



مدرسة الهلال الثانوية الإنجليزية CRESCENT ENGLISH HIGH SCHOOL

DISTANCE LEARNING POLICY

1.Introduction

A rapid switch from a classroom-based learning environment to a complete online learning environment may be necessary in exceptional circumstances. Such a switch is highly likely to cause stress and anxiety for students, parents and staff members. Patience, generosity of spirit and a positive attitude will be required by all stakeholders including students, staff, parents, governors and regulators.

CEHS is committed to provide the best quality education for all of our students across all Phases.

Working parents, including teaching and administrative staff, will be required to manage the logistics of supervising children either while working from home or while working elsewhere. All members of the CEHS community will do their utmost to provide the best service they can at this time. However, it will be important for us all to be flexible and patient when working online and when deadlines are inevitably missed. The learning curve will be steep for all concerned.

2.Contact

All staff should be available during contracted hours to deliver their full timetable and be available for communication with parents as required. Each phase has a contact tree that includes the classroom teacher, Phase Supervisor and Head of Phase to enable parents to access regular support.

As a school we will remain in regular contact with staff, parents and students via Distance Learning channels and via The School Portal.

IT Helpdesk: ict@crecenschooldubai.com can be contacted for immediate support and all the replies from the IT team will be cc'd to the respective student's parent and class teacher's email. The IT Team will only have remote access to any student's device with parent/ guardian permission.

3.How will we deliver at CEHS

Teachers and students will attend CEHS online classes through Google meet from Google classroom. Alongside Google meet in the Kindergarten Phase, students and staff will utilize SEESAW to enhance lesson interactions.

a. Lessons

Teaching staff will be able to deliver lesson content to students during their regular timetabled lessons. At the start of each lesson, teachers will take a register of student attendance as usual using online attendance registers.

The main method of communication between teachers and students and from student to student must be through posts on the google classroom streams of each class. This will remove the need for teachers and students to communicate continuously via email, which will quickly become unwieldy. Teachers and students can write comments in real time and upload files and documents on the google classrooms.

Teachers will be encouraged to deliver live lessons for their full classes as appropriate to the phase that they are in. They will be able to share the content of their screen with their class for the full lesson duration.

b. Tutor time

Asynchronous (Offline) times will take place as per the timetabled sessions

c. Points to note

We will endeavor to deliver live lessons for all students. Students taking part in live lessons will be expected to participate by **activating their webcam to create an environment which is as close to a real classroom setting as possible**. They will also be required to follow the Online Home Learning Responsible Agreement which is outlined at the end of this document. If the rules outlined in the agreement are not followed, then regular school sanctions will be applied in line with the school's Discipline and Sanctions policy and parents will be contacted.

4.What sort of education will we deliver?

Teachers will plan activities that relate as closely as possible to current class content or skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. Students will be able to carry out the tasks assigned by teachers independently, including accessing the material.

Teachers will continue to assess students by specifying where and when students will be expected to submit homework. Teachers will also continue to assess classwork by monitoring the live lesson feed back as well as the posts in the google classroom within each lesson.

Where possible teachers will provide live lessons; however, in some circumstances teachers will provide independent learning tasks or pre-recorded videos for certain lessons.

5.Where?

Students must work where there is high speed internet access and, in a location known and approved by their parent or guardian. All teaching staff will be working in the country during term time unless authorised to leave by the school in line with the standard teaching staff absence protocol. If practical and permitted, teachers can work on site at CEHS in order to access their teaching materials and to use the school WiFi.

6.When?

Learning activities will be posted ahead of timetabled lessons each day from Sunday to Thursday. Lesson delivery will be 40 minutes and lessons will follow the normal school timetable

7.Help

If your son/daughter needs assistance accessing our online learning platforms, please ask them to contact their class teacher, Phase Supervisor or Heads of Section. Parents can contact the IT Helpdesk using the it_support@crecentschool.ae

8.Wellbeing

Loss of face to face contact for an extended period of time may well be an issue for some students and staff and, indeed, parents. Our school counsellor will be available for their regular counselling sessions, which they will conduct online via Google Meet. If your son or daughter would like to book a session with the School Counsellor, they can email at Neethu Sunil well-being@crecentschool.ae

Review of Policy

The Distance Learning Policy is monitored by SLT and the Governing Body and will be reviewed on an annual basis. This policy will be posted on our CEHS website.

In the event that the Distance Learning Programme is activated, this policy will be reviewed weekly and, if amended, redistributed to staff, parents and students.

Policy Details

Version date	April 2020
Last review	March 2021
Next review	March 2022
Responsible SLT	Principal

Online Distance Learning Responsible User Agreement - Students

Rules

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology if my parents have signed the parent consent form for face-to-face sessions.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology; this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will complete and upload all homework by the deadlines directed by the teacher.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parents.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I understand that when using applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed, the school Behaviour Policy will be applied, and my parent may be contacted.

Guidelines

When using Distance Learning Platforms, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom.

