

Distance Learning Policy Primary School

Distance Learning in the event of school closure	2
Ethos	2
School Timings	2
Safeguarding	3
Support	3
Attendance	3
Breaks	4
Microphone Use	4
Camera Use	4
Asking Questions	4
Internet Connection	4
Tips for improving connection:	5
IT Troubleshooting	5
Staff Absenteeism	5
After School Activities (ASAs)	5
Alliance Francaise (French Language provider)	5
Teacher Expectations by School Stage	6
Kindergarten (Pre-KG and KG-1):	6
KG-2 and PYP (KG-2 - G5):	6
Assessing Student Learning Online	6
Distance Learning Guide for Early Years Parents (Pre-KG- KG-2)	7
Distance Learning Guide for PYP	9

Distance Learning in the event of school closure

In the event of an unforeseen school closure, Fairgreen International School (FIS) will transition to online learning. Online platforms will be used by all grade levels to ensure the continuation of education. The guidelines below outline the roles, expectations, and procedures for staff, students, and parents during the online learning period. It also highlights specific provisions for KG, Primary phases.

Ethos

Distance learning at Fairgreen is designed to provide continuity, to ensure progress towards established learning targets for all our students. In keeping with Fairgreen's commitment to high quality education, distance learning experiences are developed to be robust and meaningful, whilst also keeping the wellbeing of our community in mind. When circumstances dictate that we have to be on distance learning it does provide an opportunity to work, not just on developing knowledge, but also a real world opportunity to work on learning skills e.g. self-management, research, thinking and communication.

School Timings

School timings are staggered for the duration of online learning. This staggering of the day supports families who are trying to support multiple children. It also supports families in which devices may be in demand within the family.

All timings outlined below are based on **UAE (Dubai) local time**. We recognise that some families may have temporarily relocated outside of the UAE. As a result, the scheduled start and finish times may fall very early or late, depending on their time zone. To support continued engagement with learning, all live teaching sessions will be recorded and shared with families, enabling students to access the learning and complete required tasks at a time that is more suitable for their circumstances.

Monday to Friday Start times

- Pre-KG and KG-1 - 8:00 a.m.
- KG-2 to G2 - 8.30 a.m.
- G3 to G5 - 9:00 a.m.

Lessons will then proceed as outlined in that meeting.

The day will close with a final check-in organised through homeroom teachers. The school day ends according to the following timings;

Monday to Thursday end of day

- Pre-KG and KG-1 - 1.30 p.m.
- KG-2 to G2 - 3.00 p.m.
- G3 to G5 - 3.30 p.m.

Friday end of day

- Pre-KG and KG-1 - 11.30 p.m.
- KG-2 to G2 - 11.30 p.m.
- G3 to G5 - 11.30 p.m.

We are cognisant that being on screens for the duration of the day would not be in the best interests of our students. Therefore, breaks and asynchronous tasks are built into the day, and these times away from screens should be taken by students in order to aid their concentration as well as their wellbeing.

Safeguarding

Students are expected to join live online lessons from an appropriate learning space (for example, seated at a table or desk rather than on a bed). Students should be dressed appropriately in daywear and not in sleepwear. Families are also asked to consider what is visible in the background of the camera to ensure that the learning environment presented on screen is suitable for a school learning context.

All live online sessions will be recorded. In line with safeguarding expectations, teachers will not conduct one-to-one live online sessions with individual students. Where individual support is required, this will take place within a group setting or through alternative means agreed by the school. During live lessons, multiple students will be present online at the same time. Recordings will only be shared with the class through the school Google Drive. All recordings will be deleted at the end of term 3.

The school's existing Safeguarding and Child Protection Policy remains fully in effect during any period of distance learning.

Students and parents must not record live lessons, take screenshots, or share images or content from online sessions via social media or messaging platforms.

Support

Please reach out to our Counselling department for additional support, or ideas of how to talk to children about the reasons for the transition to Distance Learning.

Attendance

Notification of Absences: Parents must inform the school of student absences through the normal communication channels.

Attendance will be recorded as **DL (Digital Learning)** for students who engage with the

learning set by their teacher. This may include participation in live online lessons or, where students are located in a different time zone or face other exceptional circumstances, the completion and submission of assigned learning tasks within the expected timeframe.

Students who are unable to attend live sessions due to time zone differences are expected to access recorded inputs or asynchronous learning materials and demonstrate engagement through the work they produce.

Students who do not attend live sessions and do not engage with or submit the required learning, and where no communication has been received by the school, will be marked as Absent (Unauthorised). Families of students who are persistently absent or not engaging with learning will be contacted initially by the counselling department and subsequently by a member of the school leadership team.

Breaks

Students should not spend the entire lesson in front of their screens. Teachers will design lessons that incorporate screen breaks, allowing students time away from devices.

