Education Continuity Policy

In the event of a geo-political situation which forces Dubai College to suspend in-person learning we have devised the following education continuity plan.

1. Introduction

A rapid switch from an in-person learning environment to a 100% online learning environment may be necessary in exceptional circumstances. From experience of schools in Asia who have been compelled to do this, it should be noted that such a switch is highly likely to cause stress and anxiety for students, parents and staff members. Patience, generosity of spirit and a can-do attitude will be required by all stakeholders including students, staff, parents, governors and regulators.

As a school we will focus our attention on those students in Years 10, 11 and 13 who are preparing for upcoming public examinations in the summer term. Our second focus group will be those students in Years 10 and 12 who are mid-way through national qualifications but do not have upcoming public examinations. Finally, we will be providing work for students in Years 7-9.

Working parents, including teaching and administrative staff, will be required to manage the logistics of supervising children either while working from home or while working elsewhere. All members of the Dubai College community will do their utmost to provide the best service they can at this time. However, it will be important for us all to be flexible and patient when working online and when deadlines are inevitably missed. The learning curve will be steep for all concerned.

2. Contact

All staff and students must check their email at 07.45 each day from Sunday to Thursday for a daily briefing notice. Parents can contact the school as usual using the following channels and their enquiry will be directed accordingly. As a school we will remain in regular contact with staff, parents and students with at least one daily update on the status of the closure and online learning.

Reception:	04 3999111 or a temporary school mobile if school is closed to staff
IT Helpdesk:	04 3999111 or a temporary school mobile if school is closed to staff
Head:	headassist@dubaicollege.org
Bursar:	kieran.dempsey@dubaicollege.org
Deputy Head: Curriculum	clive.agent@dubaicollege.org
Deputy Head: Learning and Teaching	dee.saran@dubaicollege.org
Deputy Head: Pastoral	deborah.jones@dubaicollege.org
School Counsellor Mark:	mark.samways@dubaicollege.org
School Counsellor Sandra:	sandra.gorman@dubaicollege.org

3. How will we deliver a Dubai College education?

Teachers and students will attend Dubai College online through Microsoft Teams. To do this staff and students will log in to Office 365 using their Dubai College email address, click the "waffle" in the top left hand side of the screen and then select Teams. Once they are logged in to Teams staff and students will need to click on Teams in the menu on the left hand side of the screen. From there they will be able to select their appropriate class team.

[We strongly recommend that staff and students download the Microsoft Teams desktop app. This will provide them with full functionality and a higher speed interface than the web version.]

a. Lessons

From within Teams teaching staff will be able to deliver lesson content to students during their regular timetabled lessons. At the start of each lesson teachers will take a register of student attendance as usual using the online attendance register on iSAMS. As we transition to online learning, however, content delivery within lessons will be reduced from 50 minutes to 40 minutes to allow a 10 minute transition between each online lesson.

Sun-Weds	Sunday	Monday	Tuesday	Wednesday	Thursday	Thurs
Lesson 1	07:55-08:35	07:55-08:35	07:55-08:35	07:55-08:35	08:00-08:40	**Lesson 1**
Lesson 2	08:45-09:25	08:45-09:25	08:45-09:25	08:45-09:25	08:50-09:30	**Lesson 2**
Break	09:35-09:55	09:35-09:55	09:35-09:55	09:35-09:55	09:40-10:20	**Lesson 3**
Lesson 3	09:55-10:35	09:55-10:35	09:55-10:35	09:55-10:35	10:30-10:55	Break
Lesson 4	10:45-11:25	10:45-11:25	10:45-11:25	10:45-11:25	10:55-11:35	**Lesson 4**
Lesson5	11:35-12:15	11:35-12:15	11:35-12:15	11:35-12:15	11:45-12:25	**Lesson5**
Lunch	12:25-13:30	12:25-13:30	12:25-13:30	12:25-13:30		
Tutor time	13:30-13:45	13:30-13:45	13:30-13:45	13:30-13:45		
Lesson 6	13:55-14:35	13:55-14:35	13:55-14:35	13:55-14:35		
Lesson 7	14:45-15:25	14:45-15:25	14:45-15:25	14:45-15:25		

The main method of communication between teachers and students and from student to student must be through Posts on the main landing page of each class. This will remove the need for teachers and students to communicate continuously via email, which will quickly become unwieldy. Teachers and students can write comments in real time and upload files and documents on Posts. It is even possible for groups of up to 4 people to see each other in live video by clicking on the Meet Now button at the bottom of the page.

