Al Sahwa Schools
Remote Learning Handbook
2020/21

WE ARE AN ACCREDITED SCHOOL
Google for Education Reference School
Cambridge Assessment International Education
Cambridge International School
Primary Years Programme

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Vision and Learning Goals

A developmentally appropriate programme of digital instruction and at home activities that instills a love of learning, fosters curiosity and innovation while connecting the school community through a supportive network that safeguards wellness.

- Instill a lifelong love of learning that continues outside the traditional classroom
- Create opportunities for innovative and creative learning
- Remain connected with our school community
- Support the wellbeing of students

Director's Message

This **"*Remote Learning Handbook"*** is an important component of our strategy to maintain learning for our students in these most difficult times.

The adjustment to remote learning is a challenging one for all partners in our schools. Just as with our students and parents, the staff team is learning every day about what works and what can be improved still further. We have carefully evaluated our experience to date, listened carefully to feedback and believe that the enrichments we have planned will enable even higher quality.

At a whole-school level, we understand clearly that remote learning needs to look different depending upon the ages of the students. The model, for example, in Grade 1 needs to use a very different methodology than that for our senior students. However, regardless of age, all our learning must be underpinned by a clear vision and our Al Sahwa values.

Students globally are in the same position as our students. When we finally return to the classroom, we will adjust our planned learning programmes to meet students where they are. We ask parents not to push your children too hard or to impose structures for completing learning that are too rigid. Retaining motivation and wellbeing are vital during this period of global crisis.

Working together to a clear strategy, listening to each other and being committed to learning, the Al Sahwa community will emerge from the pandemic crisis we are currently facing even stronger and more united than we were before.

Michael Chapman, Director

Overview

The purpose of this handbook is to provide our community with educational provision for Remote Learning (RL) at Al Sahwa Schools. It will outline the requirements that students and parents are expected to meet. Our goal is for students to be actively engaged in authentic learning experiences.

In an emergency, when we may have to suddenly close school, we will continue to deliver the curriculum via a Remote Learning programme. When schooling is disrupted, so too are the timings, roles and responsibilities of the whole community and we must adapt. We will remain flexible and listen to our students, staff and parents taking into account what they need in times of crisis.

As educators, RL obviously requires a shift from our normal practice. The live human connection will be replaced by a balance of face to face communication via video instruction, google chats, voiceovers and synchronous meetings. We all need to bring the best of our experience to provide quality teaching and learning for our students.

As parents you are now part of your child's education in ways you have perhaps not experienced before. Technology plays an integral role in RL and we will continue to source and develop the most effective ways to connect and work collaboratively with our students and families.

In order to understand which aspects of our RL programme are working, we encourage the continuation of open and constructive feedback from all members of our community.

Well-being & Safeguarding

Traditionally schools operate on set schedules and timings. However, when sudden or forced school closure is announced for an extended period of time, the adoption of digitally-delivered lessons will affect the well-being of students, parents and staff alike.

We are committed to ensuring that our school community maintains a work-life balance and has access to school counsellors to support them through this period. Al Sahwa will continue to maintain regular contact with parents via school communications and ensure that we nurture this sense of community and belonging.

Students who receive additional support (Support for Learning, Arabic Language Learners, and English Language Learners) will continue to do so, with support informed by individual learning plans that have been adjusted for the student's remote learning needs.

In our globally and digitally interconnected world, all learners need new skills and knowledge to succeed. Online safety is more important than ever and raising students' awareness of dangers online is of utmost importance. Safeguarding our students requires participation and cooperation from the whole community to implement the policy and procedures of Al Sahwa Remote Learning Safeguarding.

General Expectations: Students, Teachers, Parents

Working in Partnership

> *"Students are the Priority. Change is the Reality. Collaboration is the Strategy."*
> Judith Billings

The following guidelines and expectations have been developed to make our RL experience work as successfully as possible.

Teachers

- Teachers will create learning experiences for students to take time to absorb content by working at their own pace
- We will upload resources in advance and use appropriate apps to set work for students
- Teachers will give explicit instructions for consistency and set clear expectations and deadlines for completion of tasks
- The school will provide extra support where needed. Teachers will use online collaboration tools to support individual/groups of students who may require extra help with certain concepts/tasks
- The school leadership team and teachers will be online during set hours to provide support, answer questions, or clarify confusion
- The school will seek student and parent feedback about quality of the learning experience, the amount of work, the pace of work and most of all, how the student and family are feeling through this experience
- We will use this feedback to inform the next steps of planning and implementation
- Teachers will mark student work and provide feedback in a timely manner

Students

- Be present and on time for online learning sessions as directed by specific sections of the school
- Actively complete all tasks as assigned by teachers and submit work by the due dates
- Adhere to Al Sahwa Remote Learning Safeguarding.
- Adhere to the school Academic Honesty Policy
- Adhere to the school Assessment Policy (Secondary), Primary Assessment Policy

- Contact teachers/the school if work is too difficult/easy
- Do not record online interactions, video lessons, or share with the public

