



STEWARDS

Stewards.ONE Online School Policies

Rules of the Road

(20:20 Vision)

Policy Document

Last Updated: 3rd of September 2024

Table of Contents

1. Introduction.....	3
2. Values, Mission, and Vision	4
3. Admissions Policy	5
4. Tuition and Fees Policy	7
5. Curriculum and Instruction Policy	9
6. Assessment and Grading Policy.....	11
7. Attendance and Participation Policy	13
8. Behaviour and Conduct Policy	15
9. Technology and Device Use Policy	17
10. Safeguarding and Child Protection Policy	19
The remaining policies are still in consultation and will be release as soon as approved by the school board.....	21
11. Data Protection and Privacy Policy.....	21
12. Complaints and Grievances Policy.....	21
13. Health and Safety Policy	21
14. Equal Opportunity and Non-Discrimination Policy	21
15. Parental Collaboration Policy	21
16. Staff Policies and Procedures	21
17. Emergency Procedures and School Closure Policy	21
18. Extra-Curricular Activities Policy	21
19. Third-Party Service Providers Policy.....	21
20. Policy Review and Amendment Procedures	21

1. Introduction

This document constitutes the official policies of Stewards.ONE Online School. It is designed to provide guidance on all aspects of the school's operations, student life, and administrative procedures. These policies apply to all members of the school community, including students, parents/guardians, staff, and any third-party service providers associated with the school.

The policies outlined in this document are binding and have been developed in compliance with relevant UK education laws and regulations. They are subject to regular review and may be updated as necessary to reflect changes in legislation, educational best practices, or the evolving needs of our school community.

All members of the Stewards.ONE community are expected to familiarise themselves with these policies and adhere to them. Non-compliance with these policies may lead to corrective measures as described in the corresponding sections of this document.

Policy Objectives: These policies collectively aim to create a well-organised, safe, and supportive online school environment, prioritising academic excellence, student well-being, and a collaborative community.

2. Values, Mission, and Vision

2	Section	Values, Vision and Mission
2.1	Definition	This policy articulates the core principles that guide Stewards.ONE Online Secondary School, outlines our primary objectives (mission), and describes our long-term aspirations (vision).
2.1	Guiding Principles	Our guiding principles are Family-First, Love of Humanity, and Learn to Grow : We believe in the well-being of families, a deep respect for all people, and ensure that learning translates into holistic practical skills and abilities. These principles are the compass that directs our journey and keeps us focused on our mission.
2.2	Values	<p>Our core value is Stewardship. It is at the heart of everything we do. Stewardship means taking responsibility and using our skills and abilities to benefit everyone around us. Our goal is to cultivate a sense of service, ensuring that our students not only excel personally but also contribute to society. This core value of Stewardship is not standalone, rather it is supported by our commitment to Integrity, Loyalty, Courage, and Excellence.</p> <ul style="list-style-type: none"> • Integrity: Acting with honesty and strong moral principles in all our endeavours. • Loyalty: Demonstrating faithfulness and support to our community and mission. • Courage: Facing challenges head-on with bravery and determination. • Excellence: Striving for the highest standards in all that we do.
2.3	Mission	At Stewards.ONE online school, we are on a mission to developing capabilities that translate into positive social and personal outcomes.
2.4	Vision	Our vision is to become a premier global online secondary school, renowned for cultivating a world where families and communities thrive through love, service founded on strong human potential.

