

Aims and goals of the distance learning programme at ISO during the school closure due to the coronavirus pandemic

*“This policy is meant to support an effective delivery of the distance learning programme. However, since the current situation is unpredictable and the practical circumstances keep changing, a degree of flexibility is required from everyone involved. It is the physical and mental well-being of the children, their families and the school staff as well as minimization of the negative effect of the distance learning on the education of our students that lies at the heart of what the school is striving to achieve with setting regulations of distance learning.”
(ISO team)*

Basic regulations for the distance learning:

1. To organize the distance learning programme in a way which reflects as closely as possible the extent, content and attainment expectations of the usual lesson delivery in the entirety of the process, from setting the learning objectives to checking how these have been fulfilled.
2. To minimise the need for parental involvement, so that the parents' / legal guardians' role is focused primarily on the technical side of the learning rather than on the teaching itself (i.e. helping the children to access the Internet via computers/tablets/smartphones, scanning work and uploading it to Google Classroom, checking that assigned tasks are completed, etc.).
3. To use all the tools effectively and try to keep the email communication between teachers and parents / legal guardians to the minimum to lessen the strain on everyone involved in the process.
4. To enable daily contact with the students through online conferencing (scheduled by timetable that was shared with the students beforehand) and through assigning work at Google Classroom. Alternatively the contact is maintained only through Google Classroom for those students who cannot or could not join the online conferencing for some reason.
5. To differentiate the teaching in relation to SEND and AGT students and to modify the requirements/resources/amount/difficulty level to reflect the ability of each individual student.
6. To use whole school and other high quality online teaching resources such as web pages, videos, online testing etc. which can be used to extend and practise the curriculum without the direct involvement of the teacher.
7. To take into account the parents' / legal guardians' and students' needs, offer them support and respond to their views to increase the effectiveness of distance learning.
8. To reflect the importance of the social side of visual contacts between the teacher and students and among the students themselves and support this by informal communication through Agora Classroom or online snack breaks.

Organization of the distance learning programme

The programme is delivered by distance and reflects the needs of particular age groups. The school will use its tools effectively not only for the teaching itself but also for the management and organization of the programme.

Age-appropriate work is set by class or subject teachers through Google Classroom. Students do the work either independently or, where appropriate given the students' age, with the help of the parents / legal guardians. Deadlines should be observed. The teacher then checks whether the work has been completed and submitted in time and returns it back with comments and/or assessment.

The teaching follows the standard daily timetable with some certain changes that are inevitable given the nature of distance learning (e.g. group work, sports team activities, etc.). The school will support the programme using the following organizational tools:

- whole class or group video conferencing which follows the regular timetable (to support learning, its consolidation and practice, to assign homework tasks, etc.)
- Google Classroom - online classrooms for particular subjects (to assign and submit homework tasks, supporting material and worksheets, test, quizzes and other relevant resources for learning) and for assessing students' assignments
- Google Classroom - Agora Classroom - social contact support, class events / activities that are not linked to any particular subject, sharing various interesting memories / activities / events connected to the students' personal lives, informal communication between the teacher and students or between the students themselves, PSHE provision
- an option of one-on-one online teaching and learning, especially for students who require learning support
- students' independent work

Code of conduct

During the video conferences the students and the teachers should concentrate solely on the lesson. It is not allowed to follow social media, play games, write or read emails or undertake any other activity unconnected to the lesson.

Students need to wear appropriate clothing during the lessons, teachers observe the dress code outlined in the Staff Handbook.

Students and teachers have their cameras switched on during the whole time of the lesson. The camera may only be switched off once agreed with the teacher (e.g. if the internet connection is unsatisfactory or if there are any other technical issues).

During independent work, students mute the sound of the microphone on their devices to avoid distraction, or the teacher may mute all of the students himself / herself.

If possible, parents / legal guardians try to provide a calm environment suitable for learning and avoid any unnecessary communication and interventions into the learning (e.g. helping the children, making comments or asking the children to behave themselves).

Personal details

During the video conferencing, no personal or sensitive data is collected. The time when the student logs in and logs out of the conference is the only data that is collected. Also, taking photographs or recording distance learning lessons with the screen showing the participants is not allowed.

Safeguarding during distance learning

There has to be a visual contact between the teacher and the students at all times during the video conferencing so that the teacher can see the students.

In case the student or the parents / legal guardians have concerns regarding the online safety measures or the GDPR measures being compromised, the school management needs to be contacted immediately. The query is then assessed and the parents / legal guardians are kept updated on the situation.

