

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



Remote Learning Policy for students learning remotely

Policy Reference: COVID – Remote Learning Policy

Distribution: Whole School

Author: Executive Headmaster

Approved by: Board of Trustees

Date adopted: September 2020

1.0 Aims

- 1.1 In the current situation with COVID-19 for a prolonged period of time, the School is now moving to working under a Blended Learning model of in-class and remote learning.
- 1.2 This is particularly important for the continuity of pupils' education and their own wellbeing in providing opportunities for them to interact in what, for everyone, will be a period of isolation and uncertainty.

2.0 Approach

- 2.1 The School uses Zoom and Google Classroom to allow classes, from Nursery to Year 13, to continue their lessons.
- 2.2 Work for pupils in the Infant School will continue to be set on the BSB Infant School Academic Blog
- 2.3 Zoom allows video, calls and document sharing all in one place.
- 2.4 Google Classroom will be used to set work as it currently is, as pupils are used to this and it is a more flexible system that parents are also able to see.
- 2.5 Google Classroom remains the main location for school work
- 2.6 Feedback can be provided via Google Classroom, Zoom or email.

3.0 Safeguarding expectations

- 3.1 Advice is included below about use of online material, particularly video conferencing. As the School continues with remote learning, it is mindful of child protection practices in regards to communication and safeguarding online.
- 3.2 This policy does not replace the Safeguarding Policy in the school and should be read in conjunction with it.
- 3.3 Should anyone have any concerns or discomfort with pupil online communication please report this to the Designated Safeguarding Lead Safeguarding@thebsbh.com
- 3.4 Specific questions related to school closure and blended learning will always be communicated directly to parents by the Executive Headmaster.

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-8pm 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 Morning check in for pupil temperature records on the Temperature Tracking System to ensure it is below 37.5^oC and involve school Nurse in case of any high temperature entries.
 - 5.7.3 'Check in' to see how pupils are doing, if they need help, to just stay connected and say hello.
 - 5.7.4 Be creative, be fun and be supportive.
 - 5.7.5 The aim is to strengthen the relationships and 'stay connected'.
 - 5.7.6 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.
 - 5.7.7 Communicate with parents and pupils as required.

6.0 Expectations of parents

- 6.1 Update child's temperature on school's Temperature Tracking System (QR code) and complete the 'Symptoms Check & Declaration' before arriving at BSB campus everyday.
- 6.2 Familiarise themselves with this policy and ensure their child is also aware.
- 6.3 Support all learning tasks as appropriate and monitor their child's activity.
- 6.4 Communicate directly with teachers when a problem occurs.
- 6.5 Provide the tools needed to complete online learning as far as possible e.g. computer or iPad, internet connection.
- 6.6 Help to provide structure for their child by keeping to the school lessons times as much as possible.
- 6.7 Communicate with the Tutor and Head of Year if there is a concern with the health and wellbeing of the pupil.
- 6.8 Check e-mail regularly to ensure all communication is read and responded to as needed.
- 6.9 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.
- 6.10 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.
- 6.11 If parents have any concerns, please contact the teacher for queries.
- 6.12 To be aware of their child's participation in lessons
 - 6.12.1 If their child is very quiet, ask them why. Teachers will be regularly asking students to answer questions.
 - 6.12.2 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.
- 6.13 Please keep parental/adult involvement during sessions to a minimum. The interactions in sessions should be between the teacher and the students.
- 6.14 Encourage their child to work independently as much as possible.
- 6.15 Discuss the learning outcomes that have been achieved each day.

- 6.16 Inform the school if they are experiencing concerns about the progress their child is making.
- 6.17 Inform the school if their child is unwell and unable to complete set tasks
- 6.18 Encourage their child to complete all tasks to the best of their ability.
- 6.19 Encourage a balanced lifestyle that involves daily exercise. It is recognized that a distance learning environment provides unique challenges to both students and staff.
- 6.20 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.
- 6.21 Know what work their child has been doing, and has to complete.
- 6.22 All Junior & Senior School parents should have received invitations to become a 'Guardian' on Google Classroom

7.0 Missing or Incomplete Work Protocol

- 7.1 The School understands that work may be difficult to complete in these times. If this is the case, parents and/or pupils can inform their tutor, for Senior School, or class teacher, for Junior/Infant School, in the usual way so that we can be understanding.
- 7.2 The School wishes to maintain our high standards, but we are sympathetic to the challenges faced by all at this time.
- 7.3 If a pupil is missing work or has not completed work properly, teachers to email the pupil and parents detailing the concern.
- 7.4 If work is still missing (after another 48 hours) or there hasn't been a reply, teachers to inform the Head of Year and Tutor on ISAMS who will have the appropriate details to continue contact.
- 7.5 If work is still not provided then an e-mail will be sent to the pupil and parents outlining our protocol and offering support.

