

Online Learning Policy March 2020

To ensure high quality online learning for PPS students, teachers, student and parents must adhere to the guidelines discussed in this policy. Please note that this is a working document to be edited and updated to implement new improvements and tackle challenges arise.

To ensure consistency, all key stages across the school will be uploading similar newsletters to ensure student tasks are evenly distributed and carefully scheduled throughout the week.

Teachers' role

1- *Uploading a weekly newsletter on Edmodo by 7:00 a.m. every Sunday.*

The newsletter will include:

- Specific instructions (steps) on how students should work through their task with clear instructions on how to use the provided resources.
- The unit(s) and page(s) that students should be completing.
- How the students are expected to submit or evidence completing their tasks.
- Spelling lists and regular weekly tasks set by the teacher.

2- *Uploading the resources referred to in the newsletter along with the newsletter at 7:00 a.m. on Sunday (EYFS/KS1) or at 7:00 a.m. on a daily basis (KS2/KS3)- could be scheduled for convenience.*

The resources:

- Lesson resources will include a voice note, video, learning screen (Education City) or any other visual or auditory resource to explain the lesson.
- Modeled examples of work, checklists or support documents will be made available to students based on the assigned task.
- When possible, answers will be provided during the week for students to self-assess their work (KS2/KS3) or parents to check it (EYFS/KS1).
- Extra resources and subscriptions include: Edmodo quizzes, Kahoot, Padlet, Education City, Twinkl and Literacy Planet could be used for CW and HW activities.

3- *Monitoring the completion of CW and HW tasks.*

- Students that fail to participate, complete tasks or submit HW will be reminded through private messages.
- Parents will be notified if a student fails to complete more than 5 tasks in a week.

4- *Ensuring online availability on a daily basis from 8:00 to 1:30 for staff and parents, and from 9:00 to 11:00 for students (KS2/KS3). Teachers will:*

- Notify students once they are available online.
- Actively engage students during the online session through the Edmodo page or Padlet and setting online group activities. This only applies to KS2 and KS3 teachers and support staff.

Support team's role

- 1- *Setting up Edmodo pages for support students to enable effective communication.*
- 2- *Uploading activities to support learning objectives or IEPs, including 2 classwork and 2 homework (Guidelines for instructions and resources as mentioned above).*
- 3- *Ensuring online availability on a daily basis from 8:00 to 1:30 for staff and parents.*
- 4- *Arranging online sessions with students to support their learning.*
- 5- *Monitoring the completion of CW and HW tasks and reporting to parents if necessary.*

Students' role (KS2/KS3)

- 1- *Completing all the assigned CW and HW tasks as per the newsletter.*
- 2- *Logging onto Edmodo every day to access daily resources.*
- 3- *Engaging in the online sessions and activities set by teachers.*
- 4- *Following the instructions provided by the teacher to benefit from the available resources.*
- 5- *Following teachers' instructions on how to evidence or submit tasks.*

Parents' role

- 1- *Ensuring children are logging onto Edmodo to access resources.*
- 2- *Following up with children to ensure the tasks are completed.*
- 3- *Encouraging students to communicate with teachers for support.*
- 4- *Encouraging students to self-assess their work.*
- 5- *Limiting communication with teachers to task related questions to enable teachers to focus on planning and preparing resources as well as communicating with students.*
- 6- *Avoiding communication between 9 and 11 a.m. to allow teachers to focus on communicating with students (KS2/KS3 parents).*

Online Attendance

The Phoenix Private School follows the Ministry of Education rules and regulations as decided and agreed by the Private Schools Department. The Ministry firmly believe the continuation of education is highly important and therefore **no child** is allowed to remain at home for any reason as this will be classed as 'missing from school' and counted as an unauthorized absence.

Any parent who decides to keep his/her child home, their child will be registered as unauthorized absence and will be considered 'missing from school'. If the attendance falls below 90% they may fail the year due to not completing the curriculum set and their seat may be withdrawn automatically due to continuous absence. In addition, this will be reflected in the end of term report card.

Travelling outside the country for personal /family reasons and not taking part in online education is classed as unauthorized, as the students are still expected to take part in online education with us from whichever country they have travelled to.

Incomplete or Non-Submission of Classwork and Homework

Students are expected to complete all tasks set which includes classwork, homework or other projects. These tasks are monitored by the teachers. Teachers set tasks with a specific submission time and date and students are expected to adhere to that deadline. If tasks are submitted after the time set, the teacher will count the work as missing and incomplete. Should a student continuously not submit all their work on time and fully completed, they risk the chance of failing the year due to a lack of engagement with the curriculum and evidence to show they are achieving at the expected level.

To help keep parents informed of their children's work submission the following procedure will be followed:

FIRST REMINDER

- The class or specialist teacher will send an email to parents informing them that their child has been submitting incomplete or no work at all.
- A reminder to the parents is sent to state that 30% of the End of Term score will come from the completion of tasks and participation.

SECOND REMINDER

- A second reminder will be issued by the Admin if there is no improvement on the submission of tasks of the concerned student for that week

FINAL NOTICE

- A final warning from the management of the school will be sent to the parents informing them that their child will fail the year due to continuously not submitting tasks or submitting incomplete tasks.

Withdrawal from School

Students can only withdraw from the school in the following cases only but conditions apply:

- If the parent decides to transfer their child to any School in Qatar or online education. This option is not applicable during term 3 as transfers close in February between all Schools and online education providers. Transfers now will not be accepted by the Ministry.
- If the child had to leave the country due to their family leaving Qatar permanently and will not be returning to Qatar. This will mean the student will be blocked on the Ministry system from enrolling in any school in Qatar. The Admissions department and the Ministry regularly carry out checks to ensure the children remain out of the country and are not truanting at home.



- Parents are not permitted to withdraw a child from school to join online education programme during the school year. The only online education that is accredited by the Ministry of Education in Qatar is the on-line education provided by the School during the COVID 19 pandemic.

School Fees

Term 3 fees (due 13.04.2020, now extended to 01.05.2020) must be paid to receive the end of year report. The term 3 fees must be paid in full to release the student from the Phoenix Private School's roll and enroll the child in another school next academic year.

The Ministry system is continuously updated to show which students have failed the year and the reason is given, whether it is for academic decline, fees not paid on time or unauthorized absence. This can be tracked by the Ministry of Education and all other schools in Qatar. Other schools are not permitted to enroll students who have outstanding fees at their previous school. All debts must be paid prior to enrollment.