

Sophia HIGH SCHOOL

Online Learning Policy

2025 - 2026

Online Learning Policy

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Document authors (name)	Melissa McBride Jennifer Callaway
Policy Owner	Jennifer Callaway Vanessa Temple (2024/25 version)

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Online Learning Policy

Introduction

The Online Learning Policy reflects appropriate pedagogy and an understanding of how young children learn best, and follows the guidance of the Department for Education (UK) with relation to Online Learning for children in the primary and secondary phases of learning. It details the delivery of the curriculum through a blend of synchronous (live) and asynchronous (non-live) lesson content.

This document sets out the policy of with respect of use of technology for online teaching and learning and operates in addition to our existing policies such as;

- SHS Curriculum Policy
- Safeguarding and Child Protection Policy
- Online Safeguarding Policy
- Digital Safety Policy
- IT Acceptable Usage Policy
- Data Protection Policy

SHS Online Learning

Aim and Vision

- To enable students to fully engage with synchronous and asynchronous learning at a level appropriate for their age and developmental stage.
- That we turn all challenges into advantages and opportunities for the school and community.
- To safeguard students and staff when engaging with Online Learning.
- To ensure that students are clear on the purpose and intended outcomes of their Online Learning experience.
- To provide appropriate learning experiences across curriculum domains to reinforce the application of knowledge, skills and understanding with a clear success criterion for all activities

Scope of this Policy

This policy covers any aspect of student “Online Learning” as used by SHS stakeholders. In all cases students must use their approved school google for education accounts to log in. Students are not to use any other account under any circumstances for the purposes of Online Learning within the school.

The list of applications that will be used for Online Learning will primarily be:

- Google for Education (we have permission to run the full suite)
- Athena, proprietary Digital Education Platform developed by Sophia Technologies

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. This must, in all cases, use a SHS account as the login.

Additional online learning platforms include:

- Literacy Tree
- TWINKL Phonics
- Oxford Owl Reading
- White Rose Maths
- Mathletics
- White Rose Science
- Minecraft Education

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- Linguascope

What is Online Learning for Primary & Secondary Students

SHS acknowledges that all children should have a comprehensive and holistic education, accessed from home, whilst still having a supportive social structure and maintaining a small group dynamic.

SHS Online Learning is a holistic early years programme taught in English, closely aligned with the UK National Curriculum for England from KS1 to KS5 (UK statutory guidance) which families access from home, fully supported by a dedicated SHS team.

It includes:

- Daily Live Lessons, online interactions with qualified teachers and a regular peer group. These are recorded and can be accessed online at any time. Attendance is recorded at each lesson and is mandatory.
- Support videos and resources that can be accessed at any time via Google Classroom
- Digital Notebooks which support and extend the lessons.
- Online support materials, stories and games for each topic.
- Tasks and Challenges set to consolidate and extend the learning of each child at an appropriate level.
- UK Qualified and highly experienced teachers who will plan and present lessons and additional learning resources to support appropriate pedagogy for young children.
- Daily digital feedback for all work completed and submitted. Verbal feedback is also provided for all children including those with EAL or ALN, using MOTE.
- Digital record keeping to identify learning and track progress.
- Scheduled weekly Student Progress Meetings with Parents showing learning successes related to the UK National Curriculum Subjects, PBL and additional programmes such as Mini Duke etc.
- All work shared via Google and Athena, secure and easily used 24-7 by students and parents.

How does this compare to 'face to face' school?

We do not expect our online students to have a full 8-hour day online. The Live Lessons and support activities tasks/challenges and daily practice add up to a significant amount of this time combined. The Live Lessons comprise 50% of the lesson, the remaining 50% is to be spent on Independent Learning, including regular practice of reading and Mathletics. Project Based Learning work outside the Live Lesson covers is required for a child to progress according to expected standards in these subject areas of learning.

All work in the Live Lessons and subsequent activities lead to the (UK) expected standards at the end of each Key Stage (KS1 / LKS2 / UKS2, KS3 / KS4 and KS5) expectations at the end of each Unit. We work across Milepost 1 to Milepost 4.

Sophia High School is accredited by the [UK Department for Education](#) as a premium British Online School offering full-time education for students aged 5 - 18.

Sophia High School is accredited with the Council of British International Schools (COBIS) which ensures that our programme is of the highest standard and recognised and accepted internationally. It is also a member of the UK Independent Schools Association (ISA) is a Pearson Centre of Excellence, and an authorised Pearson Remote invigilation Centre.

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Technology

Google has been chosen as it has the highest level of online security to ensure safeguarding standards are met. It is easy to access on any device, laptop or tablet via a personal password or QR code, adding to the security. We are permitted to use the full suite of online tools for Google Education Workspace and Google Classroom at Sophia High School.

