Online Learning Policy 2026-2027

Phoenix Private School, Doha – For Students and Staff

Review Date: August 2026

Approved by: Principal and Governing Body

Next Review Date: August 2027

Learning Philosophy

Our guiding philosophy is **"Achieving Together."** At Phoenix Private School, we believe every student possesses unique potential. Our mission is to motivate all learners by offering a supportive and stimulating environment tailored to different learning styles and needs. We strive to create an inclusive educational culture that encourages critical thinking, collaboration, and resilience, aligned with the goals of **Qatar National Vision 2030**.

We are committed to:

- Nurturing intellectual curiosity and creativity
- Fostering independence and confidence
- Cultivating a culture of continuous improvement and reflection
- Achieving excellence as a unified community of learners, educators, and families

Mission

To develop future leaders who are capable of making a positive impact across the globe.
We challenge today to create a better tomorrow.

Vision

To encourage children to become:

- **Successful Learners** – who take responsibility for their learning
- **Confident Individuals** – who are self-aware, resilient, and articulate
- **Responsible Citizens** – who contribute meaningfully to their communities
- **Effective Contributors** – who are creative, enterprising, and collaborative

Core Values

Each value links directly to our school vision and learning results:

- **Perseverance** empowers students to be **Successful Learners**, facing challenges with determination and never giving up.
- **Honesty** helps students become **Responsible Citizens**, showing integrity, respect, and fairness in their actions.
- **Originality** inspires **Confident Individuals** who express themselves with creativity and courage.
- **Enrichment** supports students in becoming **Effective Contributors**, engaging meaningfully with school life and the wider community.
- **Nurturing** creates a caring environment that helps all students flourish, ensuring emotional wellbeing and academic growth.
- **Inspiration** motivates learners to dream big, aim high, and pursue excellence.
- **Excited to Learn** reflects our joyful and curious approach to learning, helping children develop a lifelong love of discovery.

1. Purpose of This Policy

This policy ensures the delivery of a high-quality, inclusive online education aligned with the school's mission and Qatar's educational standards. It outlines clear processes, expectations, and contingency plans for delivering remote learning via **Microsoft Teams** during planned or emergency closures.

2. Full Implementation Plan for Online Learning

Phase 1: Preparation and Readiness

Action	Responsibility	Timeline
Ensure all students, staff, and parents have MS Teams accounts	IT & Admin Team	Start of Term 1
Train teachers on Teams tools and remote teaching best practices	SLT	Start of Term 1/Ongoing
Provide MS Teams guides to parents and students	SLT / Admin	Start of each term(handbook)
Conduct mock online learning days for system readiness	KS Lead/ Teachers	Once per term
Identify and support students with limited digital access	Inclusion & Admin	Ongoing

Phase 2: Transition to Online Learning

Action	Responsibility	Notes
Notify staff and parents through email, SMS, and Teams	SLT	Include expectations and timelines
Confirm full access to Teams for all users	IT Team	Conduct spot checks
Teachers prepare and upload the first week's digital content	Teachers	Ongoing
Confirm online timetable and meeting links	KS Lead	Share via Teams calendar

Phase 3: Delivery of Online Learning

Component	Detail	Responsibility
Weekly Planning	Teachers upload newsletter and tasks each Sunday by 7:00 a.m.	Class & Subject Teachers
Lesson Delivery	Daily live lessons (as per schedule) through Teams	Teachers
Resource Uploads	Voice notes, videos, presentations, interactive links	Teachers
SEN Support	Targeted sessions via Teams, tailored tasks uploaded	SEN Team
Parent Communication	Weekly updates and feedback through Teams or email	Teachers / SLT
Monitoring Engagement	Use Teams insights to track attendance & task submission	Teachers / Coordinators

3. Roles and Responsibilities

Teachers

- Deliver engaging, interactive lessons aligned to curriculum as per the teacher's schedule
- Join MS Teams at least 5 minutes before the start of the lesson
- Upload weekly newsletter and resources to MS Teams
- Monitor and follow up on assignment completion
- Record attendance and submit weekly engagement reports
- Be available for queries 8:00–1:30 (staff/parents); 9:00–11:00 (students)

Support Staff and SEN Team

- Prepare and deliver differentiated resources
- Provide live or recorded support sessions
- Track progress of supported students and communicate with parents

Students (KS2/KS3)

- Log into Teams and join lessons as per daily schedule (at least 5 minutes before the start of the session)
- Complete assigned classwork and homework on time
- Attend all live lessons and contribute to discussions
- Submit work via Teams assignments or notebook

Parents

- Ensure child has device, internet access and attends each live lesson
- Support daily engagement and task completion
- Respect communication protocols and time windows
- Report technical issues promptly to the school

4. Online Attendance Expectations

- Daily attendance in live lessons is compulsory
- Students travelling are still expected to attend lessons remotely

- Attendance is tracked via Teams and school MIS
- Unauthorised absence may result in academic penalties and review of student enrolment

5. Academic Accountability

Submission and Deadlines

- Work must be submitted as per schedule via MS Teams
- Late or missing work is recorded and flagged weekly
- Teachers provide feedback and self-assessment tools

Escalation Process for Non-Submission

1. **First Reminder**: Email from teacher
2. **Second Reminder**: Admin contact to parents
3. **Final Warning**: Letter from SLT—possible failure due to non-engagement

7. Monitoring and Evaluation

A. School Leadership

- HODs and SLT conduct weekly audits of Teams content and lesson delivery
- Lesson observations and resource reviews (live or recorded)
- Spot checks on student assignments and feedback quality

B. Teachers

- Maintain weekly reflection logs submitted to HODs
- Actively review student progress using Teams insights
- Adjust teaching plans based on engagement levels

C. Students and Engagement

- Teams analytics used to track attendance, log-ins, and task completion
- eachers report disengaged students weekly
- SEN and wellbeing staff follow up with vulnerable students

D. Parent Voice

- Monthly parent surveys (digital) to assess accessibility, satisfaction, and support needs
- Results used to improve communication and instructional strategies

E. Reporting and Review

- SLT compiles a **termly online learning report** including:
    - Engagement statistics
    - Parent and student feedback
    - Strengths and action points
- The policy is reviewed and updated at the end of each term based on findings.