



Parent and Student Remote Learning Handbook

APRIL 2021



OVERVIEW

This handbook covers educational provision for remote learning. This includes practice such as remote learning, teacher-led lessons and the use of web-based materials to supplement classroom-based learning.

The handbook outlines the requirements that Doha College expects should be met by parents and students during times of remote learning.

Doha College's approach to remote learning begins with the assertion that the learning experiences teachers design when school is in regular session cannot be simply replicated through remote learning. In particular, the invaluable social interactions and mediation that occurs naturally among students and between teachers and students cannot be recreated in the same way.

Doha College deliberately uses the term remote learning rather than technology-specific labels such as 'virtual learning,' 'e-learning,' or 'online classes.' This choice reflects our conviction that quality learning happens in a variety of ways without solely relying on technology. Rather than being tied to an electronic device for their learning, students will be required to engage in a variety of media to progress with their learning.

Doha College's aim is for students to read, communicate, and engage in authentic learning experiences, while continuing to be physically active.

CONTACT

All students must check their email and/or the Portal and where applicable, their Google Classroom daily for information regarding their learning for the day.

Parents can contact school in the usual way, which is either calling the school, emailing the teacher or using the elarning@dohacollege.com email address. As a school we will remain in regular contact with parents and students.

DELIVERY OF EDUCATION

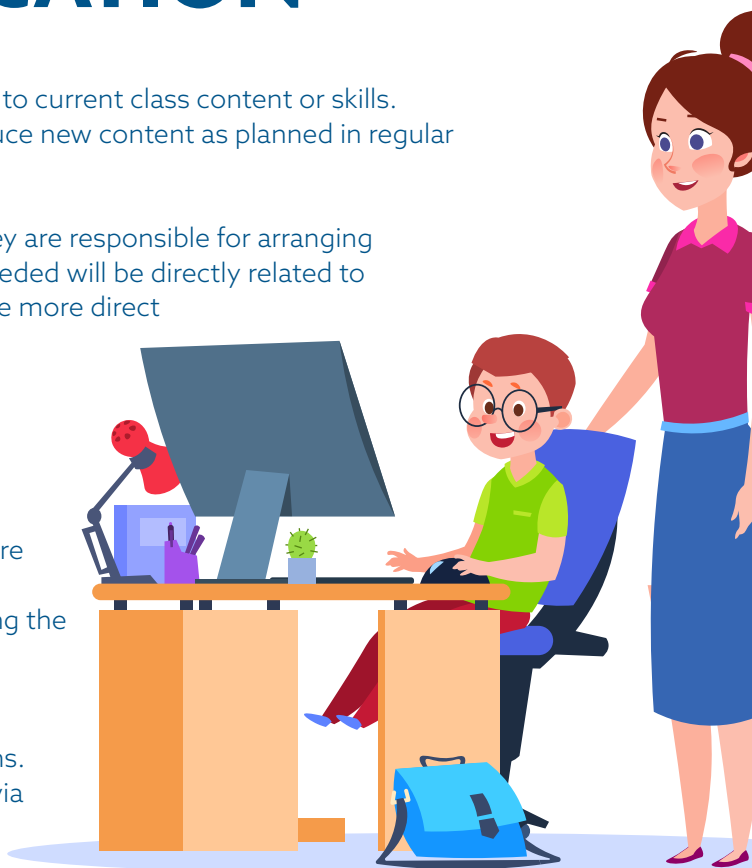
Teachers will plan activities that relate as closely as possible to current class content or skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work.

Parents will not be placed in the role of teacher, however they are responsible for arranging supervision for their child/ren. The degree of supervision needed will be directly related to the age and stage of your child and the younger they are, the more direct supervision will be required.

Students will, depending on their age and stage, wherever possible, 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 their work. Teachers will also continue to assess classwork by monitoring the Zoom lesson feed as well as the posts within each lesson.

On a daily basis, teachers will provide Zoom sessions and, sometimes where appropriate pre-recorded lessons/sessions. Students have access to each teacher's Zoom meeting link via Firefly. Students taking part in Zoom lessons will be required to follow the guidelines, which are outlined in the handbook. If these are not followed then regular school sanctions will be applied in line with the school's behaviour policy and parents will be contacted.



WHEN WILL LEARNING ACTIVITIES BE

Learning activities will be posted on FireFly/Class Dojo/ Google Classroom between the end of the school day and 5:00pm each day. Where possible, all learning should be completed following the regular timings of the school day as per each child's timetable. All evidence of learning should be submitted by, at the latest, the start of the next school day. Teacher's will follow up with any work not submitted.



REGULAR TOUCHPOINTS

These are some of the additional touchpoints that will support remote learning and the well-being of your child:

PRIMARY STUDENTS WILL RECEIVE

Sunday	Head of School and/or Deputy Head Teacher 'Welcome to the week' message
Thursday	Assistant Head Teacher, Year group assemblies for Star of the Week

SECONDARY STUDENTS WILL RECEIVE

Sunday	Head of Year and Tutors to lead Year Group Zoom session including a well-being survey to track and monitor support needed
Wednesday	Assistant Head Teacher and/or Head of Year led assemblies
Thursday	Head of School and/or Deputy Head teacher 'End of the week' message.

We will also be planning house events and other community events over the duration of remote learning.

Doha College remote learning powered by:



helping
schools
inspire



ClassDojo



Google Drive

VIDEO-CONFERENCING PROCEDURES

Safeguarding Advice

Teachers and students will attend Doha College online through Zoom. To do this, staff will use their individual Zoom meeting links that the students can access via Firefly. We strongly recommend that students download the Zoom app. This will provide you with full functionality and a higher speed than the web version.

