OVERSTONE PARK SCHOOL

Online Lesson Policy

Online Lesson

Date	Review Date	Coordinator
September 2025	**August 2026**	**Mrs M Brown** **Mrs D York** **Miss A West** **Ms V Brown** **Ms K Gorton**

This policy is a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Equality Act 2010
- Education Act 2011

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We have a duty to ensure that during all online lessons teachers must:

- create a safe online environment where all pupils/students are respected and valued;
- make learning fun and enjoyable;
- provide high quality lessons;
- create a lively online atmosphere;
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects;
- teach a planned and well-sequenced curriculum;
- provide frequent, clear explanations of new content;
- gauge how well pupils are progressing through the curriculum;
- plan a programme that is of equivalent length to the core teaching pupils would receive in a day school;
- ensure pupils are aware when lessons start and end
- monitor pupil engagement;
- log participation and motivation levels and feedback to parents, either individually or formally through regular reports;
- contact pupils or parents to explore ways to secure re-engagement;
- assess pupils' progress

We work closely with the School Council to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To use online learning as a way of delivering education and instruction to any class, group or small number of pupils who are not physically present in a traditional school setting.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other online schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Proprietor / Principal

The Proprietor/Principal has:

- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:

  - ☐ discussing improvements to this policy during the school year;
  - ☐ organising surveys to gauge the thoughts of all pupils;
  - ☐ reviewing the effectiveness of this policy

- nominated a link governor to:

  - ☐ visit the school regularly;
  - ☐ work closely with the Principal;
  - ☐ ensure this policy and other linked policies are up to date;
  - ☐ ensure that everyone connected with the school is aware of this policy;
  - ☐ attend training related to this policy;

- ☐ annually report Body on the success and development of this policy

- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide training for all teachers on how to use a single, interactive platform effectively in their teaching;
- ensure risk assessments are:

  - ☐ in place and cover all aspects of this policy;
  - ☐ accurate and suitable;
  - ☐ reviewed annually;
  - ☐ easily available for all school personnel

- ensure good practice is shared throughout the online school;
- work closely with the coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:

  - ☐ monitoring learning and teaching through observing lessons
  - ☐ monitoring planning and assessment
  - ☐ speaking with pupils, school personnel, parents and governors

- monitor the effectiveness of this policy by speaking with pupils, school personnel, Proprietor and parents.

Role of Teachers

When teaching online, teachers must:

- create a positive and safe online classroom environment where all pupils are respected and valued;
- look out for any signs of abuse and neglect;
- report their concerns of abuse and neglect;
- report all suspected safeguarding concerns and disclosures to the Online Designated Safeguarding Lead;
- ensure all communications with *pupils* and parents is on a professional level;
- teach all *pupils* to:

  - ☐ report any form of abuse or online bullying;
  - ☐ be vigilant against online radicalisation

- make learning fun and enjoyable;

- provide high quality lessons;
- create a lively online atmosphere;
- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects;
- teach a planned and well-sequenced curriculum;
- provide frequent, clear explanations of new content;
- gauge how well pupils are progressing through the curriculum;
- plan a programme that is of equivalent length to the core teaching pupils would receive in school;
- monitor pupil engagement;
- log participation and motivation levels and feedback to parents, either individually or formally through regular reports;
- contact pupils or parents to explore ways to secure re-engagement;
- assess pupils'progress through quizzes or tests;
- give clear instructions at the start of all online lessons as to what is expected in terms of behaviour such as:

  ☐ how pupils may signal to ask a question;
  ☐ when pupils should mute their microphones;
  ☐ when pupils should turn on or off their webcam at the start of each session

- regularly check to ensure *pupil* are following along;
- allow *pupils* sufficient time to make comments or ask questions when prompted;
- ensure content shared with *pupils* is appropriate, accessible and course related;
- inform *pupils* in advance if lessons will be recorded;
- give clear instructions when a lesson is coming to an end;
- at the end of each lesson wait for all pupils to log off;
- ensure pupils:

  ☐ behave in a respectful, considerate and kind manner;
  ☐ communicate in a courteous way to both teachers and fellow pupils;
  ☐ display responsible behaviour;
  ☐ treat others and their opinions with respect, cultural sensitivity and politeness;
  ☐ listen and take direction;
  ☐ are punctual to lessons;
  ☐ are located in an appropriate location;
  ☐ are aware of school behaviour systems;
  ☐ participate actively in lessons and complete tasks to the best of their ability;
  ☐ are critically aware of the materials/content they access online;
  ☐ validate the accuracy of information;
  ☐ do not use their mobile or any other hand held device during lesson time

Safeguarding

All pupils must have their camera on at all times to enable teachers to identify the pupils. Otherwise, the Zoom link will be deleted.

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work

hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

Principal:	**M.F Brown**	**Date:**	**September 2025**