Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

Online Learning Policy

Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence. Whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and have the courage to make mistakes

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and do better.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard

Our staff at Maria International recognise the importance of online learning as part of a well rounded and preparatory aspect of a child's learning experience. As such both staff and students are equipped with a range of resources and strategies to enable all to work together as part of furthering our education but also, if required, an the only means of accessing learning due to school closure.

Aims of this Policy

This policy set forth by Maria International outlines the expectations, resources and strategies for ensuring a safe and productive avenue for online learning throughout our whole school community. The protocols outlined in this policy are for the benefit of staff, students and parents

so that in the event of an online learning necessity, all can work together to ensure that learning is at the forefront of the technology and resources being used and also for the safety and prevention of any risks for all those involved.

Online learning may be a necessity under the following circumstances:
1. School is open but there is a significant increase in the number of absences
2. School is open but there is a prolonged absence(s)
3. Access to school is prevented but learning is continuing through online means

Online Learning During School Hours

Staff will use a variety of online resources and tools that align with their curriculum to ensure the standard of teaching and learning is continued just as it would during in class. These online tools have been checked for its age appropriateness and relevance to the curriculum. The online resources include (but are not limited to) Google Classroom, Twinkl and Zoom as well as other subscription services and external websites that have been vetted by the class teachers for suitability for the age range accessing them. Students who are unable to physically attend school will have full access to these resources to ensure their learning experience is not diminished.
These tools are not used as a substitute for good teaching and learning but are used to enhance good teaching and effective learning.

Protocols for Use of Technology in School

The protocols for technology and its correct use in school is outlined in our E Safety and Acceptable Usage Policy which is linked in this document and available on our school website for viewing.

Keeping Children Safe in Education 2021 and Online Safety

As well as our alignment with British Curriculum we also endeavour to align our school with British and European Legislation such as the Keeping Children Safe in Education 2021 statutory guidance, which remains in force throughout any and all periods of online learning.

Online safety is one part of Maria International's whole school approach to ensuring the safety and wellbeing of our students and staff, in accordance with our safeguarding and child protection policies. There are also appropriate measures in place to ensure the online privacy protection of staff, students and parents as well as their associated data at Maria International.

This policy is reviewed by the whole school community annually, as well as a risk assessment and training that educates about the risks students may face online.

Online Learning as Homework

At Maria International, we place an importance on homework as a means to enhance and further a student's education. As such staff may make use of online resources and other online tools to deliver home learning tasks for students to complete. These resources and tools have been checked and curated by the staff to ensure appropriateness for both age group and curriculum content. The whole school community will be able to use the tools and resources assigned effectively and appropriately to ensure there is easy access to learning at home and in school.

Online learning when access to school is temporarily suspended or absence is forced

Early Years Foundation Stage

In order to protect the health and safety of our young students at Maria International we will email parents and guardians of the online learning to be carried out at home, without zoom. Teachers will ensure that there are new learning opportunities for the students to access each school day (Monday through Friday). The teachers will email the previous day of the tasks and learning to be carried out the next day, complete with any links to resources to aid the student in their learning experience. We require parents and guardians to send one response a day in the form of text, photographs or videos to ensure the students are engaging with the activities posed by the teachers in order to help the student progress effectively in their learning experience.

Years 1 - 6

In order to protect the health and safety of our students we will limit screen time access but it will be required at times to ensure the effective learning and progress of our students at Maria International School. The teachers will ensure that instructions for accessing Zoom classrooms are sent in advance and with easy access for students to attend their lessons.

Teachers will be expected to provide learning opportunities for the timetabled lessons on a modified timetable, which are communicated in a clear and timely manner to students and their parents/guardians.There will be an expectation that students will engage daily in a range of English literacy based activities such as phonics, reading and writing etc. There will also be an expectation for students to engage daily with mathematical activities such as calculations, problem-solving and basic number skill operations. Students will also be expected to engage in

other specialist subjects and topics in accordance with the modified timetable. The activities and instructions for these subjects will be sent out by the relevant subject teacher in a clear and timely manner.

Protocols for use of technology linked to Maria International learning at home

For Students:

Students are expected to:

1. Ensure they have all the necessary resources in order to engage with the learning activity assigned. Such as a device to access the online resources, their books and a pencil/pen.
2. Complete all tasks assigned to a high standard and within the time limit set by the classroom teacher.
3. Use any online technology and resources appropriately and safely.
4. Will not share any personal details during online lessons.
5. Immediately notify their classroom teacher if there is a concern relating to their safety during online learning sessions.
6. Online learning should be held in an appropriate space conducive to learning such as an open communal space in the home. Students should not be conducting their online learning in their bedrooms. Students should also ensure they are appropriately dressed in smart casual clothing or school uniform, not in casual clothes such as pyjamas.
7. Students should be working at a table/desk to not on a couch or bed to ensure the ease of writing and working
8. Any communication with another individual should be conducted through email or with another adult present.
9. Continue to act in accordance with school rules and values.

For Staff:

Staff are expected to:

1. Set work in a clear and timely manner.
2. Plan, prepare and assess with similar high expectations as they would in normal working practice.
3. Ensure that all resources and training required for students to access their learning is provided.
4. Continue to respond to student questions and provide timely and appropriate feedback, in accordance with the Maria International's marking and feedback policy.

5. Ensure that all resources and activities are set according to the expectations and needs of the students in the class.
6. Refer any safeguarding issues including those of safe use of technology to the Designated Safeguarding Lead at Maria International.
7. Refer any issues regarding a student's failure to engage with learning to the Key Stage Head and Homeroom teacher, following the behaviour policy of Maria International School.
8. Conduct any online learning in a suitable learning environment, such as an open communal space not in their bedrooms. Staff should be dressed appropriately for their online lessons in formal/smart casual clothing.
9. Will not communicate with students or parents using unofficial or personal accounts.
10. Ensure that the privacy and data of students in their class is protected.

For Parents:

Parents are expected to:

1. Prepare and maintain an appropriate learning space in their residence. This should be an open communal space where the learning can be viewed and heard by an adult in the residency
2. Ensure the students in the residence are dressed appropriately for online learning, in smart casual clothing or school uniform.
3. Discuss the guidance and expectations for the acceptable use of technology at home during school hours. Such as technology is only used for academic purposes not for gaming.
4. Ensure that learning resources, activities and expectations are shared and discussed with students and other adults in the residence.
5. Contact staff at Maria International immediately with problems and concerns regarding the online protection and safety of the students in their residence.
6. Contact the relevant teacher regarding the online learning process.
7. Ensure that all communication is kept professional and respectful.
8. Be appropriately dressed when near or or on screen

Failure to meet these expectations will result in the student(s) being kicked out of the zoom meeting and an email home, in more serious cases, a meeting will be arranged with the Leadership team and parents/guardians alongside their children.
This policy complies with the guidance laid forth in our E Safety and Acceptable Usage policy which can be accessed through the link in this document or through our school website here.

Review and Evaluation

This policy is to be renewed, evaluated and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 30/05/2022

Prepared/Updated by: Liam Johnstone **Date**: 04/10/2021

Approved by: Nicholette Vicol   **Date**: 12/03/21

This policy is to be reviewed **annually** and updated as and when relevant changes occur.