In addition to Teams teachers will be using CISCO WebEx as a videoconferencing tool. Teachers will deliver live lessons for their full classes; they will be able to share the content of their screen with their class for the full 40 minutes of each lesson. Teachers will upload the hyperlink to their WebEx meeting room onto the Posts section of the appropriate class tab on Teams. Students must simply click on the link to join the live lesson. Each lesson should be recorded so that students can revisit the lesson if necessary.

b. Tutor time

Tutor times will take place daily during the regular timetabled sessions at 13.30 through CISCO WebEx and Heads of Year may periodically deliver year group assemblies to the entire year group using CISCO WebEx. This may seem unnecessary, but we have learnt from the experience of schools in Asia that the loss of face to face contact for an extended period of time can become an issue for some students and staff. As such we require all tutors and their tutees to check in with one another daily during tutor time. Registers should be taken on iSAMS as normal.

c. Points to note

We will endeavour to deliver live lessons for all students; however, we will always prioritise Year 10, 11 and 13 students who have upcoming public examinations in the summer term. Students taking part in live lessons will be expected to participate by activating their webcam to create an environment which is as close to a real classroom setting as possible. They will also be required to follow the Online Home Learning Responsible Agreement which is outlined later in this document. If the rules outlined in the agreement are not followed then regular school sanctions will be applied in line with the school's discipline and sanctions policy and parents will be contacted.

4. What sort of education will we deliver?

Teachers will plan activities that relate as closely as possible to current class content or skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work. Parents will not be placed in the role of teacher any more than they are during the regular school day. Students will be able to carry out the tasks assigned by teachers independently, including accessing the material.

Teachers will continue to assess students by specifying where and when students will be expected to submit homework either using the Class Notebook or the Assignments tab on the top menu within Teams. Teachers will also continue to assess classwork by monitoring the live lesson feed as well as the Posts within each lesson.

Where possible teachers will provide live lessons; however, in certain circumstances teachers will provide independent learning tasks or pre-recorded videos for certain lessons.

5. Why are we using Microsoft Teams and CISCO WebEx?

We have chosen to use Microsoft Teams because Dubai College is a Microsoft school and all staff and students are familiar with the Office365 suite, even if they are unfamiliar with Teams itself. For a brief (54 second) video on the functionality of Teams you can click here: https://bit.ly/2HWtOdj

We have chosen to use CISCO WebEx as our video conferencing tool because it is a video conferencing platform which is universally accessible in Dubai on both Etisalat and Du and on both domestic and commercial contracts. It can also integrate well with Microsoft Teams and allows a full class to be visible to a teacher at any one time.

6. Where?

Students must work where there is high speed internet access and in a location known and approved by their parent or guardian. All teaching staff will be working in country during term time unless authorised to leave by the Headmaster in line with the standard teaching staff absence protocol. If practical and permitted, teachers can work on site at Dubai College

in order to access their teaching materials and to use the school WiFi. Children of staff will be allowed on site to facilitate the inevitable challenges of a move to a 100% online learning environment.

7. When?

Learning activities will be posted ahead of timetabled lessons each day from Sunday to Thursday. Lesson delivery will be condensed into 40 minutes to reduce screen time and to allow for students and staff to interact between lessons as they would during the physical transition between lessons in school.