Microphone Use

To maintain a smooth lesson flow, teachers may mute all students at certain points to ensure clear communication. Students should only unmute when prompted by the teacher.

Camera Use

Students should have their cameras turned on for the majority of the time when the teacher is delivering the live introductions. Please be mindful of background distractions. We understand that students may need to turn their video off at times, and this is fine, but they should turn it back on as soon as is appropriate.

Asking Questions

Students are encouraged to use the 'raise hand' function if they have a question during the lesson. Teachers will do their best to engage with all students, but online learning presents unique challenges in managing large groups.

Internet Connection

Parents are responsible for ensuring their child has a stable internet connection during online lessons. If there are connectivity issues, either the student or parent should inform the teacher.

Tips for improving connection:

- Restart devices daily.
- Disconnect unnecessary devices.
- Avoid streaming/downloading during lessons.
- Turn off VPNs.
- Perform updates outside school hours.
- Keep devices near the router and fully charged.

IT Troubleshooting

- **Contact IT Support:** For technical issues, email ithelpdesk@fairgreen.ae with "IT Support" in the subject line.
- **Supported Issues:** IT can assist with login issues related to Google Suite and Zoom and provide guidance on other technical concerns.

Staff Absenteeism

- In the case of short term absence, teachers will offer pre-recorded material if they are able.
- If teachers are unable to provide the above then Grade level leaders will provide other suitable materials for the students in line with material being provided to the other classes in the grade. They may also invite the students of the other class to join their own class for live sessions.
- In cases of longer term absence then substitute teachers (cover teachers) will be sought.

After School Activities (ASAs)

All ASAs will be cancelled during periods of school closure.

Alliance Francaise (French Language provider)

Students who are registered for French language tuition provided by Alliance Française will continue to be supported by them in the event of a transition to distance learning. Alliance Française will communicate directly with the parents of registered students to arrange online tuition. The scheduling, format and delivery of these sessions will be managed independently by Alliance Française. The arrangement of these lessons will be determined between the provider and the family.

External (Paid) Afterschool Activities

For enquiries regarding cancellation policies, please contact Stryx Sports via znasar@fairgreen.ae

Complaint Procedure

For any concerns, parents must follow the proper escalation process. We much prefer

parents to approach the school directly and promptly so that any issues arising can be addressed in a timely manner. This will ensure questions are handled efficiently. The escalation process can be found in the parent handbooks linked [here](#).

Teacher Expectations by School Stage

Kindergarten (Pre-KG and KG-1):

Teachers will use Zoom / Google Meets for live lessons. KG teachers will be available online at 8.00 a.m. to welcome students and to take the register. Teachers will provide an overview of the day and take questions from students until 8.15am. For live lessons, a short live introduction will be given, followed by task explanations; teachers will make themselves available at regular intervals throughout the day. Feedback will be provided for the duration of the online learning. These live sessions will be recorded, uploaded to the school's Google Drive and shared with students / families who are not able to access the live content.

KG-2 and PYP (KG-2 - G5):

There will be a mixture of live and prerecorded content with the proportion of live content rising according to the child's age. Live lessons will be conducted on Zoom / Google Meets.

In the first live meeting of the day teachers will provide an overview of the day and take questions from students. They will also "check-in" with students and provide opportunities / activities to aid connection.

At the start of each live lesson, teachers will provide a 10-20 minute live introduction to explain tasks. These live sessions will be recorded, uploaded to the school's Google Drive and shared with students / families who are not able to access the live content.

Throughout the lesson, teachers will make themselves available at regular intervals to help address student queries.

Feedback will be given on key learning outcomes in line with the schools "Marking and Feedback Policy".

Assessing Student Learning Online

Formative assessments will be used to monitor progress during online learning through the following methods:

- Questioning and Polls
- Online Quizzes
- Exit Tickets
- Presentations
- Padlet Posts

-
- EdPuzzle
 - Peer and Self-Assessment

Appendix A

Distance Learning Guide for Early Years Parents (Pre-KG- KG-2)

Ethos

Distance learning at Fairgreen is designed to provide continuity, to ensure progress towards established learning targets for all our students. In keeping with Fairgreen's commitment to high quality education, distance learning experiences are developed to be robust and meaningful. When circumstances dictate that we have to be on distance learning it does provide an opportunity to work, not just on developing knowledge, but also a real world opportunity to work on learning skills e.g. self-management, research, thinking and communication.

Early Years (Pre-KG to KG-2)

Parents will receive learning engagements / invitations to live lessons which may include; a morning greeting; phonics; maths; circle time; Jigsaw lessons and read-alouds.

Content sent out to parents from Early Years teachers may include but are not limited to:

- Live learning engagements
- Screencasts and mini lessons (recorded on Screencastify or Zoom).
- Self-created or third-party videos (modeling, demonstrating skills, showing activities e.g. FlipGrid etc).
- Animations and other multimedia resources.
- Creative tasks.

