**Action Plan to Support Remote Learning - Parents**

**Digital Platform: Seesaw**

* Each child has a specific code to access their account.
* Activities have been assigned to encourage children to engage and practice using Seesaw both in school and at home.
* Teachers and students can communicate through Seesaw.
* Teachers will respond to queries and engage with requested work as quickly as possible.
* Weekly plan of work is uploaded by teachers to Seesaw and will be emailed to parents on a Friday evening in prep for the week ahead.
* Each teacher has outlined what they expect children to do in their individual Action Plan communicated to parents.
* how assigned work is monitored and feedback provided – completed work uploaded by children and then corrected and returned by teacher
* pictures/scans of completed work can be uploaded to Seesaw
* work completed on the notes section of Seesaw for teachers to correct and provide feedback
* Only requested activities or photographs etc are be uploaded to Seesaw
* If children don’t engage with Seesaw, the school will make direct contact with the parents to provide support.
* Regular use of Seesaw by teachers to provide additional tasks/experiences in conjunction with weekly plan of work to support guided and independent learning.
* Sharing of work within class – specific permission must be given by children to share work between classmates on an agreed topic/project. This will be organised by the class teacher

**Communication:**

* **Between staff and students:**
* Seesaw re: provision and feedback of assigned work
* Weekly Zoom Meeting (30 mins) for a check-in and say hello – assigned times and additional staff member present. Link for meetings will be emailed to parents:

**ZOOM TIMETABLE**

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| --- | --- | --- | --- |
| **Friday** |  |  |  |
| **9:00 – 9:30** | Senior Infants w/Ms.Whelan Barrett & Ms.Breathnach present | Junior Infants – POD 1 with Ms. Conway & Bronagh present | 5th class w/Ms. Costin & Ms. Fitzgerald present   |
|  |  |  |  |
| **9.40 – 10.10** | 1st class w/ Ms.Whelan Barrett & Ms. Brett  | Junior Infants – POD 3 with Ms. Conway & Bronagh present  |  |
|  |  |  |  |
| **10.20 – 10.50** | 2nd class w/Ms Brett & Mrs Murphy present | Junior Infants – POD 2 with Ms. Conway & Bronagh present |  |
|  |  |  |  |
| **11. 00 – 11.30** | 3rd class w/Ms Walker & Mr. Brady present | Junior Infants – POD 4 with Ms. Conway & Bronagh present  |  |
|  |  |  |  |
| **11.40 – 12.10** | 4th class w/Ms Walker, Ms. Costin & Orla present |  |  |
|  |  |  |  |
| **12.20 – 12.50** | 6th class w/Ms Murphy & Ms Collins present |  |  |

* **Between staff and parents:**
* Work emails of class teacher and SET if appropriate, to be provided to parents for communication purposes with a reminder of appropriate and respectful use.
* Families of children who are not engaging will be identified by teachers and direct contact will be made.
* **Between school and parents:**
* office@glenbegnationalschool.ie to be used by school to communicate updates to the whole school community.
* Parents can also email info@glenbegnationalschool.ie if you have queries.
* Twitter and Website will be regularly updated \*\*\*\*Teachers/Parents will be asked to send on relevant/appropriate pictures to be used on Twitter/Website
* All updates from the Department will be communicated to the parents via email

**Loaning of School Devices:**

* Families have been identified who will be loaned a school device (laptop/iPad) in the event of school closures.
* These Devices must only be used to support activities/task specifically for school. If there is any damage on return parents will have to replace the device.