Student Expecations

Students should follow the procedures below to access the learning offered:

1. Engage in online learning and discussions in a positive and appropriate manner and at the same standard as expected in school.
2. Send the teacher evidence of any physical pieces of work/learning that has taken place so that the teacher can acknowledge and record it. (this can and may be facilitated by an adult depending on the age of the student)



For Zoom calls



Be on time for lessons



Choose an appropriate place to sit for the lesson (e.g. ideally their desk or dining room table – quiet and private but not overly personal).



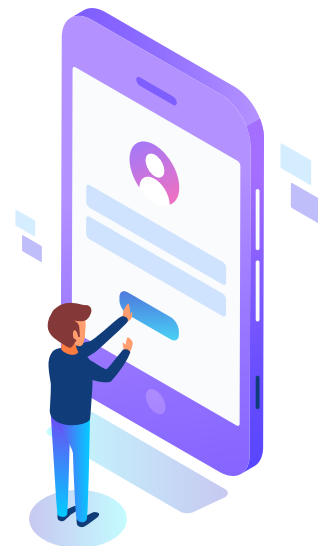
Be dressed appropriately
(e.g. no pyjamas, shoulders covered).



It is recommended for students to keep their video on during synchronous learning, however, students can choose to opt out of sharing their video and can participate in the lesson with audio and chat functions only.



Maintain appropriate behaviour and respectful interactions with staff and other students, just as they would in person.



Log in with their full name as their screen name.



To ensure that learning time is protected and used effectively, students should not be messaging or communicating with other students on social media or other platforms during lessons.



Not share the Zoom/lesson link with anyone else.

GENERAL EXPECTATIONS

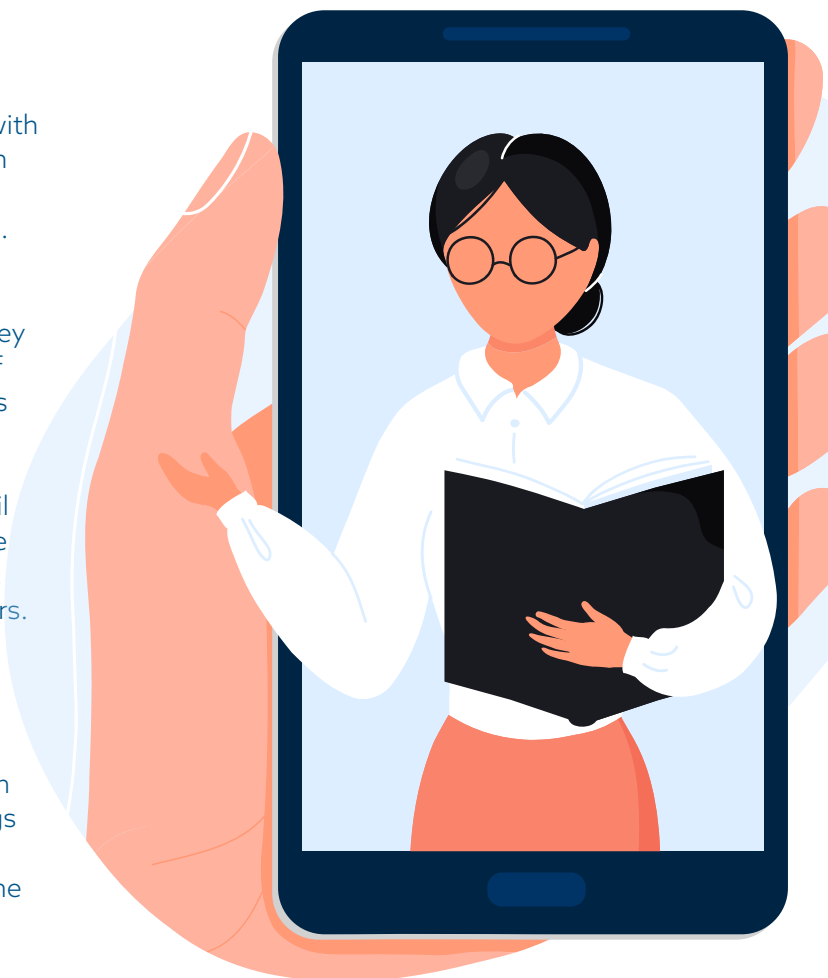
Parents:

- should encourage and support their child/ren's work, e.g. finding an appropriate place to work, checking that work is completed.
- should contact the school directly via regular communication channels if there are any concerns.



Teachers:

- will only use Firefly/Google Classroom (and ClassDojo for Primary) to publish and share resources and set tasks, Zoom to communicate with groups of students (classes), or one-to-one, when live teaching or communicating in real time with students. They may link to other online resources.
- where possible, follow the daily timetable as they would during any normal week. For example, if they are teaching maths on Sunday period 1, then staff should be available to provide support to students who are completing work at this time.
- will not mark class work as late or incomplete until the start of the next school day subsequent to the due date. At this stage the teacher will send out a reminder to the student and log it on SIMS/trackers. Absence from remote learning due to illness or other reasons, covered in our attendance policy, should be dealt with on a case-by-case basis.
- during Ramadan, will not have lessons longer than 30-35min in total and during regular lesson timings no longer than 45min. Students should be given sufficient time to complete any work set before the next lesson starts.



OUR VISION

To enable personal growth, instil a passion for learning and create aspirational minds.

OUR MISSION

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

OUR CORE VALUES

- Excellence and diligence
- Respect and integrity
- Commitment and accountability
- Perseverance and honesty
- Fun and enjoyment
- Challenge and reward

