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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

CUAN NA GAILLIMHE CNS

- A STEINER EDUCATION



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Remote Teaching and Learning Plan

Introduction

In response to this time of uncertainty regarding school closures, we have formulated this plan to outline how the school will maintain the link between school and home. In the event of a 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 Code of Conduct and Anti-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.

This Policy has been formulated in line with Department of Education expectations and Governments guidelines.

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

1. Context

IT provide us all with numerous teaching and learning opportunities. Never before has there been greater scope to learn using technology and to make use of it as a tool in the learning relationship between teachers and students. Advances in technology mean that assignments can be delivered remotely and that greater access to exchanging information on the internet affords the opportunities for learning to take place under the watchful and professional guidance of the teacher. However, whether a child is being guided 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 student 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.

We recognise that online collaboration is essential for distance learning and that families are in favour of increased opportunities to maintain the connection between school and home. Cuan na Gaillimhe - CNS uses a variety of child friendly, online tools, which assist in providing effective teaching and learning, while also enabling communication between staff, families and students.

2. Guidelines for good online communication

1. Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online and adhere to the guidelines outlined here.
2. Under no circumstances should pictures or recordings be taken of video calls.
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 via Seesaw, WhatsApp, Zoom and our school e-mail. Students and staff will communicate only using tools which have been approved by the school and of which parents have been notified.
5. Any electronic forms of communication will be for educational purposes and to allow for communication with families.
6. Parental permission will be acquired before setting up a profile for a pupil on a communication forum.
7. For security reasons, passwords will be provided to families, where applicable.
8. Cuan na Gaillimhe - CNS cannot accept responsibility for the security of online platforms, in the event that they are compromised.

Remote Teaching & Learning

Infant Classes Contingency Plan

In the event Cuan na Gaillimhe - CNS should need to engage in remote learning the following are the procedures to be followed for the continuation of both teaching and learning for our Infant Classes students.

Throughout a child's experience of Infant Classes in Steiner education an emphasis is placed upon engagement with nature, play based approaches and arts education. It is important that the children's experience of learning is nourished through the head, heart, and hands.

Based upon the ethos of our school remote learning for our Infant Class, students should integrate with home family life. Parents/guardians of students should encourage their children to play outdoors, aid in baking/cooking and help with household work and chores. In this way home schooling mirrors the rhythm of our schooling day.

As well as the above a weekly activity pack will be created by the Infant Class teachers and shared via email & drop box with the parent co-hort. The content of these activity packs will be based upon our long-term teaching plans. In this way the student's educational journey will continue to progress. Audio recordings of songs & rhymes, along with video recordings of stories and finger games will also be provided as support materials. These will be sent to our individual class representatives who will then distribute these throughout the relevant parent co-hort.

In addition, the Infant Class Teachers will also offer a weekly online lesson/check in with the class group. This will be engaged with using the medium of Zoom. Students will always have a parent or guardian present and zoom calls will not be recorded. These calls will also be password protected, and a waiting room enabled. In this way the teacher can monitor the meeting attendants and be assured they are members of the schooling/class community. On these zoom calls the teachers will communicate with students and families to first and foremost establish that the class community is well, feel supported and are happy. Mini lessons will also take place during these calls e.g., story time, songs, finger games, number work, SESE lessons etc.

With the combination of weekly activity packs and weekly zoom calls we feel our students and parents would be both happy and supported. The content of these resources will aim to reflect our weekly school rhythm. It is our aim

that, amidst these challenging times, our students have the assurance of rhythm and structure with regards to their schooling community.

As mandated personnel we have a duty of care to all our schooling community and so if we as teachers notice the absence of engagement from a child/family for a prolonged period the teacher will give a 'touching base' call to the parent/guardian.

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1st to 4th Class Contingency Plan

For our older classes all teaching materials, resources and communication will be shared through a Seesaw profile. Children can engage with their teacher through pictures, videos and notes. See below for information regarding activities that will be included.

Seesaw

- A document with the child's QR code and details regarding log in will be provided to each child.
- Activities will be available daily for all children on Seesaw.
- Activities assigned to the children will be visible to parents/guardians. Activities can be assigned by the teacher - to all children, to class groups, or individually.
- Children's response or journal post are only visible to the teacher.
- There are many ways to add a response to an activity, this is optional:
 - Record speaking/singing
 - Record a video
 - Upload a photo or video
 - Upload a pdf document of their work
 - Draw on Seesaw
 - Type on Seesaw Note
- Students can also post to their journal at any time to share any learning or adventures they may wish to share with their class teacher.
- Class announcements can be sent directly by class teacher.

