

## POLICIES AND PROCEDURES

# PROCEDURE IN THE CASE OF POWER OUTAGE

### **1.1 Aim**

To ensure that, in the event of power outage or any other similar situation, children and adults evacuate the building quickly and safely, and that teaching is ensured while the school has to be closed due to the power outage, if so.

### **1.2 Rationale**

This ensures that in the event of power outage, students and adults should leave the building in a quick and safe manner. The School will confirm as early as possible that all students are outside the building and with adult supervision. Also, that the teaching and learning process still takes place even online if the school has to be closed for a while following the local regulations.

### **1.3 Evacuation of the school if needed**

In the case of a sudden power outage and if the school has to be evacuated, the evacuation procedure is the same as that one described in the corresponding evacuation policy. See that policy for more detailed information.

### **1.4 Responsibilities**

- 1.- SLT members:** ensuring that good guidelines are in place and followed by the rest of staff in each year group, so that students continue to receive the education required. Supporting staff in this process.
- 2.- Teachers:** ensuring that the monitoring and learning process continues to be in place, so that students still receive the education required.
- 3.- Admin and service staff:** ensuring that all the other services needed, even if the school is closed, are still in place and working properly.

### **1.5 Procedure in case the school is close due to power outage**

#### **TEACHING AND LEARNING**

##### Option 1: full day of online lessons

“Virtual School” sessions at ISCS-The British School of Zug during any school suspension will provide both teachers and students with a valuable educational medium which can connect our school with the community. The platform that should be used for all “Virtual School” sessions is Google Suite, (Classroom, Meet, Hangout, Youtube, Drive, etc).

It is envisaged that over time, the content of these sessions will evolve. To begin with, the Google Suite can be used for **Class Register, Assignments, Class discussion, Testing and Assessment, Lecture, Review and Feedback**

To create a safe environment for our students when engaging in a face to face session, there are several things that a teacher should consider.

- Students and teachers follow the normal timetables, but online.
- Regular formative and summative assessments must happen to make sure that students are progressing well. There are different online tools, including in Google Suites for this.
- We must have consent from parents and carers and children to access the face to face session. This will come through a Google Form shared with parents. Without permission, a child should not attend a face to face session.
- Teachers should familiarise themselves with the functions of the Google Suite online tools, including the privacy and mute settings.
- Any online lessons should take place in school time during Core Hours (8:30 am – 15:30pm), on school premises and must be hosted and supervised by the class teacher at all times.
- Teachers need to consider and be sensitive to the needs of individual students, and children who may be sensitive to certain topics or issues that may arise during the online lessons.
- Appropriate staff should be on hand to handle any sudden changes or upsetting developments that may occur during the online sessions.
- When an online lesson is finished, the students should exit Google Meet first, and the teacher should close the meet once complete.

### Essential Rules

1. Have a minimum of two children in each Google Meet interaction. When using Hangout there should be an adult in the room with the student.
2. The first session should be on protocols and parameters of online lesson learning and after that, the first few minutes of each online lesson should be a brief reminder of the expectations, rules and regulations which keep children and teachers safe online.
3. Google Meet should take place between 8:30 am and 3:30 pm (Core School Hours) only.
4. Schedule any google meets 24 hours in advance and notify parents by email
5. Schedule sessions on the whole school shared google calendar
6. Be mindful of access to devices so timetable accordingly.
7. Video conference from an environment that is quiet, safe and free from distractions.
8. Ensure you are in professional dress.
9. Keep a record of attendance after the event. Use ClickEdu for this.
10. Teachers should communicate with Heads should any interactions not be appropriate or conducive to learning.

### Option 2: alternative online programme

Same as above applies but the timetable is reduced for online/virtual lessons. Students receive more work to do independently, which they need to send to teachers for them to assess. The online lessons are there to solve doubts, then.

### REST OF ADMIN AND SERVICES

Rest of admin and service staff must continue completing the actions needed to ensure the best service for students and families. They include but are not limited to:

- Communicating with families regarding general issues.
- Finance.
- ClickEdu