

The British School of Bahrain Blended Learning Environment during COVID-19



Expectations of pupils, teachers and parents' policy

Policy Reference: COVID – Expectations

Distribution: Whole School

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1.0 Introduction

- 1.1 The strategic vision for online education aligns with the BSB Strategic Aims to be a national model for providing a supportive, high-quality, and affordable educational experience that has a positive impact on students and the community. BSB will deliver an online educational experience that enhances access, meets emerging needs and interests, and maintains the quality of the BSB experience.

2.0 Short Term Vision Statements

- 2.1 *By January 2021: “To develop and deliver an internationally recognised Blended Learning Model of education which ensures that all students make rapid progress.”*
- 2.2 *By September 2021: “To continue to enhance our pedagogy and pastoral care to ensure that every student makes demonstratable progress and that our excellence is recognised by the inspection processes”*

3.0 Aims of the BSB Blended Learning Environment

- 3.1 To maintain the key principles of an outstanding education
- 3.1.1 Personalised Learning
 - 3.1.2 Innovative pedagogy
 - 3.1.3 Developing independent learning
- 3.2 To continue to develop the skills and systems within the school to enable learning through modern technology.
- 3.3 To limit the impact of blended learning on all students irrespective of their chosen model of education
- 3.4 To maintain excellent communication with parents and support them within the change to the school environment.
- 3.5 To ensure that all pupils, parents and staff are healthy, safe and happy.

All BSB Policies still operate under a Blended Learning Environment

4.0 Expectations of students

- 4.1 Check their school e-mail everyday
- 4.2 Log onto Zoom and Google Classroom on time for their lesson to hear/read instructions and tuition if possible. Otherwise, they are to look at the information provided for what to do.
- 4.3 Complete the tasks given within the timeframe
- 4.4 Complete the assigned work within the timeframe given by the teacher set on Google Classroom and upload their work to the allocated platform within the timeframe given.
- 4.5 Contact teachers by e-mail before the next class if there are any problems or questions.
- 4.6 Complete the work ensuring academic honesty and avoiding plagiarism.
- 4.7 Treat remote learning the same as classroom learning: the same behaviour will be expected as in school.
- 4.8 Be aware that all communication on Zoom is recorded and use classroom language, avoiding ‘text speak’ and ensuring that they are polite and courteous at all times.

- 4.9 Only communicate through approved channels. If a pupil is concerned, they should contact a teacher or responsible adult.
- 4.10 Participate as fully as possible and contribute positively to the classroom environment.
- 4.11 Students must turn on their camera during Zoom Lessons.
- 4.12 Students should be appropriately dressed (no pyjamas) on live teaching via the Zoom platform.
- 4.13 Establish a quiet workplace free from distractions
- 4.14 Have all the equipment ready for their lesson, including:
 - A small whiteboard or plain paper
 - A whiteboard pen and rubber
 - Objects for counting (Infant school)
- 4.15 Be fully engaged with their lesson
 - Ask and answer questions when prompted by the teacher
 - Pay close attention at all times
 - Not have any other browsers open (e.g. games, WhatsApp, Snapchat etc.)
- 4.16 Follow the normal timetable as much as possible.
- 4.17 Regularly check each Google Classroom to see the instructions for each lesson.
- 4.18 Engage with Real-time teaching as it happens via the Zoom platform.
- 4.19 Endeavour to complete all work set.
- 4.20 Immediately ask teachers for clarification if something is not understood.
- 4.21 Communicate with teachers if work cannot be completed.
- 4.22 When using applications for Remote Learning, understand that this is seen as an extension of the classroom.
- 4.23 Follow BSB expectations for behaviour and conduct at all times.
- 4.24 Communicate with peers, teachers and others using technology in a responsible and respectful manner.
- 4.25 Do not record or take photos of peers or teachers, during Remote Learning.
- 4.26 Do not deliberately browse, download, upload or forward material that could be considered offensive or illegal.
- 4.27 Use the video content from the PE department to keep fit and healthy.
- 4.28 MUST NOT share recorded lessons publicly
- 4.29 MUST NOT share the Zoom lesson code with anyone else.
- 4.30 MUST NOT share Zoom passwords or registration details
- 4.31 MUST NOT change their names on Zoom.

