



European School Bergen

GUIDELINES FOR DISTANCE TEACHING AND LEARNING IN SECONDARY- STUDENTS AND PARENTS

Version 23.09.2020

1. INTRODUCTION

The following guidelines are defined to clarify the arrangements and expectations for distance learning at all levels of the secondary school and to ensure pedagogical continuity in the event of a suspension of obligatory regular attendance of students at school.

The school guidelines are in line with the document *Distance learning recommendations for course continuity during temporary suspension of obligatory regular attendance of pupils at school* (Ref: 2020-03-D-11-en-6).

This is a dynamic document and is updated whenever necessary.

2. PRINCIPLES AND OBJECTIVES

Distance learning should not be confused with online learning. Teachers provide their students with a balance between on-line and off-line learning activities. Students must not be in front of the screen during the entire school day.

The objectives mainly aim to:

- Ensure pedagogical continuity via distance learning and to provide students with quality teaching and learning
- Support the wellbeing of the students

3. COMMUNICATION

SMS

- The teachers enter **the information** about the work in class, homework, tests etc. in a regular way onto SMS
- Students must check SMS regularly

TEAMS

- On-line lessons are carried out in TEAMS and planned in TEAMS calendar
- **All the tasks** are posted onto TEAMS, students are instructed by the teachers.
- Teams can be used also for further details of the homework/assignments, communication with the students
- Students must check TEAMS regularly

EMAILS

- Emails are used for communication with the parents
- Tasks **are not given** by email, unless a last resort.
- Any homework or other written assignment from students sent by email is **not accepted**, unless a last resort.

4. TEACHING AND LEARNING

- Teachers follow their regular timetable and they are **available during their regular class hours** to teach and assess, answer questions, monitor progress and encourage the students.
- When following the regular timetable, teachers are recommended to meet their students **briefly at the beginning of each lesson**, as this will allow them to follow their outline learning objectives, keep track of participation and answer questions.
- Every teacher provides **at least one complete online course with all students per week**.
- In case there are multiple family members in need of using home computers, **the parents have to inform the teachers about those restrictions in the family**.
- The teachers will post materials for planned teaching on the “Teams” at the start of the timetabled lesson.
- Educational Support lessons will be taking place during distance learning
- On-line lessons are given in TEAMS
- Students are **not allowed to record video, audio or screenshot of students and teachers or mute teacher**.
- During online sessions, the use of the camera is **strongly recommended**.
- **Minimum technical requirements for on-line lessons:** A device, connected to the internet, with installed Microsoft Office: Teams, OneNote (ClassNoteBook), PowerPoint, Word, Excel etc., microphone, webcam. A mobile phone should only be used as a last resort, but it is strongly discouraged.

5. ATTENDANCE

- **Participation in online lessons is compulsory for students.** If a student has technical problems and therefore is unable to attend the online lesson, he/she has to inform the teacher about it.
- Parents inform the school about their child’s sickness by sending an email to childabsent@esbergen.org
- If a student is absent and the parents have not informed the school, the teacher contacts the student via the chat in TEAMS. If the student does not respond, the teacher informs the Educational Adviser (Mr Spittaels) who then will contact the parents and student via SMS
- A student's weekly involvement in a subject can be measured by active participation. **Active participation means that a student posts all the required tasks on the “Teams” platform by the deadline set by the teachers and participates in on-line lessons.**
- Simply logging into TEAMS is not considered active attendance. Students must answer the posts of the teacher for each lesson.
- Students participation is monitored and recorded.

6. HOMEWORK

- Do not overload the students with homework - **less is more!**

- In S1-S3 extra homework is not given, except reading a book.
- Students should pay attention to the quality of the work they submit so that it meets the standards set by the teacher
- Students submit their homework by the deadline. If a student has problems with meeting the deadline, he/she has to inform the teacher in advance. If the student has regular problems meeting the deadline, the teacher informs the Educational Adviser.

7. **ONLINE CLASSROOM CODE OF CONDUCT**

- Students attend on-line lessons from their room, **sitting behind a table and being properly dressed**
- Students interact respectfully with teachers and other students, they communicate with classmates and teachers in a responsible and sensible manner
- Students follow the instructions given by the teacher
- Students respect the privacy and ownership of others' work. Students **submit only the work made by themselves**. (See the *Guideline on plagiarism* on the website).
- During the on-line lessons students are expected to follow the basic communication rules: they must not delete the students and mute their microphones
- Students are responsible for their behaviour when using Internet (see *the Code of Conduct for Internet and Social Media* on the website)

8. **ASSESSMENT, MARKING, FEEDBACK**

- Students receive timely and personalized feedback about their learning.
- Students are informed which assignments they get only feedback on and which assignments are marked (contributes to A mark).
- Teachers use a broad variety of assessment methods and tools (oral and written) to get information about students' progress and to be able to give an A-mark.

9. **WELL-BEING OF STUDENTS**

- Teachers create an environment that focuses on the well-being of all.
- Teachers have regular contact with the students. Through on-line meetings (e.g. whole group, small groups, pairs, individual) teachers offer pedagogical support, as well as care and listening during a challenging situation.
- If a teacher notices any worrying signs of any student, he/she informs immediately a member of the Care Team (Beth Edwards, Tish Stoakes, Mariane Zingraff, Leah Schoffelman, Ulvi Soomlals, Rozien Zijp).
- Students and /or parents contact the class teacher or a member of the Care Team if support is needed.
- Steps are taken by the Care Team to reach out and connect with these students and/ or their parents.

10. **PROCEDURE IN CASE OF PARENTAL COMPLAINT**

- If a parent is not satisfied with the quality of the instruction provided to their child, the parent contacts first the teacher. If resolution not found, the parent contacts the Deputy Director.

11. IT SUPPORT FOR STUDENTS

- If a student has problems with uploading the assignments, he/she contacts the subject teacher
- In case of problems with SMS or TEAMS, the student contact the Educational Adviser Mr Spittaels pete.spottaels@eursc.eu or the Assistant Deputy Director Mr Ferrant jean-philippe.ferrant@eursc.eu who will contact/inform the IT technicians of the school
- If a student has problem with the device, it is the responsibility of the parents to find a solution.