Sophia High School holds full Cyber Essentials Certification.

Lessons, digital notebooks, additional online games and activities, feedback and Live Lessons are all accessed by families from the secure Google Classroom.

All online content is shared with families through Google and is stored on Google Drive Servers.

SHS provides parents with a live session (Google Bootcamp) and supporting video tutorials on how to use the required technology to access online learning, supported by SHS staff. Parents may have this personal session again if needed. Digital Safety Workshops are also provided to parents to ensure they are kept up to date with Filtering and Monitoring at home as part of our Safeguarding Policy.

Live Lessons with small groups of children and their families are hosted on Google and each session has an individual code to ensure the highest level of security.

Pastoral care and Wellbeing of students can be a particular challenge in a remote learning environment. However due to our very small group sizes and weekly contact with parents, teachers are able to maintain strong relationships as they remain in small groups enabling friendships to be formed.

Safeguarding remains our highest priority and all teachers will follow the SHS Safeguarding policy and procedures to maintain the highest standards. All lessons are recorded and placed in the Google Classroom for families to access at any time, and are stored on the SHS Google Drive.

Online Learning Charter.

Role of SHS. SHS will:

Employ qualified and experienced teachers appropriate for the British curriculum, that meet all safeguarding and safer recruitment requirements, to teach online.

- Prepare a timetable that meets the needs of the different phases of learning and uses a pedagogically sound model of teaching for both synchronous and asynchronous lessons.
- Give access to live lessons and prepared videos according to the schedule, scheduled each week.
- Provide secure access to online resources, maintaining safeguarding as a priority.
- Set a group of no more than six children who will remain together, allowing social connections and friendships to form for children, families, and SHS teachers.
- Facilitate online learning via Google.
- Ensure digital feedback, record keeping and reporting are maintained and all work is marked by the teachers and feedback given according to policy.
- Meet with parents individually every week giving updates and progress for each child.
- Present a Student Progress Report according to the Reporting schedule.

Role of the Teacher. SHS Teachers will:

- Use a mix of live lessons and support videos to introduce or consolidate learning for each child according to their developmental level, giving clear explanations, instructions, feedback and guidance.

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- Set appropriate tasks and challenges for each child to extend the learning outside the digital classroom.
- Encourage and support participation by children in all activities set.
- Give positive, meaningful feedback for all work submitted according to schedule.
- Prepare all Topic and Lesson Plans to meet the requirements of the UK National Curriculum Programmes of Study and other partner programmes.
- Use English as the language of instruction with the group members.
- Be polite and respectful with other members of the group.
- Attend online weekly, individual meetings with parents to discuss progress and success.
- Use the approved channels of communication only with parents, passing on all questions and concerns for the SHS team for their consideration and action.

Role of the child. SHS students will:

- Participate in all Live Lessons in an appropriate environment to support online learning.
- Attend all Live Lessons and watch all supporting videos with a supporting adult as required
- Complete and record all activities, tasks and challenges according to schedule.
- Use English in Live Lessons with the teachers and other group members.
- Be polite and respectful with other members of the online class.

Role of the parents/guardians/carers. SHS parents will:

- Encourage and support participation by their child in all Live Lessons and activities, tasks and challenges set by the teacher.
- Wherever possible, watch all support videos, complete online activities, and participate in all tasks and challenges (wherever appropriate) with their child. These are supplementary to the Live Lessons and give guidance and practice to support the curriculum.
- Support Online Learning by engaging in daily practice of reading, phonics and number work.
- Send in digitally all completed work and tasks via Google and the SHS platform according to schedule.
- Attend online weekly or biweekly individual parent meetings with the teacher to discuss progress and success.
- If possible, use English in live lessons with the teachers and other group members.
- Be polite and respectful with other members of the group.
- Use the approved channels of communication with the SHS team only.

Availability

SHS IT team will:

- Use a SHS Admin email address to set up the online platform for each child, giving parents limited, controlled access to the work on the SHS drive.
- Set-up the Google account using the Student Code and send out a personal invitation email to introduce the student and their parents/guardians/carers to their personal Google Classrooms.
- Be the co-pilot of all teacher-accounts and keep videos of all live interactions for monitoring and safeguarding purposes.
- Ensure Teachers use their SHS email address to access the online content.
- Enable Teachers to use the educator dashboard for Google and selected subscribed platforms to access digital content, review the responses of students and give appropriate feedback.
- Run live lessons via the teachers SHS account.
- Track the students' progress on the SHS platform.
- Schedule a weekly individual online meeting for each family to meet with their teacher to discuss progress and success.