3. Admissions Policy

3	Section	Admission Policy Details
3.1	Definition	This policy outlines the criteria and procedures for enrolling students at Stewards.ONE Online Secondary School, ensuring a fair, transparent, and inclusive admissions process.
3.2	Objectives	<p>The objectives of this policy are to:</p> <ol style="list-style-type: none"> Establish clear and fair criteria for student admission. Outline the application and selection process. Ensure compliance with relevant UK education laws and regulations. Provide guidance on special admission cases.
3.3	Admission Criteria	<p>3.3.1 Age Requirements Applicants must meet the specific age requirements for their intended program of study. These age requirements are clearly listed on our official website alongside each program's description.</p> <p>3.3.2 Academic Requirements One or more of the following may be required as part of the application process:</p> <ol style="list-style-type: none"> Evidence of satisfactory academic progress from the previous academic year Recent school reports and/or teacher recommendations, where applicable Successful completion of our entrance assessment for the intended program of study <p>Requirements may vary based on individual circumstances, including but not limited to homeschooled applicants. The specific requirements for each applicant will be communicated during the application process.</p> <p>3.3.3 English Language Proficiency a) For non-native English speakers, a minimum level of English proficiency may be required, as determined by our English language assessment</p> <p>3.3.4 Technical Requirements a) Access to a computer or tablet device with a webcam and microphone b) Stable internet connection with minimum speed as specified in the Technology and Internet Use Policy</p>
3.4	Application Process	<p>3.4.1 Application Submission</p> <ol style="list-style-type: none"> Online application form to be completed on the school website Payment of school fees Submission of required documents: <ul style="list-style-type: none"> Birth certificate or passport Recent school reports (last two years) Teacher recommendations (at least one from current school) Any relevant medical or special educational needs information

3	Section	Admission Policy Details
3.5	Selection Process	a) Applications are reviewed by the Admissions Officer b) Decisions are based on: <ul style="list-style-type: none"> • Academic potential as demonstrated by previous school reports and entrance assessment • English language proficiency • Interview performance • Availability of place
3.6	Offer and Acceptance	a) Successful applicants will receive an acceptance letter via email b) Acceptance of the offer must be confirmed through attendance on first day of school
3.7	Waiting List	a) Qualified applicants who cannot be immediately accommodated will be placed on a waiting list b) Waiting list ranking is based on the strength of the application and the date of completion
3.8	Equal Opportunities	Stewards.ONE is committed to equal opportunities and does not discriminate on any grounds.
3.9	Data Protection	All information collected during the admissions process will be handled in accordance with the school's Data Protection and Privacy Policy and relevant UK data protection laws.
3.10	Policy Breach and Remedial Action	Provision of false or misleading information in the application may result in the withdrawal of an offer of admission or the termination of enrolment
3.11	Program-Specific Information	Detailed information about Stewards.ONE's programs, including age ranges, curriculum focus, and program-specific admission requirements, is maintained on the official school website. This information is subject to regular updates to ensure accuracy. Additional clarification on program details can be obtained through the designated contact channels provided on the school website.
3.12	Review and Updates	This Admissions Policy will be reviewed annually by the Admissions Committee and the School Leadership Team. Any changes will be approved by the Board of Directors and communicated to all stakeholders.

4. Tuition and Fees Policy

4	Section	Tuition & Fees Policy Details
4.1	Definition	This policy outlines the financial obligations of students enrolled at Stewards.ONE Online Secondary School, including tuition fees, additional charges, payment schedules, and refund procedures.
4.2	Objectives	The objectives of this policy are to: <ol style="list-style-type: none"> Provide clear information on all fees associated with enrollment at Stewards.ONE. Establish fair and consistent procedures for fee payment and refunds. Outline available financial aid options. Ensure the school's financial stability while maintaining accessibility for students.
4.3	Fee Structure	<p>4.3.1 Tuition Fees</p> <ol style="list-style-type: none"> Tuition fees are set annually for each program offered by our school. <p>4.3.2 Additional Fees</p> <ol style="list-style-type: none"> Examination Fees: Charges for external examinations (e.g., IGCSEs) are billed separately.
4.4	Late Payments	<ol style="list-style-type: none"> Students with outstanding fees may be suspended from accessing online classes until payment is received. Continued non-payment may result in the termination of enrolment.
4.5	Payment Schedule	<p>4.4.1 Payment Options</p> <ol style="list-style-type: none"> Annual Payment: Full payment of the year's tuition before the start of the academic year Termly Payments: Three equal instalments due before the start of each term. Monthly Payments: Ten equal instalments from September to July <p>4.4.2 Payment Methods</p> <ol style="list-style-type: none"> Online payment through the school's payment system Bank transfer Direct Debit
4.6	Refund Policy	<p>4.6.1 Tuition Refunds</p> <ol style="list-style-type: none"> Full refund if student withdrawal occurs before or within 30 days of the start of the academic year. After the first 30 days of the academic year, the contract requires one month's notice for cancellation. Refunds will be pro-rata based on the remaining period of the contract <p>4.6.2 Exceptional Circumstances</p> <p>Refunds may be considered in cases of:</p> <ol style="list-style-type: none"> Severe illness or injury preventing the student from continuing their studies Unexpected financial difficulty due to parent/guardian's employment Other circumstances as deemed appropriate by the School Leadership Team