This includes:

- Video conference from an environment that is quiet, safe and free from distractions;
- Be on time for your interactive session;
- Be dressed appropriately for learning (e.g. no pyjamas, no swimwear);
- Remain attentive during sessions;
- Interact patiently and respectfully with your teachers and fellow students;
- Provide feedback to teachers about your experiences and any relevant suggestions;
- You **MUST NOT** record each other's online interactions or the lessons;
- You **MUST NOT** share recorded lessons and CEHS resources provided by the teachers on any public platform;
- Make sure you end the session as soon as the teacher tells you to do so.

Parent Consent Form for Face to Face Sessions

Dear Parent,

As we move to a complete online learning environment using Distance Learning platforms in line with our Distance Learning Policy, we must receive parental permission before a student is able to take part in face-to-face sessions.

All students must adhere to the Online Distance Learning Responsible User Agreement in order to engage safely in the face-to-face sessions. Please read and discuss this user agreement with your child. If you have any concerns or queries with regard to the agreement please contact Mr. Qaisar at admin@crescentschooldubai.com and we will deal with your enquiry accordingly.

In order to facilitate face-to-face conferencing during the suspension of classroom-based learning, we ask that you support your child, where possible, by:

providing them with a workspace that is quiet, safe and free from distractions with an adult nearby if necessary;

- Making sure your child is dressed appropriately
- Ensuring that face-to-face communication is only between teachers and students.

All parent to teacher communication should be via email or the school Reception as usual. Neither parents nor students may record, share or comment on public forums about individual teachers.

By completing the following online form, you give permission for your child to attend face-to-face sessions with CEHS staff and you acknowledge that you have shared this document and discussed face-to-face learning with your child. It is very important that your child agrees to follow the rules.

Note: while every reasonable effort is made by the school to prevent student exposure to inappropriate online content when using the Online Learning, it is not possible to completely eliminate the risk of such exposure. The school cannot filter Internet content accessed by your child from home or from other locations away from school. The school recommends the use of appropriate Internet filtering software and that you are responsible for supervision of your child's use of the internet from home.

Face to Face Sessions at CEHS - Teacher Protocols

Online face-to-face sessions will provide staff and students at CEHS with the next best alternative to classroom-based learning.

Minimum expectations

Over time, the content of these face-to-face sessions may become more sophisticated. In the early stages of use, however, we ask that staff do the following as a minimum:

1. Register each class at the start of each lesson;
2. Provide consistency within departments for students in each Phase;
3. Provide at least the following learning opportunities for each lesson:
 - a. live lessons where possible;
 - b. Independent learning tasks
4. Attend live tutor time online and take the appropriate register;
5. Provide feedback on work in line with the whole school Assessment, Marking and Feedback Policy.

Online safety

Teachers must create a safe environment for themselves and our students when engaging in online face-to-face sessions. The following guidelines are there to protect both staff and students.

1. CEHS will obtain consent from parents to allow their children to access online face-to-face sessions. The SLT will notify teachers of any students whose parents have not provided consent. Teachers must not allow these students to attend face-to-face sessions.
2. Teachers should familiarise themselves with the functions of their Distance Learning Platform and Google meet, including the privacy and mute settings.
3. Online face-to-face sessions must be hosted and supervised by the teacher at all times.
4. Teachers should consider and be sensitive to the needs of individual students, and children who may be sensitive to certain topics or issues that may arise during the online face-to-face sessions.
5. The phase supervisors should be available to handle any sudden changes or upsetting developments that may occur as a result of the face-to-face sessions.
6. When a face-to-face session is finished, teachers should ensure that all students have left the session and close the meeting once complete.

Essential Rules for all teachers

- The first session of online learning with students must be on protocols and parameters of face-to-face learning even if students have already covered this with another teacher.

- The first few minutes of each face-to-face should be a brief reminder of the expectations, rules and regulations which keep children and teachers safe online.
- For safeguarding and child protection reasons as well as the potential for connectivity issues, each lesson should be recorded.
- Video conference from an environment that is quiet, safe and free from distractions.
- Ensure you are in professional dress.
- Register each class at the start of each lesson.
- Teachers should follow the regular discipline and sanctions policy in case of misbehaviour.
- It is up to classroom teachers to inform Heads of Department if students miss lessons and/or online homework deadlines.
- Teachers should report any safeguarding concerns resulting from online face-to-face sessions to the Designated Safeguarding Lead and/or the Lead Digital Learning in line with the whole school Child Protection and Safeguarding Policy.
- Follow the standard homework timetable.
- Teachers should adapt the online learning for students with determination on the register.

Subject Leaders

- Should be shared on all groups within their subject so that they can support colleagues within their department.
- Should regularly check in with their colleagues to ensure that staff are consistent in their approaches and pick up on any potential concerns early on.
- Should provide support to colleagues in their teams to ensure that work is provided as required.
- Should maintain weekly departmental meetings.

Heads of Sections/Supervisor

- Should oversee student engagement with online learning, intervening and escalating as appropriate.
- Should proactively liaise with parents if there are issues with online learning.
- Should work closely with students of concern in multiple subjects, provide the personal touch and closely oversee that they are completing their work.

SENCO

- Should connect with students on the SEND register and parents of students on the SEND register in the first week and every other week thereafter to check how they are coping with online learning.

Please send all suggestions for amendments to this policy directly to the Principal Mr. **Sharafudeen Thanikatt** using principal@crecentschooldubai.com email address.

Yours faithfully,



Sharafudeen Thanikatt
Principal