8. Help

Please ask your son or daughter to show you that they can access Microsoft Teams. If they need assistance accessing Teams please ask them to contact the IT Helpdesk using the telephone number outlined above. If you or your child would like to learn more about how to use Microsoft Teams please visit the following website for further details: https://bit.ly/38olIeq

9. Wellbeing

Loss of face to face contact for an extended period of time may well be an issue for some students and staff and, indeed, parents. Both of our school counsellors will be available for their regular counselling sessions, which they will conduct online via CISCO WebEx. If your son or daughter would like to book a session with either school counsellor they can email them using the contact details outlined above.

Review of Policy

The Education Continuity Policy is monitored by SLT and the Education Sub-committee and will be reviewed on an annual basis. This policy will be posted on the Dubai College website.

In the event that the education continuity plan is activated this policy will be reviewed weekly and, if amended, redistributed to staff, parents and students.

Policy Details	
Version date	March 2020
Last review	March 2020
Next review	March 2021
Responsible SLT	Head

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APPENDIX ONE

Online Home Learning Responsible User Agreement - Students

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Rules

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology if my parents have signed the parent consent form for face-to-face sessions.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Microsoft Teams and CISCO WebEx); this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will complete and upload all homework into Teams by the deadlines directed by the teacher.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I understand that when using Microsoft Teams and CISCO WebEx and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

Guidelines

When using Microsoft Teams and CISCO WebEx, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Video conference from an environment that is quiet, safe and free from distractions.
- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas, no swimwear)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and fellow students
- Provide feedback to teachers about your experiences and any relevant suggestions
- You **MUST NOT** record each other's online interactions or the video lessons
- You **MUST NOT** share recorded lessons publicly
- Make sure you end the session as soon as the teacher tells you to do so

Please send all suggestions for amendments to this policy directly to the Headmaster.

Parent Consent form for Face to Face Sessions

Dear parent,

As we move to a 100% online learning environment using Microsoft Teams and CISCO WebEx in line with our Education Continuity Policy, we must receive parental permission before a student is able to take part in face-to-face sessions.

All students must adhere to the Online Home Learning Responsible User Agreement in order to engage safely in the face-to-face sessions. Please read and discuss this user agreement with your child. If you have any concerns or queries with regard to the agreement please contact headassist@dubaicollege.org and we will deal with your enquiry accordingly.

In order to facilitate face-to-face conferencing during the suspension of in-person learning, we ask that you support your child, where possible, by:

- providing them with a workspace that is quiet, safe and free from distractions with an adult nearby if necessary
- making sure your child is dressed appropriately
- ensuring that face-to-face communication is only between teachers and students

All parent to teacher communication should be via email or reception as usual. Neither parents nor students may record, share or comment on public forums about individual teachers.

By completing the following Microsoft Form, you give permission for your child to attend face-to-face sessions with Dubai College staff and you acknowledge that you have shared this document and discussed face-to-face learning with your child. It is very important that your child agrees to follow the rules.

Please click here to complete the form:
https://forms.office.com/Pages/ResponsePage.aspx?id=NCpsXyRPWEi-z1oEaRAGllAy1CmpAMVMlKYPtJzyppxUQzdGN1lHNVVZRVdPRzFWUDlZVFQzNFA4Ty4u

Please send all suggestions for amendments to this policy directly to the Headmaster.

Yours faithfully,

Michael Lambert
Headmaster

APPENDIX THREE

Face to Face Sessions at Dubai College - Teacher Protocols

Online face-to-face sessions will provide staff and students at Dubai College with the next best alternative to in-person learning. As a school we will focus our attention on those students in Years 10, 11 and 13 who are preparing for upcoming public examinations in the summer term. Our second focus group will be those students in Years 10 and 12 who are mid-way through national qualifications but do not have upcoming public examinations. Finally, we will be providing work for students in Years 7-9. As demonstrated during staff training we will be using Microsoft Teams and CISCO WebEx as our platform for learning.