Parents

- Provide an environment conducive to learning that includes a safe and quiet space and access to technology
- Engage in conversations with your child about their learning and the tasks they need to complete
- Monitor time spent engaging with remote learning both online and offline
- Support emotional balance by providing room and time for reflection, physical activity, conversation and play
- Support your child with time management to complete work by the due date
- Provide feedback on the quality of the learning experience for your son/daughter

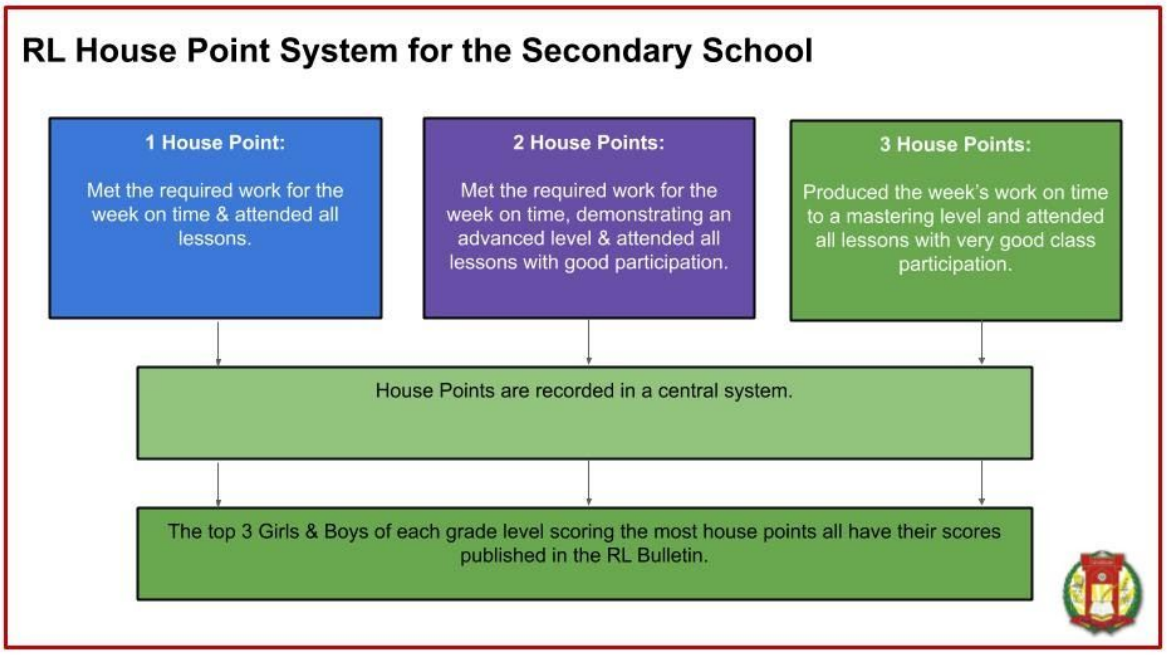
What if a student does not complete assignments or tasks?

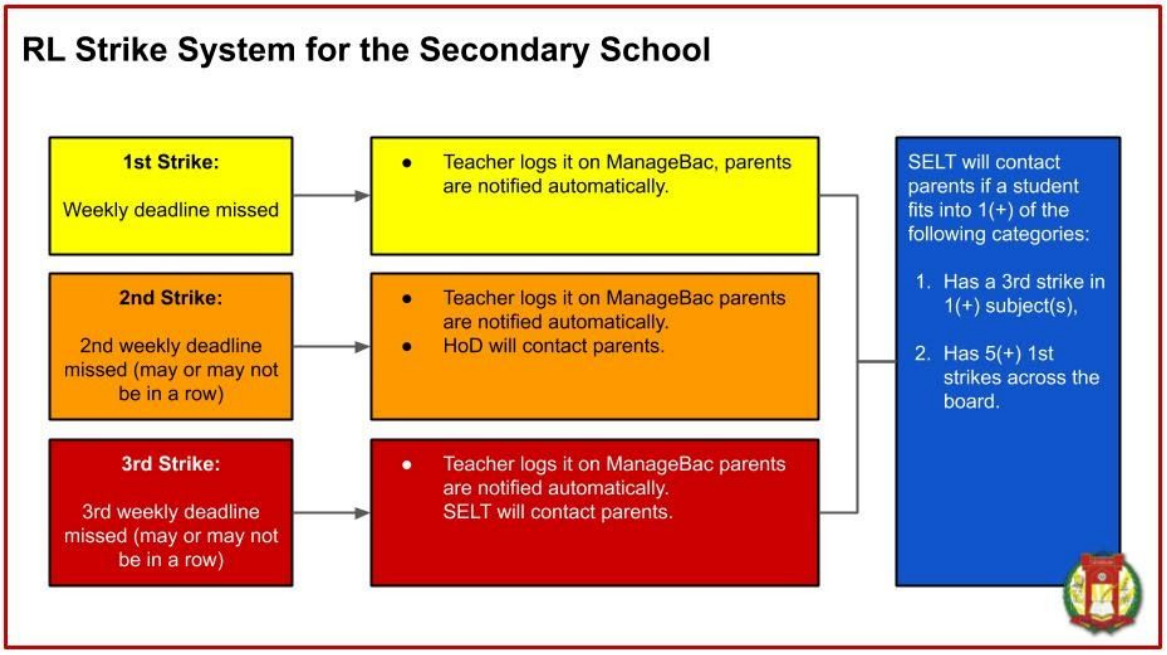
Given that we are all in different learning environments we understand there may be valid reasons why students do not complete set assignments/ tasks.