4	Section	Tuition & Fees Policy Details
4.7	Changes to Fees	a) Stewards.ONE reserves the right to change fees annually. b) Any changes will be communicated to parents/guardians at least three months before implementation.
4.8	Policy Breach and Remedial Action	Failure to comply with the Tuition and Fees Policy may result in: a) Late payment penalties b) Suspension from online classes c) Withholding of academic records or certificates d) Termination of enrolment
3.9	Review and Updates	This Tuition and Fees Policy will be reviewed annually by the Finance Committee and the School Leadership Team. Any changes will be approved by the Board of Directors and communicated to all stakeholders.

5. Curriculum and Instruction Policy

5	Section	Curriculum & Instruction Policy Details
5.1	Definition	This policy outlines Stewards.ONE Online Secondary School's approach to curriculum design, delivery, and instructional methods, ensuring high-quality education aligned with UK standards and tailored for effective online learning.
5.2	Objectives	The objectives of this policy are to: <ol style="list-style-type: none"> Ensure a comprehensive, balanced, and rigorous curriculum that meets or exceeds UK national standards. Define effective instructional strategies for online learning. Establish guidelines for curriculum review and development. Promote personalised learning to meet diverse student needs. Align curriculum and instruction with the school's mission and values.
5.3	Curriculum Framework	<p>5.3.1 National Curriculum Alignment</p> <ol style="list-style-type: none"> The curriculum is based on the National Curriculum for England, adapted for online delivery. It is designed to prepare students for IGCSE examinations and further education. <p>5.3.2 Core Subjects</p> <p>All years of education include the following core subjects:</p> <ol style="list-style-type: none"> English Mathematics Science <p>5.3.3 Additional Subjects</p> <ol style="list-style-type: none"> A range of additional subjects is offered to ensure a broad and balanced education. The current list of available subjects for each year group is detailed on our official school website. <p>5.3.4 Cross-Curricular Themes</p> <p>The curriculum incorporates cross-curricular themes to promote holistic learning, including:</p> <ol style="list-style-type: none"> Character Building Stewardship Excellence
5.4	Instructional Methods	<p>5.4.1 Synchronous Learning</p> <ol style="list-style-type: none"> Live online classes conducted via video conferencing platforms Interactive discussions and collaborative activities Real-time teacher support and feedback <p>5.4.2 Asynchronous Learning</p> <ol style="list-style-type: none"> Self-paced learning modules Pre-recorded video lessons Online discussion forums Independent project work

5	Section	Curriculum & Instruction Policy Details
		<p>5.4.3 Blended Approach A combination of synchronous and asynchronous methods to maximize engagement and accommodate different learning styles.</p>
5.5	Personalised Learning	<ul style="list-style-type: none"> a) Adaptive learning technologies to tailor content to individual student needs b) Regular assessments to identify areas for improvement or acceleration c) Opportunities for students to pursue areas of personal interest through elective subjects and independent projects
5.6	Technology Integration	<ul style="list-style-type: none"> a) Use of a comprehensive Learning Management System (DREAMCLASS LMS: https://stewards.one/dreamclass) to facilitate course delivery and track student progress b) Integration of educational technologies to enhance student engagement and learning outcomes c) Regular review and update of technological tools to ensure effectiveness and relevance
5.7	Assessment and Feedback	<ul style="list-style-type: none"> a) Continuous assessment through a variety of methods, including quizzes, projects, and participation in online discussions b) Formal examinations at key points in the academic year c) Regular, constructive feedback provided to students through the DREAMCLASS LMS d) Detailed progress reports issued to parents/guardians on a termly basis
5.8	Curriculum Review and Development	<ul style="list-style-type: none"> a) Annual review of the curriculum by the Academic Lead (or “Head of Online School”) Leadership Team b) Incorporation of feedback from students, parents, and teachers c) Regular updates to ensure alignment with changes in UK educational standards and best practices in online education
5.9	Teacher Professional Development	<ul style="list-style-type: none"> a) Ongoing training in effective online teaching strategies b) Support for teachers in developing and adapting curriculum materials for online delivery c) Opportunities for peer observation and sharing of best practices
5.10	Policy Breach and Remedial Action	<p>Failure to adhere to the curriculum and instruction standards may result in:</p> <ul style="list-style-type: none"> a) Additional support and training for teachers b) Review and potential revision of teaching assignments c) Performance improvement plans for persistent issues
5.11	Review and Updates	<p>This Curriculum and Instruction Policy will be reviewed annually by the Academic Lead (or “Head of Online School”) Leadership Team. Any significant changes will be approved by the Board of Directors and communicated to all stakeholders.</p>