Minimum expectations

Over time, the content of these face-to-face sessions may become more sophisticated. In the early stages of use, however, we ask that staff do the following as a minimum:

1. Register each class on iSAMS at the start of each lesson
2. Provide consistency within departments for students in each key stage
3. Provide at least the following learning opportunities for each lesson:

   a. live lessons for those Year 10, 11 and 13 students with upcoming public examinations
   b. independent learning tasks and examination related content for those Year 10 and 12 students in the middle of their national qualifications
   c. independent learning tasks for students in Years 7, 8 and 9

4. Attend live tutor time online and take the appropriate register
5. Provide feedback on work in line with the whole school Assessment, Marking and Feedback Policy

Online safety

Teachers must create a safe environment for themselves and our students when engaging in online face-to-face sessions. The following guidelines are there to protect both staff and students.

1. Dubai College will obtain consent from parents to allow their children to access online face-to-face sessions. The SLT will notify teachers of any students whose parents have not provided consent. Teacher must not allow these students to attend face-to-face sessions.
2. Teachers should familiarise themselves with the functions of Microsoft Teams and CISCO WebEx, including the privacy and mute settings.
3. All face-to-face sessions should take place in school time between 07.55 and 15.35 Sunday to Wednesday and 07.55 to 12.35 on Thursday. Online face-to-face sessions must be hosted and supervised by the class teacher at all times.
4. Teachers should consider and be sensitive to the needs of individual students, and children who may be sensitive to certain topics or issues that may arise during the online face-to-face sessions.
5. Heads of Year should be on hand to handle any sudden changes or upsetting developments that may occur as a result of the face-to-face sessions.
6. When a face-to-face session is finished, teachers should ensure that all students have left the session and close the meeting once complete.

Essential Rules for all teachers

1. The first session of online learning with students must be on protocols and parameters of face-to-face learning even if students have already covered this with another teacher
2. The first few minutes of each face-to-face should be a brief reminder of the expectations, rules and regulations which keep children and teachers safe online.
3. Microsoft Teams 'posts' and CISCO WebEx face-to-face sessions and chats should only take place between 07.55 and 15.35 on Sunday to Wednesday and 07.55 and 12.35 on Thursday.
4. When required to meet for live face-to-face sessions teachers should notify students at least 24 hours in advance on Microsoft Teams 'posts'
5. For safeguarding and child protection reasons as well as the potential for connectivity issues, each lesson should be recorded
6. A recording of a lesson should be placed into 'posts' on the relevant Teams page as soon as possible after the lesson with details of the date and period e.g. Tues 3rd March Period 2
7. Video conference from an environment that is quiet, safe and free from distractions
8. Ensure you are in professional dress
9. Register each class on iSAMS at the start of each lesson
10. Teachers should follow the regular discipline and sanctions policy in case of misbehaviour
11. It is up to classroom teachers to inform Heads of Department if students miss lessons and/or online homework deadlines
12. Teachers should report any safeguarding concerns resulting from online face-to-face sessions to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or the Headmaster in line with the whole school Child Protection and Safeguarding Policy
13. Follow the standard homework timetable
14. Teachers should adapt the online learning for students on the SEND register

Subject Leaders:

1. Should be shared on all Teams within their subject so that they can support colleagues within their department
2. Should regularly check in with their colleagues to ensure that staff are consistent in their approaches and pick up on any potential concerns early on
3. Should provide support to colleagues in their teams to ensure that work is provided as required
4. Should maintain weekly departmental meetings

Tutors

1. Should meet with their tutees every day at 1330 on CISCO WebEx
2. Should register their tutees as normal during tutor time
3. Should ask their tutees to share any issues they are having with the online learning environment, both practically and socially

Heads of Year

1. Should deliver a weekly assembly via CISCO WebEx with positive messages and good news stories
2. Should oversee student engagement with online learning, intervening and escalating as appropriate
3. Should proactively liaise with parents if there are issues with online learning
4. Should work closely with students of concern in multiple subjects, provide the personal touch and closely oversee that they are completing their work.

SENCO

1. Should connect with students on the SEND register and parents of students on the SEND register in the first week and every other week thereafter to check how they are coping with online learning.

Please send all suggestions for amendments to this policy directly to the Headmaster.