Task Completion Grades 1 - 5

One [1] week of non completion of three [3] or more set tasks One [1] week of non attendance of three [3] or more synchronous lessons	Teacher sends an email to the parent on Google Classroom. Anecdotally records communication. PLT included in communication.
Two [2] weeks of non completion of three [3] or more set tasks Two [2] weeks of non attendance of three [3] or more synchronous lessons	The Deputy Principal contacts parents by phone to discuss the circumstances. Anecdotally records communication. Principal seeks further assistance from school counselling and wellbeing services if required. Principal informed.
Three [3] weeks of non completion of three [3] or more set tasks Three [3] weeks of non attendance of three [3] or more synchronous lessons	The Deputy Principal contacts parents by phone to discuss the circumstances. Anecdotally records communication. Principal seeks further assistance of school counselling and wellbeing services if required.

Task Completion Grades 6 - 12





Communication & Support

Parents will receive a weekly bulletin updating them on school-wide information. Regular communication from teachers will continue e.g. Weekly note/content. All teachers are available via email or Google Classroom during RL set hours.

Schedules & Delivery of lessons

Lessons will be posted by 8.30am on the day. All teachers will be available from 9:00 am to 1:30pm daily. Teachers may be contacted via email after these hours and a response can be expected within 24 hours.

Kindergarten

Lessons are posted on Seesaw daily from November 01 2020. Schedule to be confirmed.

Primary Grade 1-5

Lessons are posted on Google Classroom daily following the schedule.

Primary Schedule Remote Learning September - November 2020

Timings	Sunday	Monday	Tuesday	Wednesday	Thursday
9:00 - 9:30	*Good Morning Meetings and Attendance*	*Good Morning Meetings and Attendance*	*Good Morning Meetings and Attendance*	*Good Morning Meetings and Attendance*	*Good Morning Meetings and Attendance*
9:30 - 10:15	**Lesson 2**	**Lesson 2**	**Lesson 2**	**Lesson 2**	**Lesson 2**
10:15 - 10:45	**BREAK**				
10:45 - 11:40	**Lesson 3**	**Lesson 3**	**Lesson 3**	**Lesson 3**	**Lesson 3**
11:40 - 12:10	**BREAK**				
12:10 - 13:00	**Lesson 4**	**Lesson 4**	**Lesson 4**	**Lesson 4**	**Lesson 4**
13:00 - 13:20	*Drop In Session*	*Drop In Session*	*Drop In Session*	*Drop In Session*	*Drop In Session*

Secondary

Class timetables will be given to the students during the Orientation Week. Work will be posted on their Subject Google Classrooms each week. The whole of the secondary school will follow the below schedule:

	RL- SEPT 2020
Period 0 - Homeroom (Registration Time)	9:00 - 9:10
Period 1	9:15 - 10:05
Period 2	10:15 - 11:05
BREAK (20 mins)	11:05 - 11 25
Period 3	11:30 - 12:20
Period 4	12:30 - 1:20
Personal & Social Education (PSE)	1:30 - 2:05 (Sundays only)
Q&A Session with SELT (Optional drop in session)	2:10 - 2:30 (First 4 Sundays only)

Virtual Learning Platforms Guide

Learning is shared via Seesaw in KG and Google Classroom from Grades 1-12. Below are user guides for these platforms;

Seesaw
Google Classroom

Technology Questions

What technology do I need to participate in remote learning?

Students will need an internet-enabled device. This could include a smartphone, computer or laptop, iPad or tablet, or school-issued Chromebook.

What if we have an internet service outage?

If you experience an internet outage at home, please contact your internet service provider. A benefit of Remote Learning is that it offers students the ability to complete assignments and activities throughout the week in the event of an internet outage.

Will students be able to access Google Classroom from home?

Yes, they can login with their Google account.

Do parents have to have a Google Account/Seesaw to access?

Teachers will invite parents to their google classroom. They can see daily or weekly summaries of what their child has accomplished, and view any class announcements.

Parents are sent a link/code to join their child's Seesaw Class. They can view all tasks and activities.

How are staff supported and trained in the use of technology?

Staff received continuous support with upskilling needs.

Ramadan 2021 Schedule

Al Sahwa Schools is committed to supporting our students and their families with Remote Learning during the month of Ramadan.

The Al Sahwa community will be advised of any changes to the school's schedule prior to the start of Ramadan.

Contacts

1. Safeguarding — safeguarding@alsahwa.edu.om
2. Primary Principal — nicola.moodley@alsahwa.edu.om
3. Secondary Girls' Principal — nadia.jaber@alsahwa.edu.om
4. Student Welfare — studentservices@group.alsahwa.edu.om