6. Assessment and Grading Policy

6	Section	Assessment & Grading Policy Details																								
6.1	Definition	This policy outlines our approach to assessing student performance and progress, including grading criteria, assessment methods, and reporting procedures.																								
6.2	Objectives	<p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> a) Establish clear and consistent assessment and grading practices across all programs. b) Ensure fair and accurate evaluation of student performance. c) Provide timely and constructive feedback to support student learning. d) Align assessment practices with UK educational standards and the school's curriculum. e) Inform students and parents about academic progress and achievement. 																								
6.3	Types of Assessment	<p>6.3.1 Formative Assessment</p> <ul style="list-style-type: none"> a) Ongoing assessments conducted throughout the learning process b) May include quizzes, class participation, homework, and short projects c) Used to monitor student progress and inform teaching strategies <p>6.3.2 Summative Assessment</p> <ul style="list-style-type: none"> a) Assessments conducted at the end of a unit, term, or academic year b) May include end-of-unit tests, term exams, and final projects c) Used to evaluate overall understanding and achievement of learning objectives <p>6.3.3 Standardised Assessment</p> <ul style="list-style-type: none"> a) Externally set assessments to benchmark student performance against national standards b) Includes preparation for and participation in GCSE examinations for applicable year groups 																								
6.4	Grading Scale	<p>Stewards uses the following grading scale for all assessed work:</p> <table border="1" data-bbox="459 1330 871 1599"> <thead> <tr> <th>Grade</th> <th>Percentage</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A*</td> <td>90-100%</td> <td>Outstanding</td> </tr> <tr> <td>A</td> <td>80-89%</td> <td>Excellent</td> </tr> <tr> <td>A-</td> <td>70-79%</td> <td>Very Good</td> </tr> <tr> <td>B</td> <td>60-69%</td> <td>Good</td> </tr> <tr> <td>C</td> <td>50-59%</td> <td>Satisfactory</td> </tr> <tr> <td>D</td> <td>40-49%</td> <td>Pass</td> </tr> <tr> <td>F</td> <td>0-39%</td> <td>Fail</td> </tr> </tbody> </table>	Grade	Percentage	Description	A*	90-100%	Outstanding	A	80-89%	Excellent	A-	70-79%	Very Good	B	60-69%	Good	C	50-59%	Satisfactory	D	40-49%	Pass	F	0-39%	Fail
Grade	Percentage	Description																								
A*	90-100%	Outstanding																								
A	80-89%	Excellent																								
A-	70-79%	Very Good																								
B	60-69%	Good																								
C	50-59%	Satisfactory																								
D	40-49%	Pass																								
F	0-39%	Fail																								
6.5	Assessment Methods	<ul style="list-style-type: none"> a) Online quizzes and tests b) Written assignments and essays c) Oral presentations and discussions d) Project work and portfolios e) Peer and self-assessment activities f) Practical assessments (where applicable) 																								
6.6	Late Submissions and Missed Assessments	<ul style="list-style-type: none"> a) Late submissions may incur a penalty as specified below: <ul style="list-style-type: none"> a) 10% deduction per day late, up to 5 days b) After 5 days, assignments will not be accepted without prior arrangement b) Students who miss assessments due to illness or other valid reasons must provide appropriate documentation 																								

