Plan

1. Introduction

In response to recent pandemic and to plan for any possible future extended 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.

The policy presented here should be read also in tandem with our school's Acceptable Use Policy, Code of Behaviour Policy and Anti- Bullying Policy.

The primary obligation of all schools is to the welfare of the pupils in their school. This policy, therefore, seeks to ensure that remote learning is safe for all pupils 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.

2. Context

Developments in IT provide us all with great opportunities as pupils and teachers.

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 pupil 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

pupil and teacher, whether at home or school, the same statutory rules apply i.e. the school's

Code of Positive Behaviour and all of the school's policies apply.

St. Gabriel's NS may make use of 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 pupils: namely: Aladdin, Seesaw and Zoom.

3. Guidelines for good online communication in St. Gabriel's N.S.

1. Under no circumstances should pictures or recordings be taken of video calls.

2. Staff, families and pupils are expected to behave in an appropriate, safe, respectful and kind manner online.

3. It is the duty of parents/guardians to supervise pupils 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 through Seesaw, Aladdin connect.

5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.

6. Pupils and staff will communicate using tools which have been approved by the school and of which parents have been notified (Aladdin, Seesaw, Zoom)

7. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.

8. For video/Zoom calls, parental permission is implied, as the link to a video call will be communicated via the parent/guardian's email address. Essentially, by virtue of the pupil logging on to the call, permission is assumed.

9. For security reasons, passwords will be provided to families, where applicable.

10. St. Gabriel's NS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

St. Gabriel's NS will use online platforms for communicating and connecting with families/pupils. Our 'Remote Teaching and Learning Plan' may include a combination of assigned work, pre-recorded Videos (Seesaw) and live sessions (Zoom).

4. Media which the school may use

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. This app is used from Junior Infants – Sixth Class and requires a code which is provided to parents. Parental consent has been established via permission slip on Aladdin connect. Some lessons may be pre-recorded and uploaded via Seesaw.

Zoom

Zoom is a video-conferencing platform which can enable teachers, staff and pupils to connect

via a live link. Teachers can connect with pupils using pre-arranged Zoom Meetings.

Aladdin

Aladdin Connect app allows teachers to communicate with parents of the pupils in their class. Principal and other designated administrators may send whole school messages to parents.

All staff will be available during school hours through Aladdin Connect and can answer parental queries etc. Work can also be scanned and sent to teachers via Aladdin Connect from pupils.

5. Rules for pupils using online communication

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 video calls/Zoom:

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. Raise your hand before speaking, just like you would do in class.

7. If you have the chance to talk, speak in your normal voice, using kind and friendly words.

8. Show respect by listening to others while they are speaking.

9. Ensure that you are dressed appropriately for the video call.

6. 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 video calls/Zoom

1. Under no circumstances should pictures or recordings be taken of video calls.

2. Ensure that the school has the correct email address for inviting you to join apps and meetings.

3. The main purpose of a video call is to engage in online learning activities while maintaining a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.

4. Be aware that when participating in group video calls, you can be seen and heard unless you are muted or have disabled your camera.

5. 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)

6. 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.

7. 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.

8. Participants in the call should be dressed appropriately.

9. An appropriate background/room should be chosen for the video call.

10. 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.

7. Remote Teaching and Learning Protocols for Pupils

1. Check assigned work

2. Communication may only take place during normal school hours

3. The normal school calendar will apply

4. The following school policies shall apply to remote teaching and learning:

    a. Code of Behaviour

    b. Anti- Bullying Policy

    c. Acceptable Use Policy

5. Teaching and Learning best practice will continue to apply, with pupils expected to present all assignments to the best of their ability and on time.

In so far as possible, provision for SEN pupils will be made when using Remote Learning methodologies.

8. Remote Teaching and Learning Protocols for Parents

1. We ask parents/guardians to ensure protocols for pupils are adhered to.

2. Check-in on their child's school work on a daily basis and talk to their child about the work being assigned.

3. 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 little work every week day for routine. We provide work and guidance and ask parents and pupils to do their best and that is all.

9. Remote Teaching and Learning Protocols for Teachers/SNA's

1. Check uploaded work each week

2. Communication may only take place during normal school hours

3. The normal school calendar will apply

4. The following school policies shall apply to remote teaching and learning:

    a. Child Protection Policy

    b. Data Protection Policy

    c. Acceptable Use Policy

    d. Anti-Bullying Policy

5. Teaching and Learning best practice will continue to apply with pupils expected to present all assignments to the best of their ability and on time, where possible.

This plan was ratified by the BOM of St. Gabriel's NS at its meeting on: 24/06/2025

and is subject to change, in light of any guidance or instruction received from Department of

Education and Skills/HSE Public Health.

Signed:

Chairperson