5.0 Expectations of teachers:

- 5.1 Use email and Google Classroom as the primary mode of communication between pupils, parents and teachers.
- 5.2 Keep to a 48-hour response time to answer pupil/parent emails and questions.
- 5.3 Not communicate (video, email or otherwise) outside of 6am-6pm with pupils unless in an emergency situation.
- 5.4 Use a variety of platforms for online instruction; however, it is advised to limit these to ones already in use, such as Zoom, Google Classroom etc. with which pupils will become familiar.
- 5.5 Collaborate with other teachers so pupils in the same classes have similar experiences, regardless of the teacher.
- 5.6 Balance the type of work that pupils are being asked to complete, for example:
 - PowerPoints
 - Video submissions

- Blogs
- Message boards
- Readings
- Writing assignments
- Online Quizzes
- Collaborative and/or other activities

5.7 Classteachers / Form Tutors should:

- 5.7.1 Send a daily check in (morning greeting) to pupils in their class Sunday to Thursday or set up video conferencing with each pupil, or groups of pupils each week.
- 5.7.2 'Check in' to see how pupils are doing, if they need help, to just stay connected and say hello.
- 5.7.3 Be creative, be fun and be supportive.
- 5.7.4 The aim is to strengthen the relationships and 'stay connected'.
- 5.7.5 Follow up on any pupil having issues accessing or completing online learning. This should be done with the pupil in the first instance. If nothing is heard for two consecutive school days, then the tutor will inform the Head of Year.
- 5.7.6 Communicate with parents and pupils as required.

6.0 Expectations of parents

- 6.1 Familiarise themselves with this policy and ensure their child is also aware.
- 6.2 Support all learning tasks as appropriate and monitor their child's activity.
- 6.3 Communicate directly with teachers when a problem occurs.
- 6.4 Provide the tools needed to complete online learning as far as possible e.g. computer or iPad, internet connection.
- 6.5 Help to provide structure for their child by keeping to the school lessons times as much as possible.
- 6.6 Communicate with the Tutor and Head of Year if there is a concern with the health and wellbeing of the pupil.
- 6.7 Check e-mail regularly to ensure all communication is read and responded to as needed.
- 6.8 Parents are asked to ensure that all students have read, understood and adhere to the Remote Learning Expectations. This document, alongside all regular school policies, outlines the expected approach from students for the duration of the Remote Learning programme.
- 6.9 To support Remote Learning, we request that parents facilitate the following:
 - Ensure that their child has had a good breakfast
 - Ensure their child is appropriately dressed (no pyjamas).
 - Ensure that their child turns on their camera during lessons.
 - Provide a quiet workspace that is free from distraction and other siblings
 - Encourage and support their child with their work - including finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the normal school timetable for the day is followed.
 - Ensure that their home's network meets technical requirements.
 - Do not record, film or photograph the live Zoom sessions
 - Do not share the Zoom lesson code with anyone else.
- 6.10 If parents have any concerns, please contact the teacher for queries.
- 6.11 To be aware of their child's participation in lessons
 - 6.11.1 If their child is very quiet, ask them why. Teachers will be regularly asking students to answer questions.

- 6.11.2 Remote learners must not join a lesson call and have multiple other browsers and programmes (e.g. online games, Whatsapp, Snapchat) running at the same time. Parents can very easily spot check what they are doing, or even look at their browser history.
- 6.12 Please keep parental/adult involvement during sessions to a minimum. The interactions in sessions should be between the teacher and the students.
- 6.13 Encourage their child to work independently as much as possible.
- 6.14 Discuss the learning outcomes that have been achieved each day.
- 6.15 Inform the school if they are experiencing concerns about the progress their child is making.
- 6.16 Inform the school if their child is unwell and unable to complete set tasks
- 6.17 Encourage their child to complete all tasks to the best of their ability.
- 6.18 Encourage a balanced lifestyle that involves daily exercise. It is recognized that a distance learning environment provides unique challenges to both students and staff.
- 6.19 Prioritise their child's wellness and happiness over the completion of work. Remaining patient and flexible as children and teachers adjust to this new way of working.
- 6.20 Know what work their child has been doing, and has to complete.
- 6.21 All Junior & Senior School parents should have received invitations to become a 'Guardian' on Google Classroom