6	Section	Assessment & Grading Policy Details
		c) Make-up assessments may be arranged at the discretion of the subject teacher and the Academic Lead (or “Head of Online School”)
6.7	Academic Integrity	a) All submitted work must be the student's own, or appropriately acknowledged if using external sources b) Plagiarism, cheating, and other forms of academic dishonesty will be subject to disciplinary action as outlined in the school's Academic Integrity Policy
6.8	Feedback and Reporting	a) Regular feedback on assessments provided through the school's Learning Management System b) Formal report cards issued at the end of each term c) Parent-teacher conferences scheduled at least once per academic year, with additional meetings available upon request
6.9	Grade Appeals	a) Initial Review: <ul style="list-style-type: none"> I. Students/parents must first discuss concerns with the subject teacher II. Request for review must be made within 5 days of receiving the grade b) Formal Appeal: <ul style="list-style-type: none"> I. If unresolved, a formal appeal can be submitted to the Academic Director (The “Head of Online School”) II. Appeals must be submitted in writing within 10 days of the initial review c) Appeal Decision: <p>The Academic Lead (or “Head of Online School”) will review the appeal and make a final decision within 15 working days</p>
6.10	Students with Special Educational Needs	a) Assessments will be adapted as necessary to accommodate students with documented special educational needs b) Accommodations will be made in consultation with the student, parents, and the school's Special Educational Needs Coordinator
6.11	Policy Breach and Remedial Action	Failure to comply with the Assessment and Grading Policy may result in: a) Grade penalties for late or incomplete work b) Disciplinary action for academic dishonesty c) Review and potential revision of assessment practices if systemic issues are identified
6.12	Review and Updates	This Assessment and Grading Policy will be reviewed annually by Steward.ONE’s Head of Online School and leadership Team. Any significant changes will be approved by the Board of Directors and communicated to all stakeholders.

7. Attendance and Participation Policy

7	Section	Attendance & Participation Policy Details
7.1	Definition	This policy outlines Stewards.ONE Online Secondary School's expectations and requirements for student attendance and participation in the online learning environment
7.2	Objectives	The objectives of this policy are to: <ol style="list-style-type: none"> Ensure regular and consistent student engagement in online classes and activities. Establish clear procedures for recording and monitoring attendance. Define expectations for active participation in the online learning environment. Outline procedures for addressing attendance issues and extended absences. Comply with relevant UK regulations regarding school attendance.
7.3	Attendance Requirements	<p>7.3.1 Synchronous Classes</p> <ol style="list-style-type: none"> Students are expected to attend all scheduled live online classes A minimum attendance rate of 90% is required for each subject Attendance is taken at the beginning of each live class session <p>7.3.2 Asynchronous Activities</p> <ol style="list-style-type: none"> Students must log in to the Learning Management System (DreamClass LMS: https://stewards.one/dreamclass) daily Completion of assigned asynchronous activities is monitored and contributes to overall attendance
7.4	Recording Attendance	<ol style="list-style-type: none"> Teachers record attendance for all synchronous classes The DreamClass LMS tracks student logins and activity for asynchronous learning Weekly attendance reports are generated and reviewed by form tutors and the attendance officer
7.5	Absences	<p>7.5.1 Excused Absences</p> <ol style="list-style-type: none"> Illness or medical appointments (with appropriate documentation) Bereavement Religious observances Other circumstances as approved by the school administration <p>7.5.2 Unexcused Absences</p> <p>Any absence that does not meet the criteria for an excused absence</p> <p>7.5.3 Reporting Absences</p> <ol style="list-style-type: none"> Parents/guardians must notify the school of any absence by 10:00 AM on the day of the absence Notification should be made through the designated absence reporting system on the school's website or the DreamClass LMS. Alternatively, parents can send a message to schooladmin@stewards.one or the school whatsapp number (+447707150195) specifying student's full name and class.

