

Distance learning at the European School Luxembourg 1

Secondary cycle

The policy described below was implemented during the Covid pandemic. However, it may also be implemented in cases of force majeure.

- During the week, teachers will deliver lessons online using Teams, following the usual timetable. At the start of each lesson period in their timetable, they will always be in contact with their pupils, check attendance and start the lesson. In some cases, they will start a 'normal lesson', in others they will simply set homework and answer pupils' questions.
- In fact, the number of interactive lessons per week must represent at least 50% of the normal timetable. This is extremely important for lower classes where pupils need more direct contact and guidance. Below is a table showing the suggested number of interactive lessons.

Lessons/week	Minimum number of
1	1
2	1
3	2
4	3
5	3
6	4

- Pupils who are not present during interactive lessons or who have not completed their assignments on time are recorded as absent. If an assignment covers more than one day and there is no feedback, the pupil is recorded as absent in all corresponding periods of the weekly timetable. Parents and educational advisers must be kept informed of any lack of participation and involvement in online teaching/distance learning.
- The use of Teams as the main platform is mandatory. SMS and Outlook may be used to integrate communication, particularly with parents. It is also possible to use other software provided by the European School, but only if it offers additional features not found in Teams.
- Email communications to parents must always include the course code in the header to avoid confusion for parents with more than one child at the school.
- In general, teachers should avoid asking parents to print documents, as some families do not have a printer at home.
- Teachers strive to increase harmonisation by sharing examples of good practice. The subject coordinator should facilitate this process.
- Teachers responsible for educational support courses should try to contact all pupils in their courses and inform parents if a pupil does not respond (especially for individual courses). The support teacher should ask the subject teacher to add them to their team so that they can receive the relevant course documents and information and, if necessary, assist the pupil during lessons.
 - Some pupils may have logistical and connection problems at home and may find it difficult to cope with the same workload they have during normal lessons. At the same time, other pupils may have more time to work and are willing to take on an even heavier workload than normal. For this reason, it is suggested that teachers give basic compulsory homework for all pupils and also some optional homework.