



DISTANCE LEARNING Policy 2019 - 2020

This policy will form part of all new staff induction

Review date September 2020

This policy has been read and adopted by the Creative British School Board of Governors and Principal:

Signed: _____

For and on behalf of Pace Education

Signed: _____

School Principal

Date: _____

Date: _____

SCOPE:

Distance Learning has been implemented to maintain continuity of learning while addressing public health and safety concerns posed by the COVID-19 pandemic.

The education provided will meet the same high standards of academic rigor and quality as face-to-face learning.

DEFINITION:

The term "Distance Learning" refers to instruction where the teacher and the student are separated geographically so that face-to-face communication is absent.

The term "distance learning" encompasses the terms "distance education," "online learning," "e-learning," "digital learning," and other similar terminology.

Distance learning describes a multimedia method of instructional delivery that can include a mix of online (web-based) instruction, streaming video conferencing, face-to-face classroom time, computers or interactive video, or other combinations of electronic and traditional educational models using present and future electronic and telecommunication technology.

The learning platform being used by Creative British School is Google Classroom. Communication with parents will be maintained via Class Dojo, personal email accounts, and telephone.

STANDARDS AND ADMINISTRATION:

Unless otherwise stated in writing, policies, standards, and guidelines for on-campus instruction apply to distance learning instruction.

Teachers shall ensure compliance with all applicable copyright laws concerning the reproduction and use of printed and digital materials and the use and transmission of all media recordings, performances, or other protected works.

ATTENDANCE:

In a distance learning context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.

There must be evidence that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion, contributing to an online discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing and/or completing a tutorial or contacting a teacher with a concern or query about a lesson.

TIMETABLES:

The school will provide students and parents with timetables of lessons scheduled for a week.

The number of lessons per subject per year level will be based on the ADEK's/Ministry of Education's requirements and adjusted to meet the constraints of distance learning faced by our school community. Adjustments may further be required for the Holy month of Ramadan.

Creative British School will not stipulate when lessons must be completed and will allow time for the submission of work, as it recognises that parents are facing constraints regarding their availability to assist with or supervise school work and the number of devices available for their children to use.

Timetables may be adjusted or varied as the need arises. However, sufficient time will be allowed for any transition.

GUIDELINES AND RULES:

Online learning and live teaching sessions are monitored by subject leaders and the Senior Leadership Team, who have access to all Google Classrooms across the school. Remote learning 'walks' and 'drop ins' to lessons are frequent to ensure the Creative British School expected standard of excellence is maintained during the remote learning period.

Smart casual attire is expected at all times during the presentation of lessons or parts of lessons and the background in camera view should be neutral or professional.

Teachers should not engage in 1:1 video conferencing.

A minimum of three students should be in a chat at one time and if small groups are taking part then best-practice is for another adult from the school to be in the meeting, either as an active participant or passive listener, if at all possible.

All live streaming is to be recorded and stored for review and use by students who are not able to be on-line at the time.

Students are not to record any interactions or take screenshots of other participants.

Students are to use a chat box only for the purpose of gaining the attention of the teacher and asking questions or replying. Students should not chat with each other.

Students' webcams and microphones are to remain off until indicated otherwise by teacher.

Parents will be advised:

- to establish a daily routine that included nutritional meals, and adequate sleep and exercise to maintain mental and physical well-being
- to include a regular time to be set aside as learning time
- revised the timetable of lessons (provided by the school) for the day before commencing work and provide positive feedback for work submitted
- contact the teacher if there are issues with the submission of work

SUBMISSION OF WORK:

Any work submitted on-line must be wholly the work of the student submitting the work. Parents' role in distance learning is to motivate the student in respect of their attendance and addressing the timetable of lessons, encourage them in the completion and submission of work, monitor their on-line activity and contact with peers during the preparation of work for submission and provide support when problems arise either with the content of lessons or the technology in use.

Any work submitted that is deemed to have been copied or shared may not be eligible to be recorded as submitted and used for assessment and grading purposes.

Work must be submitted by the due date. Initially work posted on Sunday, Monday or Tuesday is due by the next Thursday. Work posted on Wednesday and Thursday is due by the following Sunday. These timelines may change and parents and students will be informed if there are changes.

If work cannot be submitted by the due date, a parent should contact the relevant class teacher in writing (email or Class Dojo) and explain the reason for the delay. The teacher may then grant an extension of time, up to one week.

The following schedule will be followed in determining when work is to be due in.

	Posted on		→	Due on	
1	Sunday	8:00 am	→	Wednesday	8:00 am
2	Monday	8:00 am	→	Thursday	8:00 am
3	Tuesday	8:00 am	→	Sunday	8:00 am
4	Wednesday	8:00 am	→	Monday	8:00 am
5	Thursday	8:00 am	→	Tuesday	8:00 am

FEEDBACK TO STUDENTS:

Teachers will provide feedback to students on work submitted. The student is then required to use that feedback to improve their original submission. Work resubmitted after feedback is received will then be graded and used for assessment purposes.

ASSESSMENT AND GRADING:

Teachers will continue to provide learning objective consistent with the delivery of face-to-face learning and rubrics for evaluating student learning outcomes.

The Creative British School will publish an Assessment Policy, for Term 3, which is consistent with guidelines provided by ADEK.

SEN STUDENTS

The PODCO/SENCO will continue to monitor the provision, by teachers, of differentiated lessons to meet the needs of all registered SEN/POD students.

PROFESSIONAL DEVELOPMENT FOR TEACHERS:

The Creative British School will continue to provide specialised training in on-line teaching and learning practises and in the use of related technologies. The training will be refreshed regularly, as technology and best practices change.

FEE PAYMENT

As the major expenditure from school fees goes towards teachers' salaries and IT infrastructure, the continued payment of fees is essential for the school to continue its delivery of quality education.

The Creative British School understands that many families will face extraordinary financial strains resulting from changed employment conditions during the COVID 19 pandemic. Parents will be encouraged to discuss their situation with the school in order to establish the best solution for their situation. The School will provide an on-line payment option and will continue to offer instalment payment plans. The school will actively support parents with any process required by any agency or organisation offering financial assistance.

WHO TO CONTACT FOR SUPPORT:

The class/subject teacher will remain the primary point of contact for students and parents. Teachers will continue to refer to their Head of Section in the first instance. Technical issues will be referred to the IT Department and/or the IT Co-ordinator via it@cbsabudhabi.com

ACKNOWLEDGEMENT AND RECEIPT:

I acknowledge that I have received a copy of the Distance Learning Policy and I agree to abide by it at all times. I understand that the Distance Learning Policy represents current Creative British School policy, and that Creative British School retains the right to change or rescind the Distance Learning Policy at any time as deemed necessary.

Name : _____

Signature: _____

Date: _____