Zoom

Zoom calls will be offered daily for the children to join. The aim/purpose of a Zoom call is for the children to connect with and see their friends and continue to be part of the school community.

Zoom calls will be scheduled Monday – Friday following a timetable that will be discussed with Class teachers and Principal.

This is reliant on internet quality and may experience technical difficulties at times.

This is also reliant on availability of families and we will take into consideration each family's circumstances.

All Students Activities offered through Seesaw

- **Morning Ring:** Pre-recorded videos children can do in the mornings.
- **Yoga & Meditation:** Pre-recorded videos children can do at a time most suitable.

- **Maths Activities:** Flexible so you can choose which day you would like to do them during Main Lesson time, Monday–Thursday. Sent via Seesaw on a Monday **x4**
- **Activity:** Children may be assigned an activity to complete during Main Lesson time.
- **Reading:** We suggest all children should read, read aloud or be read to daily. *‘Reading gives us a place to go when we have to stay where we are.’*
- **Afternoon Activities:** Flexible so you can choose which day you would like to do them in the afternoons, Monday-Thursday. Sent via Seesaw on a Monday **x4**
- **Musical Instrument:** Pre-recorded videos so children can practice at a time most suitable.
- **Project:** One project theme per week due for Friday. Children will have the opportunity to share all about their project on Friday with their whole class. Sent via Seesaw on a Monday **X1**

Remote Teaching & Learning

SEN Contingency Plan

- Use of Zoom

In collaboration with parent/guardian the Special Education Teacher will decide relevant time and class frequency. Teacher will send invite for scheduled meetings. Parent/guardian will connect to meetings.

This platform allows for direct communication and shared screen. Screen/image/document can be interacted with during session.

Navigation is easy for the children as they only need help getting the meeting opened. This is beneficial as no-one in the child’s home has to sit by the screen in order to guide or assist the child. This might of course depend on the child’s abilities.

Communication is then verbal and visual and any interaction and exchange happen “live”.

- Phone calls might be relevant with parent/guardian if advise or support is needed
- Sending home school materials might be relevant. Depending on the individual child and home as well as material/work, this can be via post or electronic mail.
- A home visit might be relevant if communication and/or connection is challenged or difficult to maintain over time and if current restrictions allow for this.

SET to work closely/communicate with SNA to provide opportunities where the SNA can be part of Zoom calls, if resources are needed and ensure the SNA is a consistent person in the school life of the children.

Class teacher to work closely/communicate with SNA to allow opportunities where the SNA can be part of Zoom calls, support the teacher if resources are needed and to ensure the SNA is a consistent member of the school community.

The SNA and Principal may offer Zoom calls where the SNA can provide social stories, games and fun activities. The aim of these Zoom calls is to keep the link/relationship between children and the SNA. These Zoom calls will also be dependent on demand and availability of families.

Summary:

1. Please keep abreast of school emails, postings on Seesaw, Whatsapp through the class representative– these are our main mode of communication going forward.
2. Be guided by the work set by your child's teacher/s. Families are only expected to do what they can, given their particular set of circumstances. We place great value on you talking to your child and reading for them and with them as well as encouraging them to read independently.
3. There will be no school work set for planned school closures/holidays. There will be no interaction on Seesaw, Zoom, school email or Whatsapp during these times.
4. We ask parents/guardians, students and teachers to ensure protocols are adhered to at all times.
5. 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.

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

This plan is a working document and will be updated according to and in line with Department of Education expectations and also in line with Governments guidelines and following the most current restrictions.

This plan was ratified by the BOM of Cuan na Gaillimhe - CNS at its meeting on:

Monday 25th January 2021 and is subject to change in light of any guidance or instruction received from Department of Education and Skills/HSE Public Health.

Signed: 

Date: 25th January 2021

(Chairperson BOM Cuan na Gaillimhe - CNS – a Steiner Education)

Signed: 

Date: 25th January 2021

(Principal Cuan na Gaillimhe - CNS – a Steiner Education)