



Swansea College Learning Policy

Purpose

This policy outlines procedure and protocol where online or distance learning is required. Students must adhere to the policy, and accept the terms and conditions by signing the policy consent form in Appendix A.

We recognise that online safety is of huge importance and the aim of this document is to help to protect both school staff and pupils, while teaching and learning online.

This policy does not set out to replace our Acceptable Usage Policy and takes account of Distance/Remote Learning provisions. Rather, it is proposed as an important addition to the area of learning from a digital platform. The policy presented here should be read also in tandem with our Behaviour Policy and Anti-Bullying Policy.

The primary obligation of all schools is to the welfare of the learners in their school. This policy, therefore, seeks to ensure that remote learning is safe for all student learners and that personal and sensitive data is also protected under GDPR legislation. Schools must ensure that learning takes place in an environment that is respectful and fair and meets its statutory duties.

This Policy has been formulated in accordance with the provisions of the Department of Education and relevant sections of:

- a) The Education Act (1998)
- b) Education (Welfare) Act (2000)
- c) Equal Status Act (2000)
- d) Education for Persons with Special Educational Needs Act (2004)
- e) Disability Act (2005)
- f) Children First Act 2017)
- g) GDPR
- h) Data Protection Act (2018)
- j) Behaviour Policy

This is a working document. As we continue to explore options available to support distance learning, the document will be updated accordingly.

Guidelines for good online communication

- Staff, families and students are expected to behave in an appropriate, safe, respectful and kind manner online.
- **Under no circumstances should pictures or recordings be taken of video calls except by teachers for Child Safeguarding purposes.**
- It is the duty of parents/guardians to supervise children while they are working online and to ensure that any content submitted to their teacher is appropriate.
- Any electronic forms of communication will be for educational purposes and to allow for communication with families.

Rules for pupils using online communication methods

For submitting learning

- Submit work and pictures that are appropriate - have an adult take a look at your work before you send it.
- Use kind and friendly words.

For Zoom calls with Teachers/ College staff

- Remember to ensure you join each Zoom meeting using your child's name.
- Pictures or recordings of the video call are not allowed.
- Remember our school rules - they are still in place, even online.
- Set up your device in a quiet space, with no distractions in the background.
- Join with your video camera on.
- If you have the chance to talk, speak in your normal voice, using kind and friendly words.
- Show respect by listening to others while they are speaking.
- Ensure that you are dressed appropriately for the video call.
- Be on time - set a reminder if it helps.
- Enjoy! Don't forget to smile and wave hello to everyone when you join!

Guidelines for parents and guardians

For learning

- It is the responsibility of parents and guardians to ensure that pupils are supervised while they work online.
- Check over the work which pupils send to their teacher, ensuring it is appropriate.
- Continue to revise online safety measures with pupils.

For Zoom Calls

- Under no circumstances should pictures or recordings be taken of video calls except by teachers for educational/child protection purposes.
- Ensure that you check Aladdin/email for invites to join meetings.
- The main purpose of a video call is to maintain a social connection between the school staff and pupils. Encourage pupils to listen and enjoy the experience.
- You will automatically enter a waiting room when the code for a Zoom call has been entered. Please note that school staff will only accept users into video call if you can be identified by the display name on your zoom account (i.e child's name)
- You will be expected to have your video camera on.
- Participants in the call should be dressed appropriately.
- An appropriate background/room should be chosen for the video call.
- For detailed information on GDPR and Zoom, please visit <https://zoom.us/privacy>

Online Teaching

- Staff/teachers will create Google classrooms for their classes. This will be done by level and subject.
- Staff members who will be teaching online will ensure they have a current and valid Enhanced DBS Check.
- Students will be given the relevant classroom codes and sent an invitation to join the Google classroom via email.
- Staff will create a zoom link for each class. This will be posted in each classroom and used to enter your class.
- A copy of this policy will be made available on Swansea College's website and parents will be sent the notice in Appendix A.

Registration, Tutorials, Study Revision session, PE and PSHE

- Students are expected to arrive to registration at least 5 mins prior to start, on the days they have classes.
- If you arrive 10 minutes late to class, you will not be allowed into class.
- Every effort will be made to ensure classes are delivered effectively, where there is a sickness or an emergency, a supply teacher will be sourced, if this is not possible, work will be uploaded on the Google classroom. Students will be notified about any changes to the schedule via their classroom as soon as possible.
- During the study tutorial session teachers will be available and will carry out mentor meetings too for extra support as and when required by students.
- Students should make good use of the resource material provided for them, to help them with their understanding of the subject. The resources provided will help support the student whilst revising for subject examinations.

