**St Jarlath’s PS Remote learning Policy**

**Specific Aims**

* To outline St Jarlath’s PS approach for pupils that, from September 2020, will not be attending school through choice, as a result of government guidance or due to continued shielding.
* To outline St Jarlath’s PS expectations for staff that, from September 2020, will not be attending school due to self-isolation but that are otherwise fit and healthy and able to continue supporting with the teaching, marking and planning for pupils.

**Who is the policy applicable to?**

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

* A continuous, dry cough
* A high temperature above 37.8℃
* A loss of, or change to, their sense of smell or taste
* Have had access to a test and this has returned a positive result for Covid-19
* A child’s parent has been contacted by Test and trace and told their child must self-isolate for 14 days.
* A staff member has been contacted by Track and Trace and told to self-isolate

**Remote learning for pupils that are not able to attend school due to self-isolation or in line with government guidelines**

St Jarlath’s PS will provide remote learning (online) for pupils that are not able to attend school so that no-one need fall too far behind. In the following points, an outline of the provision will be made and some guidance given on the role of pupils, teachers and parents. St Jarlath’s PS are fully aware that these are exceptional times and would like to make it clear that the completion of work is not compulsory and that this document seeks to inform and guide families and not impose expectations. Each family is unique and because of this, should approach home learning in way which suits their individual needs.

**Family (pupil/parent/guardian) role**

Where possible, it is beneficial for young people to maintain a regular and familiar routine. St Jarlath’s PS would recommend that each ‘school day’ maintains structure.

Each week work, in English, Maths and Topic will be posted on the school website and class seesaw. Families should view this together, and then make appropriate plans to complete the work.

Should anything be unclear in the work that is set, parents can communicate with class teachers via telephone if school is open or via seesaw if the whole bubble/school is closed.

* They should make clear which subject the question relates to.
* Work that children complete at home should be kept safe and can be brought back to school when safe to do so.
* To attempt to make use of the resources shared with them i.e. printing sheets, using relevant mathematical methods etc
* We would encourage parents to support their children’s work, including finding an appropriate place to work and, to the best of their ability, support pupils with work encouraging them to work with good levels of concentration.
* Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but school cannot guarantee that the chosen platforms will work on all devices.
* Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on case-to-case basis.

**Teacher expectations**

In addition to their in-school work, teachers from St Jarlath’s PS will continue to support children that are unable to attend.

* Teachers should plan lessons that are relevant to the curriculum focus for that class and endeavour to replicate this through PowerPoints/tutorials and tasks for home learners.
* Any resources used, including websites and worksheets, should, where possible, be shared with home learners. Staff will do this electronically and it will be the responsibility of families to print/use these resources at home.
* To respond, within reason, promptly to requests for support from families at home. This should be done via Seesaw (if school is closed) or phone call (if school is open).
* Should a staff member require support with the use of technology, it is their responsibility to seek this support in school from Mrs Fearon UICT co-ord . who will try to give support promptly.

**Remote teaching for staff who are self-isolating**

* Teaching staff are required to self-isolate if they show symptoms outlined at the start of this policy or they have been told to shield and/or have received a letter to confirm this.
* If a member of staff is required to self-isolate, they are expected to:
* Follow normal reporting procedure for planned absence.
* School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.
* Whilst self-isolating, and if able to do so, staff will be given an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis. Staff may also be asked to support with the online learning provision for their year group.

**Guidance on using Seesaw**

**For teachers**

This will be the main forum for communication between school and home during the pandemic when staff or pupils are isolating. In the event of school closure/isolating Mrs Loughran will to post important letters on this forum, as the need arises.

We don’t want Seesaw to dominate a teacher’s daily routine so it is important to set time boundaries when you will reply to parent queries. The SLT recommendations would be as follows:

* Ensure each child has at least one parent is signed up and is accessing Seesaw. Send reminder QR codes, if this fails let Mrs Loughran know and she will contact the parent to ascertain the reason. Please remember some children’s parents, due to legal requirements have permission for both to be included in all correspondences, so ensure both are given the information for signing up to the app.
* Only respond during the allocated directed time (if school is still open)
* Please switch off after working hours and avoid checking seesaw in the evenings and or weekends;
* If a parent sends an aggressive message or a complaint, discuss this with a member of SLT before replying, they will advise or make a phone call to the parent to try and resolve the issue promptly;
* Decide as a school what is an appropriate amount of items to post each week. We are aware some teachers use Seesaw to a high level and this is acceptable, but this does not mean everyone has to follow their lead.
* Seesaw is being used as a means of continuing learning during isolation or lockdown and for no other reason. It is not an alternative to posting on the website.

**Guidelines for parents when using Seesaw for home learning**

**In the event of school closure or a pupil isolating we will be using Seesaw as a communication tool and also as a medium for home learning. It is therefore very important that all pupils and at least one family member are signed up in advance of this happening.**

**Under GDPR if you sign up to Seesaw you give consent for your child to use Seesaw. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website.**

**The school has made children aware of the Seesaw guidelines for children agreed by all children and staff. Children are reminded of these guidelines every week.**

**P1 and P2 teachers may ask pupils to use Seesaw presently in order to get them used to the app.**

**P3 to P7 pupils will only be using Seesaw if they are self-isolating or the whole school is closed.**

**We have developed a number of guidelines for parents.**

1. **Talk to your children about appropriate icons and images to use for their profile picture. We recommend using a profile photo of their face, a family pet or their initials.**
2. **Parents should call the school if they need to send a message to the class teacher. Seesaw should not be used for messaging when school remains open.**
3. **If a child/family is self-isolating but school remains open, use the telephone to relay messages as the class teacher(s) will be teaching during the day and may miss the message.**
4. **St Jarlath’s PS staff will not respond to any messages through Seesaw, unless the whole school is closed or a whole class is isolating. All communication continues to be carried out via the school office.**
5. **Teachers will not respond to queries on Seesaw after 5pm each day.**
6. **Parents MUST not screenshot or share any information on social media or any other platform outside of Seesaw.**
7. **If there is a future lockdown the school will use Seesaw as a home learning platform. Teachers will send Literacy, Numeracy and Topic activities via Seesaw. These will also be posted on the school website in the event that you cannot access Seesaw.**
8. **In the event of a lockdown teachers can be contacted through Seesaw between 9am and 3pm, Monday to Friday. All correspondence must remain of a professional nature. Mrs Loughran will monitor all interactions.**
9. **If a class teacher chooses to post an image of your child’s work, a simple like is all that is needed to indicate that you have seen it.**

**Guidelines for pupils when using Seesaw for home learning**

1. **Only post work asked for by your teacher**
2. **Your profile picture can be a profile photo of your face, a family pet or your initials.**
3. **Tell an adult straight away if you have any problems with the app.**
4. **You must never share your log in details with anyone else except your parents/carers.**
5. **If you have to take a video or photo for homework please only do this in a room with an adult/parent present.**
6. **Always show your homework to an adult/parent before sending it to your teacher.**
7. **You should never take a screenshot of Seesaw and share this on any other apps or social media.**
8. **If you use Seesaw incorrectly your parent/guardian will be contacted.**