Date: May 2024
Review Date: August 2026
Responsibility: Deputy Head (Academic)

EPSOM COLLEGE IN MALAYSIA - ONLINE TEACHING AND LEARNING PROTOCOL

Summary
This document describes the actions that will be taken by the school to support students who cannot be physically present in the College due to travel restrictions or COVID-19 related issues. In these instances our teachers will continue to provide our pupils with a high quality education with the aid of online teaching tools such as Google Classroom, Seesaw and Google Meet.

To ensure that progress is maximised the College will be delivering combined physical face-to-face learning and live online learning. In this way all students will be able to access their timetabled lessons and teachers and also continue to engage with their peers.

Aims

- To enable pupils to maintain their learning of each subject, in line with normal classroom expectations.
- To provide carefully planned, timetabled learning activities, making the best use of technology and a variety of media to ensure that each learner is actively engaged and receiving personalised feedback on their progress.
- To maintain the learning relationships between teachers, pupils and their families.
- To provide social, emotional and health programmes supporting pupils' wellbeing.
- To ensure that the overall provision is balanced and reasonable for each pupil taking into account their individual and family situation.

Roles and Responsibilities

Teachers (Senior School)

Are expected to:

- Prepare and lead high quality online/hybrid learning activities that match the timings and duration of the scheduled lessons in students' timetables.

- Provide 'live' teacher-led video teaching for the duration of each lesson. This will be via Google Meet/Hangout and may include pre-recorded teacher presentations. 'Live' sessions will be recorded and available for those online pupils who cannot attend.
- Maintain a consistent online presence, including making themselves immediately available during scheduled lessons via Google Meet. All contact should be via the Epsom Google account only.
- Deliver a mix of lesson styles, including video, text chat and setting of independent tasks to be completed by pupils.
- Keep a record of attendance for each lesson.
- Follow up on pupil absence with HMM and through completion of relevant documentation
- Allow pupils at least 24 hours to complete the classwork set, if they are not in attendance at the scheduled lesson time.
- Set class work that continues or consolidates pupils' learning.
- Ensure all resources are provided for each lesson.
- Follow up with online pupils who have not completed the work whilst being mindful of individual circumstances and challenges.
- Ensure that the HMM is notified on any issues regarding completion of homework and attendance
- Provide feedback/acknowledgement of work every lesson, with regular individualised feedback to pupils.
- Differentiate by process and outcome where relevant.
- Alert the House Master/Mistress and relevant Key Stage Coordinator and/or Head of Sixth Form in cases of non-attendance of lessons or lack of work completion.
- Provide an opportunity for pupil feedback on each lesson via Google Classroom or email. This may be regarding the pace and content of lessons.
- Set a reasonable amount of Prep/Homework that provides flexibility for each pupil's circumstances. Follow the prep timetable.

Teachers (Prep School)

- Take the class register as normal for their class by 8.25am to include online learners - Years 2-6 only.
- The morning activities will be uploaded to Seesaw by 8.30am and afternoon activities by 1.00pm.
- Ensure that all pupils in Years 2 - 6 have the opportunity to take part in the Group Chat and Reading sessions with TAs at least once per week.
- Deliver lessons for all pupils with clear timelines for completion provided.
- Deliver a mix of lesson styles, including video (live and/or pre-recorded), text chat and setting of achievable 'offline' tasks to be completed by pupils.
- Provide feedback including marking, within 2 days of uploading onto Seesaw.
- Communicate any issues they have become aware of over set work with the Ks Coordinator / Head of Prep. Contact pupils and parents.
- Contact parents of online pupils who have not 'attended' school 2 x days in a row with no reason given.
- Class teachers hold personal calls with online pupils and parents to ensure pupils are making progress and to check on the wellbeing of the pupil.

Non-Google Online Learners

For online students who are not able to access Google apps the College will look at delivering alternative software and solutions to support their learning.

- The Head of Key Stages will communicate with the online students' teachers to create a folder of lesson resources and plans one week (sent on Mondays at 8.30am) in advance of the students' timetabled lessons.
- Teachers will use alternative communication software to invite online learners to their timetabled lessons.
- HMMs and tutors will make regular contact with online students and parents to ensure work is being received and completed and to relay any issues.

Heads of Department

Are expected to:

- Ensure all teachers are following the Online Teaching and Learning Protocol through monitoring of their department.
- Facilitate the tracking and monitoring of pupils' progress within the department.
- This may be done through analysis of results from set assessments and liaising with teachers.
- Check on the wellbeing of all staff in their departments.
- Have weekly/fortnightly Department Meetings to discuss matters arising and conduct school business.

Pupils

It is important that online pupils:

- Engage with the work set.
- Share/submit evidence of completed assignments at the end of the scheduled lesson time or within 24hrs (if not able to be in attendance for the scheduled lesson).
- Communicate regularly with their teachers - taking care to only use the school's email, Google Classroom or Google Meet.
- Ensure that they have submitted their work online as directed by teachers.
- Contact teachers/tutors to ask questions if they are finding the work challenging or encounter any other issues.
- Check in individually with tutors.
- Try to complete work set within the timeframe of the lesson and stick to the time indicated by teachers for each task.
- Are prepared to work at home during normal school hours.
- Give feedback to teachers on their lessons.
- Are proactive in asking questions on areas of uncertainty.
- Communicate with parents or guardians, so they understand their progress.

Parents/Guardians

Parents and Guardians can have a significant impact on their child's/children's progress through the following methods (as each family's situation allows):

- Supporting pupils by ensuring all set work is being received.

- Supporting pupils by ensuring all set work is being attempted.
- Supporting pupils by encouraging them to follow teacher guidelines on the time to be spent on each piece of work.
- Encouraging pupils to contact teachers to seek help and support if needed.

Form Tutors (Senior School)

- Tutors will check in with online tutees during tutor time in the morning, and if required, at other times to ask how online learning and mental welfare is for the children.
- Communicate any issues they have become aware of over set work with teachers or HoDs, and HMMs.
- Record this information on the pupil profile (notes section) on iSAMs. For more significant concerns, record via WellBeing Concern on isams. Concerns can be filed as an academic or pastoral matter.
- Follow up on areas covered in PSHE during tutor time, engage in one to one talks with each tutee(recorded on iSAMS) and work through the pupil tracking document with each of their tutees to ensure that the pupils are engaging with their academic and pastoral journey
- .Contact pupils and/or parents as delegated by HMM (First instance by email, cc parents. Second instance by phone call to parents).

House Masters/Mistresses & Key Stage Coordinators

Are expected to:

- Contact online pupils who have not 'attended' school 2 x days in a row with no reason given by the parents.
- HMMs maintain contact with online pupils and parents, including weekly updates on key issues arising.
- HMMs & KSCs - communicate with staff over any well-being issues pupils might be facing.
- Communicate significant behaviour/ well-being concerns to the Deputy Head (Students.

Senior Leadership Team

Responsibilities:

- Ensure that all staff are trained in the use of the resources required for implementation of the online learning agreement.
- Monitor the quality of lessons and the response to lesson provision.
- Maintain communication with all stakeholders.
- Ensure the well-being of all staff and pupils are monitored.
- Monitor and liaise with HMMs, KSCs and HoDs regarding all pupils causing concern.

Safeguarding for Distance Learning

- Epsom College in Malaysia has put in place Safeguarding Policies for Teachers and is ensuring that Safeguarding remains paramount in all interactions with pupils.