ONLINE LEARNING POLICY

Implemented   : April 2020

Reviewed   : February 2021

Next Review   : February 2022

Compiled by :SLT &SMT

Approved by : Ms. Asma Gilani,Principal&CEO

The Online Education Policy applies to all staff engaged in the delivery of online education, and all our students receiving online education.

Strategic Vision and Guiding Principles for Online Education

Our aim is to provide a supportive, high-quality, and affordable educational experience that has a positive impact on students and the community. OOS will deliver an online educational experience that enhances access, meets emerging needs and interests, and maintains high standards of the online learning experience for diverse student populations.

Student-Centered Experience:

OOS is committed to providing a student-centered online learning experience. Quality online education requires individualized student attention, which is reflected in class size, an online student orientation and advising component, opportunities for interaction and collaboration with staff and peers, rigorous coursework that prepares students for a successful career, and responsive technical support.

Ongoing Support for Staff:

OOS is committed to providing ongoing faculty support for effective and dynamic online instruction through a variety of approaches, including professional development opportunities, specialized training courses on online course design and facilitation standards, training resources, instructional design services, and responsive technical support.

Roles & Responsibilities during Remote Learning

All stakeholders will contribute to the effective implementation of this RLP. The roles and responsibilities of school personnel, students, and parents, are delineated below:

School Personnel Roles & Responsibilities	
Leadership Team	• Create and distribute OOS's Remote Learning Plan, or RLP • Establish clear channels of communications between parents, students and staff in the event of this RLP being activated. • Support parents, students and staff to shift to Remote learning environment. • Help teachers implement RLP and ensure a high-quality learning experience for all students.

	• Monitor staff and student attendance through the support of the Heads of Sections and act upon to ensure staff and students are engaged in the remote learning expectations. • Coordinate with the IT Support Team with any technical issues that may arise with the online platforms being used. • Respond to emails in compliance with GEMS response norms of no more than 24 hours. • Disseminate a weekly student and parent survey and analyze results to make the necessary changes to the program. • Attend virtual Senior Leadership Meetings, Core SLT meetings, and other regularly scheduled meetings.
Class Teachers/Subject Teachers	• Be available to students, colleagues, and parents during normal working hours. • Record parent correspondence in PULSE CRM regularly. • Deliver lessons as per weekly schedule. • Provide timely feedback to support student learning. • Track students' daily achievement and use different tools of online assessments to evaluate student progress. • Ensure Online Safety Policy while conducting online lessons. • Assign meaningful work that is personalized to students' needs. • Collaborate with other members of the team or department.
Teaching Assistants(LSA)	• Communicate regularly with classroom teachers to identify ways to support students and contribute to this remote School Plan.
Counsellors	• Serve as liaison for communication with students/families in crisis. • Maintain a bank of social-emotional lessons. • Host Office Hours at set times for students to access counseling sessions virtually.
Librarians	• Collaborate with colleagues to find resources for high-quality distance learning experiences and research. • Regularly check in with subject and classroom teachers to identify ways to support their design of distance learning experiences. • Be available for teachers and students as needed for support.

IT Support Team	- Continuously monitor the needs of teachers, students, and parents. - Be available in person or remotely to provide support.

Student Roles & Responsibilities

- Establish daily routines as per the weekly plans. Identify a comfortable, quiet space in your location to learn effectively and successfully.
- Lighting and space for books, electronics (if needed) and a comfortable chair contribute to an effective learning environment.
- Regularly check school Classroom Phoenix VLE to check for announcements and feedback from teachers.
- Complete assignments with integrity and honesty.

Parent/Guardian Roles & Responsibilities

- Establish routines and expectations.
- Identify a space in your home for your child to work without distraction on their assigned work, where you can also occasionally monitor them as is normal practice.
- Monitor communications from school.
- A daily check-in with your child about progress on learning experiences and see if they have questions or need support.
- Establish times for reflection, mindfulness and relaxation practices.
- Encourage physical activity and/or exercise.

Elementary School

Kindergarten (KG1&KG2) Priorities & Considerations

- After receiving initial notice from the Head of School about school closure and timelines, parents will receive an email with grade specific information.
- The tools for communication between teachers and families will be Email, newsletters and circulars.
- Learning for kindergarten students will remain holistically focused on broad language, cognitive, physical and social-emotional development.
- Learning activities and experiences will emphasize interaction and creativity.

Elementary School (Grades 1 to 5) Priorities & Considerations

- After receiving initial notice from the Head of school about school closure an timelines, parents will receive an email with grade specific information.
- The primary tools for communication between teachers and parents will be newsletters, email and circulars.
- Students will have both off- and on-screen learning activities designed to engage elementary learners in experiences that connect to the current curriculum.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in Grades 1 and 2 will need higher levels of support than students in Grades 3 to 5.
- Teachers will upload worksheets, assignments, videos in Classroom Phoenix.

WEEKLY LEARNING PLAN

On Saturday evening students will receive a Weekly Learning Plan from their classroom teacher via email. The learning provided will be broken down into a daily schedule for subjects – Arabic, Islamic Studies, English, Mathematics, Science, Social Studies and 2nd Language.

Weekly Learning Plan(date…)					
	Time	Time	Time	Time	Time
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					

Each Weekly Plan will include the following:

- Weekly Learning Intentions and Success Criteria for each subject area
- Daily Learning Activities in each subject
- Assessments and Assignments that need to be completed
- The necessary learning resources.

Middle School and Senior School

Priorities & Considerations

- After receiving initial notice from the Head of School about school closure and timelines, parents will receive an email with grade specific information.
- The primary tools for communication between teachers and parents will be email, newsletters and circulars.
- Teachers will either have live sessions in Zoom and/or share materials in Classroom Phoenix.
- Remote learning for our early adolescent/adolescent learners will focus on having a balanced, holistic learning experience. Students will have both off- and on-screen learning activities designed to engage the middle school/high school learner.
- Learning experiences are designed to be completed independently or in collaboration with other students.
- Resources vary by class and lesson which include links to videos/ study and research material to read and engage with.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or assignments are unclear.
- Counselors, class teachers and subject teachers are always available to support students with academic, social, or emotional needs.

WEEKLY LEARNING PLAN

On Saturday evening students will receive a Weekly Learning Plan from their classroom teacher via email. The learning provided will be broken down into a daily schedule.

Weekly Learning Plan(date...)					
	Time	Time	Time	Time	Time
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					

Each Weekly Plan will include the following:

- Weekly Learning Intentions and Success Criteria for each subject area
- Daily Learning Activities in each subject
- Assessments and Assignments that need to be completed
- The necessary learning resources.