



FOUNDED 1900
THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

Remote Teaching and Learning Policy

The English School

Person responsible for Policy	Ms Popi Grouta, Assistant Head
Version Number, last date updated	Version 1
Date Approved	07/01/2021
Review Period	Reviewed according to the mandatory directions from the Ministry of Education and/or Ministry of Health and Government Decree.

Aims

This remote Teaching and Learning policy for teachers and students has been devised to reflect the changed circumstances brought about by Covid-19 and the significant increase in the use of technology to continue teaching and learning.

The School is monitoring the Covid-19 development and will add or modify or otherwise review this policy according to mandatory directions from the Ministry of Education/Ministry of Health or pursuant to the Infectious Diseases Law of 2020 and any relevant decrees.

Remote learning takes place online and strives to re-create the classroom environment as students learn through the electronic means and away from school. This means students log in to the virtual classroom environment according to their timetable to attend lessons and engage in-group learning activities.

This policy aims to:

- Ensure consistency in the school's approach to remote T&L
- Set out expectations for several members of the school community with regards to remote T&L
- Provide appropriate guidelines to teachers, students and parents

Who is this policy applicable to?

- A student who is absent because they are awaiting test results and the household is required to self-isolate. The rest of their school bubble are attending school and being taught as normal
- A student's whole year group or form is not permitted to attend school because they, or another member of their bubble, have tested positive for Covid-19
- All students if the school is required to close as a result of guidance from the Ministry of Education and the Ministry of Health or Government Decree

Roles and responsibilities

Any prolonged school closure will have an impact on staff, students and parents. It is with this knowledge in mind that this policy is designed to be considerate to additional stresses that people may experience.

Teachers

When the school closes, teachers must be available where possible during normal working hours. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

Teachers are responsible for providing quality education in all settings. According to the Education Endowment Foundation (EEF), the effectiveness of remote teaching is determined primarily by the same factors that determine the effectiveness of live classroom teaching. For example:

- Ensuring students receive clear explanations
- Supporting growth in confidence with new material through scaffolded practice
- Application of new knowledge and skills
- Enabling students to receive feedback for improvement

More specifically, when providing remote learning, teachers are responsible for:

- Delivering the syllabus in line with schemes of work
- Teaching online lessons according to the timetable for Years 1-7
- Taking a register at the start of each lesson on SIMS
- Carefully planning their lessons and uploading resources before the lesson to reduce number of tasks whilst teaching
- Avoiding lengthy lecturing and breaking each 50-minute lesson down into manageable steps with guided student practice after each step
- Asking a lot of questions to assess for learning
- Giving students a variety of online tasks- these could include quizzes, structured research tasks, online reading and watching videos with attached question(s)
- Also giving students offline tasks like guided writing tasks, work in books, offline reading; such tasks will enable students to rest their eyes away from the screen
- Providing students with feedback and clear guidelines for improvement
- Having their computer cameras on from the start of the lesson and encouraging students to do the same
- Positioning the camera in a way that faces the whiteboard directly, if the whiteboard is used by the teacher
- Administering Common Assessments online as per the instructions from the Exams Office
- Being flexible and adjusting their lesson plans according to the needs of their students and subject

- Ensuring there is no disruption to online lessons; in case students are disruptive, then teachers should handle such matters according to the school's Behaviour Policy
- Collaborating with other colleagues to share expertise and good practice
- Seeking support as and when required from the Head of Department and/or the TLC teacher support
- Adhering to this policy at all times during periods of remote learning
- Reporting any health and safety incidents to the Health and Safety Officer and asking for guidance as appropriate
- Reporting any safeguarding incidents to the DSL and asking for guidance as appropriate- our policy on Safeguarding applies as if students were physically in school
- Reporting any defects on school-owned equipment used for remote learning to the ICT staff
- Adhering to the Staff Code of Conduct at all times

Heads of Department

Heads of Department are responsible for:

- Reflecting on any aspects of the subject curriculum that needs to change to accommodate remote learning
- Working with teachers to ensure work set is appropriate and consistent
- Working with teachers to ensure that Common Assessments are administered in a fair and transparent manner
- Monitoring the work set in their department/subject
- Monitoring marking and feedback and ensure high-quality practice

Students

Students will gain access to their lessons via Microsoft Teams. Students are responsible for:

- Attending lessons according to their timetable, including form tutor period and any assemblies
- Completing their school work on time and to the best of their ability
- Being civil and respectful to their teachers and peers
- Using their own or family-owned equipment to access remote learning resources and ensuring access to a stable internet connection
- Not recording or forwarding any content within a Teams group such as worksheets, exam papers, answers, solutions, notes or any other material provided by the school
- Always following the directions of their teachers as in the normal classroom

- Adhering to the guidelines for taking Common Assessments online as per instructions from the Exams Office
- Not turning on their microphone unless the teacher invites them to do so
- Ensuring the microphones are on mute when a student is not speaking to avoid distracting background noise being broadcast to everyone
- Making the effort to have their camera on whilst the lesson is in session and when asked by the teacher to do so, using a blurred or a virtual background appropriate for a virtual classroom setting (i.e. with no offensive or otherwise distracting background) to protect the privacy of the room they are in
- Actively participating in activities planned by their teachers, both when in the main lesson room or in breakout rooms assigned by the teacher
- Having all necessary materials, for example, books, notes, handouts, which students would be required to possess if in school, in order for the lesson to be effective and run smoothly

School-home partnership

The School expects parents to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff
- Ensure that their child is available to learn remotely and that schoolwork is completed on time and to the best of their child's ability
- Ensure that their child is in an area of the house that is quiet and free from distractions with an appropriate background
- Ensure that online classes are viewed only by their child

Data Protection

As of 2020, remote learning is regulated by the law, which encompasses the operation of Schools under the Ministry of Education and specifically by the General Data Protection Regulation (GDPR) when processing of data is involved.

This Policy sets the minimum criteria for the safeguarding of privacy of both teaching staff and students. Remote Learning takes place in situations where the traditional classroom-based learning is restricted due to the use of public health measures (such as a pandemic). Therefore, a virtual classroom, which operates on a digital platform, is to be used. It is understood that the use of audio-visual technology is necessary for the achievement of the learning objectives of the virtual classroom and the legal basis is included in the aforementioned law and regulation.

The data being processed is accurate and up-to-date at the time of reception and is not further processed beyond real-time transmission. Metadata is accurate and occurs during the operation of the e-learning platform. The sound and/or images are transmitted in real time. Personal data (name and surname) is already stored in the main SIMS system of the School and used to create and administer the Microsoft Teams Accounts of the students. No other personal data (e.g. image and voice) is recorded, hence, there is no retention period. However, the School has the right to assess the necessity to use other data for the purpose of achieving a secure and efficient online environment for the benefit of the students, the parents and the School, in accordance with the School's policies, Data Protection Law and relevant guidance issued by the Data Protection Commissioner's Office. It should be noted, that due to the non-storage and/or processing of the personal data by the School (other than the already stored registration data of the students/staff), not all rights of the students and staff can be exercised.

The technical and organisational measures are included in this policy and in the English School Data Protection Security Manual.

[Links with other policies](#)

This policy is linked to the following school policies:

- Child Safeguarding policy
- Child safeguarding and Child Protection Guidelines
- Online safety policy
- Behaviour policy
- Health and Safety policy