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Live Lessons

- Scheduled lessons designed to develop a range of skills in specific curriculum areas. Depending on the phase of learning, these will be up to 40 minutes long in total, schedule set by SHS according to parent preferences.
- Focus on learning English and using it in meaningful ways to communicate and build confidence.
- Develop core skills in Speaking, Reading, Writing, Mathematics, Science, Creatives, Global Citizenship, Digital Citizenship, use of Immersive technologies, Wellbeing and supplementary online activities and resources accessed through Google and the SHS platform. This includes Enrichment activities.
- Support emotional development and mental health through dedicated activities.
- Arts activities to engage creativity and physical fitness.
- Each Live Lesson will follow the specified flow and timings.
- Each section has a specific purpose and is part of a meaningful flow, the same as a lesson in the classroom.
- No child should be engaged in a single static activity for more than 7 – 10 minutes.
- Each Live Lesson is followed by a task/challenge, activity or CANVA Whiteboard activity to allow each child to complete their work without stress and with minimal adult intervention.
- Work will be submitted digitally on Google and the SHS platform for feedback by the teachers.
- Project Based Learning (PBL) Provides independent and collaborative group projects to build on the live lesson learning.

Additional Online Resources

- Literacy Tree English key texts as well as Guided Reading and Reading for pleasure.
- www.oxfordowl.co.uk for teacher use and also free use for families after account creation.
- TWINKL phonics programme
- White Rose Mathematics
- Mathletics to support mathematics development
- White Rose Science
- Linguascope to support ESL and MFL languages
- Minecraft Education
- Additional resources to support individual learning journeys.

(Recordings of all Live Lessons are available on the SHS platform to watch when needed.)

Response Times

Personal feedback to work submitted will be given within 24 hours of submission, because many of our students complete their work in the evening, and so will be responded to by the relevant teacher the following day. Teachers will follow the Feedback and Marking Policy, which is consistent across the school.

Resources

All supporting material required for each lesson will be uploaded onto the Google Classroom for that day. Links uploaded lead to supporting videos, books or games, that are all hosted on the SHS server. Links to videos will be to YouTube and so parental supervision may be needed to ensure online safe practice is observed.

The purpose of a Live Lesson is:

- To give every child a feeling of connection to their teacher and Live Lesson group members.
- To interact with each child in a personal and meaningful way.

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- To give a high level of quality, personal instruction based on the Lesson Plan, but flexible to meet the individual needs of the group.

The Live Lesson is not primarily about delivering content, but about responding to the personal learning levels of each child, encouraging and motivating, and moving them along their learning journey at an appropriate level and pace:

- To encourage children to reflect on the work discussed and tasks/challenges set.
- For children to show what they know in a way, and at a level they are confident. All children will be asked to show specific learning in every session.
- To gain insights into learning based on professional observations made about work submitted online throughout the week and shown in the Live Lesson.
- To engage parents in a structured and meaningful way, showing that we know their child and care about them.
- Based on work feedback, the teacher identifies children to respond to specific questions and records on the lesson plan to ensure personal goals are set and met for each child.

Digital Notebooks and additional resources which support and extend the lessons.

- Each lesson has Digital Workbook pages and/or activity to consolidate the learning of the lesson.
- The tasks and challenges set are to extend the learning at home with fun activities linked to the subject/theme and are to be completed outside the Live Lessons, but recorded on Google.
- Reading books and the reading record are to be completed according to schedule by children, teachers and parents. This includes spellings and other literacy-based activities.

Attendance and Active Engagement

In order to achieve the best possible results during Live Lessons, students' personal devices (PC/laptop - not iPad) need to be charged, with a solid wi-fi connection, a functional camera and microphone. Earphones with a microphone can also help avoid distraction and maintain focus. VR Headsets are encouraged from KS2 upwards for our Immersive Based Learning Environments.

Other physical resources provided in the Resource Pack should be on hand to use if needed.

Teachers reserve the right to MUTE an entire group if it is very noisy, and individual children will UNMUTE when asked. Any individual child (or parent, sibling etc.) who uses rude language or actions will be removed from the group and this will be discussed with the parents and SHS management (see the Parent Charter).

Submission and Evaluation of Work/Record Keeping

All students should be responsive to tasks proposed by the teacher during the Live Lesson and follow the teacher's instructions as to submission of digital Notebook activities, tasks/challenges and other supplementary activities.

Work submitted online:

SHS Teachers will:

- Check each child's submissions each week to see that they are working towards their individual goals and give appropriate feedback within 24 hours. We believe that updated data based on close observation drives the learning.
- Use this information to inform their record keeping against learning and development targets from the UK National Curriculum and appropriate levels of support materials such as Literacy Tree etc.
- Assess all submissions to give insights into learning and set the individual goals for the next week or Live Lesson.