7	Section	Attendance & Participation Policy Details
7.6	Late Arrivals and Early Departures	a) Students are expected to be present for the entire duration of each scheduled class b) Consistent late arrivals or early departures may be treated as partial absences and affect the student's attendance record
7.7	Participation Expectations	a) Students' camera must always be turned on b) Active engagement in class discussions and activities b) Completion of assigned tasks and homework c) Contribution to online forums and collaborative projects d) Timely response to teacher communications
7.8	Consequences of Poor Attendance or Participation	a) Students with attendance below 90% will receive a warning letter b) Continued poor attendance may result in: <ul style="list-style-type: none"> • Parent-teacher conference • Academic probation • Potential impact on grades or course credit <p style="text-align: center;">In severe cases, review of the student's enrolment status</p>
7.9	Support for Students with Attendance Issues	a) Form tutors will contact students and parents to discuss any emerging attendance concerns b) The head of school may be involved to address any underlying issues affecting attendance c) Individualised support plans may be developed to help improve attendance and participation
7.10	Policy Breach and Remedial Action	Failure to comply with the Attendance and Participation Policy may result in: <ol style="list-style-type: none"> a) Academic penalties, including potential loss of course credit b) Disciplinary action as outlined in the school's behaviour policy c) Review of the student's suitability for the online learning environment
7.11	Review and Updates	This Attendance and Participation Policy will be reviewed annually by the School Leadership Team. Any significant changes will be approved by the Board of Directors and communicated to all stakeholders.

8. Behaviour and Conduct Policy

8	Section	Behaviour and Conduct Policy Details
8.1	Definition	This policy outlines Stewards.ONE Online School's expectations for student behaviour and conduct in the virtual learning environment, as well as procedures for addressing behavioural issues.
8.2	Objectives	<p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> a) Establish clear expectations for student behaviour in online classes and school-related activities. b) Promote a positive, respectful, and inclusive online learning environment. c) Outline procedures for addressing behavioural issues and misconduct. d) Ensure consistency in behavioural management across all programs and grade levels. e) Align with UK standards safeguarding in educational settings.
8.3	Expected Behaviour	<p>8.3.1 General Conduct Students are expected to:</p> <ul style="list-style-type: none"> a) Treat all members of the school community with respect and courtesy. b) Engage in online classes and activities with a positive and cooperative attitude. c) Complete assigned work honestly and to the best of their ability. d) Respect the opinions and contributions of others. e) Use appropriate language in all forms of communication. <p>8.3.2 Online Class Behaviour During live online classes, students must:</p> <ul style="list-style-type: none"> a) Be punctual and prepared with necessary materials. b) Dress appropriately as per the school's dress code. c) Ensure their background is appropriate and free from distractions. d) Keep their camera on and microphone muted unless speaking or instructed otherwise. e) Use the 'raise hand' function to ask questions or contribute to discussions. f) Refrain from eating during class sessions unless permitted by the teacher. <p>8.3.3 Digital Citizenship Students are expected to:</p> <ul style="list-style-type: none"> a) Use technology responsibly and ethically. b) Respect others' privacy and personal information. c) Refrain from cyberbullying or any form of online harassment. d) Adhere to copyright laws and properly cite sources in their work.
8.4	Prohibited Behaviour	<p>The following behaviours are strictly forbidden:</p> <ul style="list-style-type: none"> a) Bullying, harassment, or intimidation of any kind. b) Discrimination based on race, ethnicity, gender, religion, or any other protected characteristic. c) Cheating, plagiarism, or any form of academic dishonesty. d) Sharing login credentials or allowing unauthorised access to online classes. e) Recording or taking screenshots of classes without explicit permission. f) Engaging in any illegal activities or promoting such activities to others.
8.5	Dress Code	<p>Students are required to dress appropriately for all online school activities. This includes:</p> <ul style="list-style-type: none"> a) a) Wearing clean, modest clothing free from offensive slogans or imagery. b) Adhering to any specific dress requirements communicated for activities or events.