Teachers will make online resources/ workbook pages etc. available via Toddle or through Google Docs.

Expectations for Distance Learning

Expectations of **Parents**

- Support your child with Distance Learning if you are able.
- In the event of live sessions, do not engage with any other children online.
- Please do not try to engage the teacher - they will be focused on providing for the needs of all the students and trying to ensure their lesson can flow as naturally as possible.
- Do not comment (either verbally, on social media or online) about other children or the lesson.
- Do not record the screen - other parents have not given permission for this.
- Support our aim for balance by providing room and time for regular breaks, reflection, and physical activity.
- Parents are encouraged to support the school's aim of maintaining balance during Distance Learning by ensuring that students take regular breaks from screens, engage in physical activity, and maintain healthy daily routines, including getting adequate sleep.

Expectations of **Students**

- The purpose of this arrangement is for you to learn.
- Make sure you follow the Fairgreen behaviour expectations.
- Be prepared for learning. You may need to access the online resources before the lesson, mums / dads will help with this.

Expectations of **Teachers**

- Ensure instructions are clear.
- Ensure students/ parents have access to the materials for the lesson, if this isn't possible (if specialist materials are used) suggest an alternative.
- Make sure that prerecorded learning engagements are sent to parents promptly each morning.
- On any occasion when you are using Zoom live:-
 - teachers should be visible throughout
 - protocols for taking turns etc. should be established.
- Teachers must not meet students 1:1 or accept unscheduled calls.

-
- Teachers should remove a student from an online meeting if they are inappropriately dressed or in an inappropriate environment.

Appendix B

Distance Learning Guide for PYP

Ethos

Distance learning at Fairgreen is designed to provide continuity and to ensure progress towards established learning targets for all our students during this time. In keeping with Fairgreen's commitment to high quality education, distance learning experiences are developed to be robust and meaningful. When circumstances dictate that we have to move to distance learning, it does provide an opportunity to work, not just on developing knowledge, but also a real world opportunity to work on learning skills e.g. self-management, research, thinking and communication.

General Guidelines:

Before the school day begins, parents will receive directions from the homeroom teacher. Learning may be via synchronous lessons or asynchronous tasks set for the students and explained by the teacher in an online Q and A.

The teachers will ensure their camera is turned on during their teaching input so that students at home can engage fully. Students are expected to have their cameras turned on for the majority of this input as well. The proportion of live lessons, compared to asynchronous learning engagements, will vary according to the age of the student and the specific circumstances which necessitated Distance Learning.

Teachers will make online resources/ workbook pages etc. available via Toddle, Google Classroom or Google Drive. Students should submit their work on the appropriate platform or on their return to school. How students should submit their learning will be made clear by the homeroom teacher.

Guidelines and Regulations for Using Zoom For Live Streaming

Expectations of **Parents** - Distance Learning

- Support your child with Distance Learning whenever you are able.
- Ensure you do not engage with any other children online.
- Please **do not engage the teacher** - they will be focused on providing for the needs of all the students and trying to ensure their lesson can flow as naturally as possible.
- Do not comment (either verbally, on social media or elsewhere online) about other children or the lesson.
- Do not record the screen - other parents have not given permission for this.
- Support our aim for balance by encouraging your child to take regular breaks, to reflect, and to engage in physical activity.
- Please be mindful of the environment that your child is learning in, as this is visible to all. If the teacher deems the environment on view to be inappropriate, your child may be removed from the meeting.
- Please ensure your child is punctual; if they are late to an online lesson, they may not be seen in the waiting room, and they may miss important information.

Expectations of **Students** - Distance Learning

- The purpose of this arrangement is for you to learn.
- Make sure you follow the Fairgreen behaviour expectations.
- Do not take screenshots, record the session or stream it over social media.
- Be prepared for your lesson according to the directions given by your homeroom teacher. You may need to access online resources before the lesson, so that you are ready for learning with your class.
- Be punctual; if you are late to an online lesson, you may not be admitted, and you may miss important information to support your learning.
- Ensure the environment you are learning in is appropriate and that you are dressed for a day of learning (e.g. not in pyjamas).

Expectations of **Teachers**

- Teachers should be visible throughout live learning.

-
- Ensure students have access to the lesson materials; if this isn't possible (e.g., specialist materials are required), suggest an alternative.
 - Provide direction to students/parents before the school day begins, and include a document with the necessary online links.
 - Teachers will not meet students 1:1 online or accept unscheduled calls.
 - If a student is inappropriately dressed or in an inappropriate environment, please remove them from the online call and communicate your reasoning after the lesson.
 - Make clear to students that you will record the live teaching elements of the meeting so that this can be shared with students who are not able to be online at that time.
 - Ensure that the waiting room function is enabled.
 - Attendance and work submissions will be monitored, and attendance will be recorded at the end of the day.
 - Marking of work and feedback should be timely and provide any next steps for learning.