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- Ensure all curriculum areas are covered throughout the year.
- Complete appropriate assessments according to the SHS Term Calendar.
- Record keeping by the teacher will be regular and ongoing, based on observations in the Live Lessons and also work submitted online. Records will be kept on the SHS platform and inform information shared in the Student Reports.
- Assessments and examinations will be scheduled throughout the year and parents will be informed of these dates and the subsequent results.
- All work will be subject to internal moderation linked to UK standards to ensure SHS students are in line with UK expectations of excellence.

Technical Problems

Teachers should contact the SHS IT Team in case of a technical problem.

Parents may be contacted to inform them that they have internet or device issues if they are not present for the Live Lesson and it becomes apparent that the child cannot join effectively.

For clarification, students/parents:

- Will log on using their Student Code and personal link to the Google Classroom.
- Will access interactive video lessons for each day plus other online activities stored on the SHS platform (limited, controlled access).
- Submit pictures or videos of work daily for feedback and encouragement.
- Will access Live Lessons via Google Meet according to schedule.

List of Contacts

Student engagement will be closely monitored by teachers, and at request the SHS Senior Leadership Team. Non-attendance in Live Lessons and a failure to submit additional work will be discussed at the weekly parent meeting, with a member of the Senior Leadership Team if it becomes apparent that this is an ongoing issue, and escalated to the Director of Education if attendance falls below 90%.

Members of the Senior Leadership team will be available to meet with families via confirmed appointment to discuss any questions that arise and offer additional support if requested.

11.0 Child Protection & Safeguarding

Supporting policies can be found on our website, or at parent's request:

SHS Safeguarding and Child Protection Policy

SHS Online Safeguarding Policy

SHS Data Protection Policy

SHS Code of Conduct and Acceptable Use Policy

CIS Guidelines for Safeguarding Distance Learners

Communication and Collaboration (tools)

All communication among members of our community should take place via the school approved channels: SHS email address, Google, SHS Platform. Students should always be aware when they are in a live lesson that they are being recorded by their teacher.

Live Lessons will be recorded and stored for future use by families, and also in cases where there is a parent concern. They will also be used for professional observation and feedback from the SHS Leadership Team. Pre-recorded support lessons are recorded by teachers to support lesson continuity in case of absence, or additional content to support areas of challenge for learners.

The most effective partnerships have each member working together towards a common goal. Our goal is to encourage and enable our children to be confident, effective communicators who can work

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independently or collaboratively, mindful of the world around them and respectful of other people, religions and cultures. We expect our parents to respect and follow these goals whilst working online with their children.

12.0 Privacy

12.1 Data Privacy Statement

Our SHS Online Learning Policy operates in addition to the SHS Code of Conduct and Acceptable Usage Policy, and all related Safeguarding Policies, which are available from our website. For clarity, we will outline aspects specific to online learning, but this should be read alongside our existing policies mentioned above.

What we retain:

- Login activity, specifically, the last time a student logged in to their SHS account.
- The date and time of if/when a student completes their digital Notebook, sends feedback and accesses the teacher's feedback and responses.
- In Live Lessons, all audio, video, Jamboards, annotations and screen share activity of both teacher and participants (audio/video is not recorded if the student is on mute and the video is not enabled).

Why we retain it:

- To assist us in making sure students are engaging in learning sufficiently and in good time
- To assist us in generating appropriate and relevant feedback to parents on progress
- To provide revision materials by means of replaying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class
- To provide a record of activity in the event of a disciplinary or other issue arising during a live class.

Where we retain it:

All data is kept within SHS's own systems which requires a valid SHS login to access.

How long we retain it for:

Ordinarily this is cleared at the end of each year. In any case, activity and content will not be retained beyond the students exit from the school, either through early exit or through graduation.

12.2 Video Recordings

Whilst video lessons are recorded and made available for students and families to provide the highest quality of teacher instruction, they are exclusively published on the current platform used by SHS and cannot be shared, edited or reused in any way. This also applies to the use of screenshots or pictures of the videos, which is strictly forbidden.

12.3 Online Behaviour

During the entire time of their online courses and work, students should be studying at a pace easily accessible by their parents, so that they can be vigilant of their children's online experience. Students

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should report to their parents or teachers any inappropriate content they come across. Finally, parents are encouraged to set up parental controls on their child's device(s), in order to monitor more efficiently their screen time and online habits.

The SHS community is always expected to follow the online code of conduct, as if they were in school. In particular, any form of mockery or any actions that would be considered harassment will be treated as seriously as if it happens at school.

13.0 Wellbeing

While facing their computers, students are encouraged to keep the right distance from the screen, watch their body posture, take regular breaks, get fresh air and exercise, keep a healthy balance between online and offline activities and finally reduce any other non-academic screen time, during this period of intense use of technology. Planning both online and offline activities will help students to unplug from their screens.

We provide ergonomic advice to parents and students annually.

For more advice, please follow the link: <https://www.wikihow.com/Sit-at-a-Computer>