Student Expectation

- Students should keep an open communication with Subject teachers and Office staff.
- All students are expected to study our PSHE programme; weekly sessions.
- All students are expected to take part in our PE Programme; weekly sessions.
- All students are expected to attend the Study Tutorial session every Thursday afternoon.
- All students are expected to keep open communication with their teachers.
- All students are expected to participate during lessons.
- All students are expected to take revision notes during their lessons.
- All students are expected to complete homework assignments, projects, or coursework on time from the deadlines set by the subject teacher.
- All students are expected to revise for tests, mock assessments, and exams

Classes

- Work will be set by the classroom teacher. The amount of work will be at the discretion of the teacher.
- Additional resources will be available on Google classroom.
- Parents and students should be made aware that students should continue to work at the pace of the class, if they feel they are not able to do so, you are expected to notify us immediately.
- We advise that parents schedule a time for their children to complete homework. This should be equivalent to the amount of time typically spent in class. For example, students who attend 3 hours hours of Mathematics a week should complete 3 hours of work at home; 1 hour during Study Tutorial and 2 hours homework.
- Parents are advised to check their emails and the student's notice board for all updates. Communication will be sent out through the academic year includes half term/holidays, its important you check your emails and updates on the student's notice board regularly.
- All classes will be recorded. All recording will be kept in our cloud storage.
- In the event of an extended closure /lockdown, classes will still continue as normal
- Students who withdraw from the course will be removed from the Google Classroom.
- We will be working from e-books; if you wish to purchase a hard copy, the links will be available on your classroom stream.
- Student's full name should appear online during all lessons. The student will not be permitted access without this.
- Students must always share their video whilst in class. The student will be removed from class if their video is not switched on.

Online Classroom Expectations

- Students are expected to have high speed internet access
- Students should log in to their classroom at least 5 minutes before their class begins.
- If students arrive 10 minutes late to class, then the student will not be allowed into class.
- Attendance will be taken for every class.
- Students will still be expected to conduct themselves in an appropriate manner equivalent to the way they would be expected to behave in school.
- Students must be willing to learn.
- Students must address female teachers as Miss and male teachers as Sir.

- Students must be dressed appropriately at all times.
- Students must always wear their college hoodie when attending college.
- Students must be prepared for their lesson and have / bring their equipment ready before class.
- College office Staff will be available for questions and queries during school time.
- We recommend students work in a common room in their house, ideally a quiet space such as their dining room or a parents' office.
- Regular behaviour policies and codes of conduct still apply to students and staff, these will follow.
- Students are not permitted to take photos/videos of their screen at any time, photos taken of the teacher and/or other students will be taken as a serious offence and may lead to exclusion, in the case of exclusion, fees will not be refunded and you will not be allowed to sit your exams at the end of the year or as an external candidate.
- Students will be removed from class if they use any inappropriate language, this will also lead to sanctions or exclusion.
- If there is a concern that the student is not studying and not responding to questions, then they will be asked to stay behind and explain to the teacher. Parents will be informed.
- Students are allowed to drink water during their lessons; any additional refreshments should wait until the class has finished or if the refreshments have been permitted by the teacher due to medical needs.

Parents Expectations

Parents must:

- always speak to Office staff and teachers with respect.
- all communication must be sent to office@swanseacollege.com
- student name should be the subject in each email
- be respectful when communicating with teachers and staff.
- copy in the office email when communicating with subject teachers.
- be open to communication when there are concerns from teachers/staff.
- check emails for regular updates during term times, half term and holidays.
- make sure all requests are made in writing in an email.
- make sure not to disturb online lessons by asking questions to teachers before, during, and after online lessons. Any questions can be sent directly to the subject teacher, or to office staff via email.
- inform the college immediately if there are any concerns in writing in an email.
- inform the office by email if their child will be absent.
- Inform the subject teacher and office by email in advance if there is any incident with technology that may prevent their child to not have their video switched on during lesson.
- make sure that online lessons are not interrupted by family members, pets etc.
- make sure students have completed their homework.

- be available for parents evening.
- be responsible for their child turning up to lessons online and in-person at the college.
- make sure their child's fees are up to date at all times.
- We require one full terms notice if you are considering withdrawing your child.
Please note this notice must be received from a parent/guardian mention on the application form during term time where a member of staff needs to acknowledge this.
If you send the notice during holidays/half term then this will be acknowledged on the first day of our return.
- make sure their child is present for mock assessments and exams.



Appendix A: Consent Form for Parents and students

Learning Policy Consent Form

This consent form covers all forms of online learning, including but not limited to: remote learning, video calls, audio calls, and classes conducted through zoom, Google apps or similar programs.

Please complete the following and return by email.

I accept all the Terms and Conditions in the learning policy, (please circle)	
Yes / No	
Child's Name (Please Print)	
Parent/Guardian's Name	
Parent/Guardian's Home Phone	
Parent/Guardian's Mobile Phone	
Parent/Guardian's Email Address	
Student's Email Address (if over 13)	
<p>I hereby consent to Swansea College's collection, use, and/or disclosure of data and information about my child in order to register for online learning. I consent to the use of video calls, audio calls and similar for the purposes of remote and online learning. I recognise that my child's image and voice may be transmitted during video and audio calls.</p>	
Parent/Guardian's Signature	
Date	
<p>I hereby consent to Swansea College's collection, use, and/or disclosure of data and information about myself in order to register for distance learning. I consent to the use of video calls, audio calls and similar for the purposes of remote and distance learning and in class at the college. I recognise that my image and voice may be transmitted during video and audio calls.</p>	
Student Signature	
Date	