8.0 Video Conferencing guidelines:

- 8.1 All teachers are encouraged to conference call individual pupils and small groups to check in, catch up and facilitate instructions and discussions.
- 8.2 If delivering lessons from home, all should be aware of material that may be visible in the background.
- 8.3 All participants should avoid revealing personal teacher information or other sensitive data.
- 8.4 All pupils and teachers that can be seen during a remote learning lesson should also be properly dressed and in a suitable, public location (such as a kitchen or living room) and not in a bedroom.
- 8.5 Video calls to one pupil should not be made unless a parent/guardian is present or is aware of the call. Exceptions to this include:
 - 8.5.1 What would normally be 1:1 e.g. Learning Skills lessons, Music, Drama, TA support or classes of one pupil

8.5.2 VMTs

8.6 Photographs of individuals (staff or other pupils) are personal data, therefore screenshots of other members of the online learning environment cannot be taken and cannot be used unless consent is given.

8.7 All Zoom calls should be recorded if a pupil is present

9.0 GDPR and data security:

9.1 This advice pertains to all users when remote learning:

9.1.1 Ensure computers are stored securely, out of view and shut down every night.

9.1.2 Keep anti-virus software up to date.

9.1.3 Install latest software updates promptly.

9.1.4 Close laptop lids when temporarily not in use as webcams may stay on without a user realising.

9.1.5 If others are in the room, protect any sensitive data that you might have on your screen.

9.1.6 Ensure your passwords are strong and only known by you.

9.1.7 Beware of scams – fraudsters have been quick to take advantage of the latest crisis

10.0 Appendix 1 : Expected core competencies within a BSB Education

Expected competency of each pupil	LEVEL COMPETENCY IS REQUIRED TO COMPLETE WORK														
	INFANTS				JUNIORS				SENIORS						
	N	R	Y 1	Y 2	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y10	Y11	Y12	Y13
Personal Skills															
Ability to listen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to communicate verbally	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fine motor control skills	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inquisitive / Curiosity/ desire to learn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Confidence to take risks and try something new	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to concentrate for 20 mins		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Personal control & discipline		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to learn independently				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Self-awareness and self-evaluation				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stress resistance											✓	✓	✓	✓	✓
Result orientated												✓	✓	✓	✓
Organisational skills															
Perseverance			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attention to detail			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Self-motivated					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Self-organisation					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Time management skills					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Presentation skills							✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to plan and prioritise									✓	✓	✓	✓	✓	✓	✓
Showing initiative									✓	✓	✓	✓	✓	✓	✓
Technical skills															
Ability to use a computer/tablet		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to submit work electronically			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to use Zoom for lessons			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to use Google Classroom					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to access e-mail					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to organise an Inbox/Google Drive							✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to use Wiseflow for Tests							✓	✓	✓	✓	✓	✓	✓	✓	✓
Literacy skills															
Ability to read written instructions				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ability to follow linear instructions within the prompting				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fluency in written English					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
High level in written literacy					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Expected competency of each pupil	LEVEL COMPETENCY IS REQUIRED TO COMPLETE WORK														
	INFANTS				JUNIORS				SENIORS						
	N	R	Y 1	Y 2	Y 3	Y 4	Y 5	Y 6	Y 7	Y 8	Y 9	Y10	Y11	Y12	Y13
Subject-based skills															
Artistic Creativity		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Original Thought				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dealing with ambiguity							✓	✓	✓	✓	✓	✓	✓	✓	✓
Intellectual acumen												✓	✓	✓	✓
Basic numeracy skills		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advanced numeracy skills							✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic analysis skills: Describe, Compare & Explain		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advanced analysis skills: Analyse, Hypothesise, Synthesise, Classify, Prioritise, Evaluate							✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic knowledge skills: name, identify, locate, state	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advanced knowledge skills: recite, recognise, memorise							✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic comprehension skills: give examples, match, restate	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advanced comprehension skills: summarise, defend, interpret, interrelate, extend							✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic application skills: sketch, paint, draw, choose	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advanced application skills: organise, generalise, dramatize, resolve							✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic evaluation skills: compare, relate, recommend		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Advanced evaluation skills: criticise, judge, evaluate, appraise, weight							✓	✓	✓	✓	✓	✓	✓	✓	✓