مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

ONLINE LEARNING POLICY

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Scope of the Policy

The Online Learning Policy applies to:

- All staff engaged in the delivery of online education
- All students receiving online education at Our Own English High School (OOS)

Strategic Vision and Guiding Principles for Online Education

OOS aims to provide a **supportive, high-quality, and inclusive online learning experience** that positively impacts students and the wider community. Our online education model enhances access to learning, responds to emerging educational needs, and maintains high academic and wellbeing standards for a diverse student population.

Student-Centred Online Learning Experience

OOS is committed to a **student-centred approach** to online education. High-quality online learning is achieved through:

- Individualised attention to students
- Structured online student orientation and guidance
- Opportunities for interaction and collaboration with teachers and peers
- Rigorous and engaging coursework aligned to curriculum standards
- Responsive technical and emotional support

Ongoing Support for Teaching Staff

OOS ensures continuous professional support for effective online teaching through:

- Targeted professional development programmes
- Training in online lesson design and delivery
- Guidance on digital pedagogy and assessment
- Access to instructional resources and IT support
- Ongoing coaching and feedback to enhance online teaching practices

Roles & Responsibilities During Online Learning

All stakeholders play a vital role in the successful implementation of the Remote Learning Plan (RLP).

Leadership Team – Roles & Responsibilities

- Develop, implement, and share the Remote Learning Plan (RLP)
- Establish and maintain clear communication channels with parents, students, and staff
- Support families, students, and staff during the transition to online learning
- Guide and monitor the effective implementation of the RLP
- Ensure a high-quality and consistent online learning experience across sections
- Monitor staff and student attendance in coordination with Heads of Section
- Liaise with the IT Support Team regarding technical issues on digital platforms
- Respond to emails in line with GEMS response norms (within 24 hours)
- Disseminate weekly parent and student surveys and review feedback
- Participate in virtual meetings via Microsoft TEAMS

Class Teachers / Subject Teachers – Roles & Responsibilities

- Be available to students, colleagues, and parents during school working hours
- Record parent communication regularly in PULSE CRM
- Deliver online lessons as per the weekly schedule using Microsoft TEAMS
- Provide timely and constructive feedback to students
- Track student engagement and achievement daily
- Use appropriate online assessment tools to assess progress
- Ensure adherence to the Online Safety Policy during virtual lessons
- Assign meaningful, differentiated, and curriculum-aligned tasks
- Collaborate with department members to ensure consistency

Teaching Assistants (LSA)

- Work closely with class teachers to support students
- Contribute to the implementation of the Remote Learning Plan
- Provide targeted academic and learning support where required

Counsellors

- Act as a point of contact for students and families in emotional or crisis situations
- Maintain a bank of social-emotional learning resources
- Conduct virtual counselling sessions and office hours via Microsoft TEAMS

Librarians

- Curate and share digital learning and research resources
- Support teachers in designing high-quality online learning experiences
- Be available to assist students and staff with resource needs

IT Support Team

- Monitor technical requirements of staff, students, and parents
- Provide timely in-person or remote technical support
- Support access to Microsoft TEAMS

Student Roles & Responsibilities

To help maintain a productive online learning environment, students are expected to follow the **online class etiquette guidelines** outlined below:

Punctuality & Readiness:

- Students must join every online class **on time**.
- Devices should be fully charged with a stable internet connection.
- Books and learning materials should be kept ready before the session begins.

Learning Environment:

- Students should be seated in a **quiet, distraction-free, and well-lit** area.
- Avoid background noise, movement, and interruptions.

Camera & Microphone Etiquette:

- For safeguarding and wellbeing purposes, student cameras should be switched **ON** during live lessons,

- Microphones should be **muted** unless the teacher requests interaction.

Dress Code & Behaviour:

- Students must attend classes in **school uniform**
- Respectful behaviour and adherence to teacher instructions are expected at all times.

Active Participation:

- Students should participate actively in discussions and class activities.
- Chat features must be used **only for academic communication**.

Attendance & Assignment Submission:

- Attendance will be taken for each session.
- All assignments should be completed and submitted within the specified timelines.

Digital Safety & Responsibility:

- Meeting links, screenshots, and recordings must **not** be shared.

Students should use the platform responsibly and adhere to school digital safety expectations

Parent / Guardian Roles & Responsibilities

Parents and guardians are expected to:

- Establish daily routines and clear learning expectations
- Provide a distraction-free learning environment at home
- Monitor school communications regularly
- Check in daily with their child's learning progress
- Support emotional wellbeing through reflection, mindfulness, and rest
- Encourage regular physical activity and healthy routines

Elementary School

Kindergarten (KG1 & KG2): Priorities & Considerations

- Parents will receive grade-specific communication following notification of school closure
- Communication tools include emails, newsletters, and circulars
- Learning will focus on holistic development: language, cognitive, physical, and social-emotional growth
- Activities will emphasise creativity, interaction, and play-based learning

Elementary School (Grades 1–5): Priorities & Considerations

- Parents will receive grade-specific guidance after closure notifications
- Communication will be via newsletters, emails, and circulars
- Students will engage in a balance of on-screen and off-screen learning
- Tasks will clearly outline expectations and parental support levels
- Grades 1–2 require higher parental involvement than Grades 3–5
- Teachers will upload assignments, worksheets, and videos on Teams

Weekly Learning Plan – Elementary

Every weekend, students will receive a **Weekly Learning Plan** via email.

The plan will include:

- Weekly Learning Intentions and Success Criteria

- Daily subject-wise learning activities
- Assigned assessments and tasks
- Required learning resources

Middle School & Senior School

Priorities & Considerations

- Parents will receive grade-specific updates following closure notifications
- Communication channels include email, newsletters, and circulars

Teachers may:

- Conduct live lessons, Upload learning resources on **Microsoft TEAMS**
- Learning will balance academic rigour with student wellbeing
- Tasks will promote independent and collaborative learning
- Resources may include videos, readings, and research links
- Students are encouraged to proactively seek clarification from teachers
- Counsellors, class teachers, and subject teachers remain accessible for support

Weekly Learning Plan – Middle & Senior School

Weekly Learning Plans will be shared every weekend and will include:

- Weekly Learning Objectives and Success Criteria
- Daily lesson schedules and activities
- Assessments and submissions
- Required digital and offline learning resources