Roles and responsibilities

The school management:

- Support teachers through further training and creating appropriate conditions and resources to facilitate distance learning
- Organize teachers' work following the school timetable
- Collate parents'/legal guardians' reactions and suggestions related to the programme
- Regularly monitor teachers' work and the methods used during video conferencing (Lifesize) and the setting of work (Google Classroom)
- Communicate with parents/legal guardians/general public, keeping everyone informed about the progress of education through the news section on the school's website
- Provide support for students who do not have access to all the necessary technical equipment by lending them the school's laptops with appurtenances

Class teachers:

- Monitor the learning of the assigned students and their joining of online conferencing in particular subjects (if the student is ready and connected, if he / she follows the tasks and actively participates, etc.)

- Regularly monitor the completion of the work set (along with subject teachers) and communicate with parents / legal guardians in the case of repeated failures to adhere to deadlines
- Check and record the student's attendance daily and contact parents / legal guardians in the case of recurring absences
- Request reasons for absences from parents / legal guardians. Absences due to illness or technical issues may be excused via email, there is no need to fill in the *Excuse for Absence Form*. Planned absences shorter than 3 days need to be approved by the class teacher. Planned absences longer than 3 days need to be emailed ahead of the absence by the parents / legal guardians on the *Application for leave of absence in term time* to the Head of School for approval
- Maintain the content of Agora classroom, responds to the students' questions and comments
- Supports mental health and well-being of his / her students using all available tools, if necessary cooperates with the management of the school and parents / legal guardians

Teachers of particular subjects:

- Maintain the teaching and learning including assessment according to the relevant plans
- Mark the attendance of students joining the video conferencing, inform the class teacher about any absences
- Assign tasks in Google Classroom that are clearly explained and understood by the students
- Assign tasks in Google Classroom that are appropriately divided into areas based on the relevant long term plans
- Mark and assess assigned tasks on time, if necessary add comments to increase effectiveness and motivation of the students
- Use the school facilities and equipment for the distance teaching, home office is only possible once agreed with the management of the school and only with equipment that is borrowed from school
- Use the Google Classroom features to its full potential
- Plan, prepare and manage group video meetings with the aim of supporting the learning based on a schedule set by the school
- Plan, prepare and manage individual video meetings with the aim of supporting the students with individual learning needs
- Provide individual consultations on request in set timing
- Cooperate with the class teacher (and school management) in case of any issues arising (frequent absences, not submitting assignments, poor communication with parents / legal guardians, etc.)
- Make sure Golden Rules and Lesson Rules are followed at all times (the same as during regular learning at school)

Students:

- Complete the tasks set by the teacher on time and in an agreed way
- Actively follow task-setting in Google Classroom
- Submit assignments in Google Classroom by clicking on “Hand In”
- Take part in video meetings following their timetable
- Communicate with their teachers
- If needed, they request individual video conferencing for consultations
- Contact the class teacher immediately if they are concerned that online safety and GDPR measures are not being followed (e.g. cracking of the password, posting inappropriate content or making inappropriate comments, etc.)
- Follow Golden Rules and Lesson Rules

Parents / legal guardians

- Responsible for the set-up of the technical equipment by providing computers, tablets or smartphones and provide a calm environment suitable for distance learning
- Help to submit assignments and upload documents in Google Classroom
- Will NOT correct errors in assignments (done by teachers)
- Will NOT attempt to explain the subject matter to their children (done by teachers through the option of one-to-one consultations)
- Do their best to make sure their child / children participate in all the lessons of the online learning outlined in the timetable
- Cooperate with the class teacher, subject teachers and the management of the school in case there are any issues regarding distance learning (e.g. not taking part in the video conferencing, missed assignments, not being ready for lessons, etc.)
- Excuse the absences of their child / children, announce any planned absences

Tools used for specific functions of the learning process:

Assigning work by teachers and submitting work by students / parents / legal guardians: solely using Google Classroom

Communicating with parents / legal guardians / students: Google Classroom & E-mails

Whole class, group and individual video conferencing: Lifesize

Assessment: Marks in Google Classroom & Skola OnLine

Attendance/absences: SkolaOnLine

Management tools approved to be used to manage and organize lessons:

Lifesize Video Conferencing Software, Google Classroom, Google Mail, Google Chat (individual and group chats), Google Calendar, Google Drive

Additional online resources approved to use in teaching:

Reading Eggs (school licence), Mathletics (school licence), PurpleMash, YouTube (verified videos), Khan Academy, Twinkl

Resources for teachers, school management, students and their parents / legal guardians:

<https://www.gov.uk/coronavirus/education-and-childcare>

Advice and guidance for the management of schools:

https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19_Resources/Resources_for_schools/Communicating_Effectively_with_Families_-_Guide_for_Schools.pdf

Recommendation for the Czech schools:

<https://koronavirus.edu.cz/odkazy>

<https://www.msmt.cz/aktuality>