8	Section	Behaviour and Conduct Policy Details
8.6	Behavioural Management Procedures	<p>8.6.1 Minor Infractions For minor behavioural issues:</p> <ul style="list-style-type: none"> a) The teacher will give a verbal warning and remind the student of expected behavior. b) If the behaviour persists, the teacher may remove the student from the online class temporarily. c) The incident will be documented and communicated to the student's form tutor. <p>8.6.2 Serious or Repeated Infractions For serious misconduct or repeated minor infractions:</p> <ul style="list-style-type: none"> a) The incident will be reported to the Head of Year or Online Education. b) Parents/guardians will be notified and may be required to attend a virtual conference. c) The student may face disciplinary action, including temporary suspension from online classes. d) A behaviour improvement plan may be developed in collaboration with the student, parents, and school staff. <p>8.6.3 Severe Misconduct In cases of severe misconduct:</p> <ul style="list-style-type: none"> a) The incident will be immediately reported to the School Leadership Team. b) An investigation will be conducted, and the student may be suspended pending the outcome. c) Disciplinary action may include extended suspension or expulsion from the school. d) Where applicable, relevant authorities may be notified.
8.7	Supporting Positive Behaviour	<p>The school will promote positive behaviour through:</p> <ul style="list-style-type: none"> a) Regular recognition and rewards for exemplary conduct and academic effort. b) Integration of moral education into the curriculum. c) Provision of coaching and support services (subject the student's education program).
8.8	Parent/Guardian Involvement	<p>Parents/guardians are expected to:</p> <ul style="list-style-type: none"> a) Support the school's behaviour policy and reinforce expected behaviours at home. b) Attend virtual meetings when requested to discuss their child's behaviour. c) Collaborate with the school in implementing behaviour improvement strategies when necessary.
8.9	Policy Breach and Remedial Action	<p>Failure to comply with the Behaviour and Conduct Policy may result in:</p> <ul style="list-style-type: none"> a) Disciplinary action as outlined in sections 8.6.1 to 8.6.3. b) Mandatory participation in behaviour management programs. c) Review of the student's suitability for the online learning environment.
8.10	Review and Updates	<p>This Behaviour and Conduct Policy will be reviewed annually by the School Leadership Team. Any significant changes will be approved by the Board of Directors and communicated to all stakeholders.</p>

9. Technology and Device Use Policy

9	Section	Technology and Internet Use Policy Details
9.1	Definition	This policy outlines Stewards.ONE Online School's guidelines for the appropriate use of technology and the internet in the context of online learning, as well as the school's approach to digital safety and security.
9.2	Objectives	<p>The objectives of this policy are to:</p> <ul style="list-style-type: none"> a) Establish clear guidelines for the use of technology in online learning. b) Promote safe, ethical, and responsible online behaviour. c) Protect students, staff, and school data from online threats. d) Ensure compliance with relevant UK laws and regulations regarding online safety and data protection. e) Cultivate digital literacy and responsible digital citizenship among students.
9.3	Technology Requirements	<p>9.3.1 Hardware Requirements Students must have access to:</p> <ul style="list-style-type: none"> a) A desktop computer or laptop with a minimum of 4GB RAM and 64GB storage. b) A webcam and microphone (built-in or external). c) A stable internet connection with minimum speeds of 500MBps. <p>9.3.2 Software Requirements Students must have:</p> <ul style="list-style-type: none"> a) An up-to-date web browser (Chrome, Firefox, or Safari recommended). b) Antivirus software installed and regularly updated. c) Any additional software required for specific courses, as communicated by the school.
9.4	Acceptable Use of Technology	<p>9.4.1 School-Provided Platforms and Services Students must:</p> <ul style="list-style-type: none"> a) Use school-provided email accounts, learning management systems, and other digital platforms solely for educational purposes. b) Keep login credentials confidential and not share them with others. c) Log out of school accounts when using shared devices. <p>9.4.2 Personal Devices When using personal devices for school work, students must:</p> <ul style="list-style-type: none"> a) Ensure devices are secure and free from malware. b) Refrain from installing software that may compromise the device's security or performance. c) Regularly update operating systems and applications to maintain security.
9.5	Online Behaviour and Digital Citizenship	<p>Students are expected to:</p> <ul style="list-style-type: none"> a) Communicate respectfully and professionally in all online interactions. b) Respect others' privacy and personal information. c) Use appropriate language and avoid sharing offensive or inappropriate content. d) Properly cite sources and respect copyright laws in all schoolwork.
9.6	Prohibited Activities	<p>The following activities are strictly forbidden:</p> <ul style="list-style-type: none"> a) Accessing, creating, or sharing inappropriate, offensive, or illegal content.

9	Section	Technology and Internet Use Policy Details
		b) Engaging in cyberbullying or any form of online harassment. c) Attempting to bypass school security measures or filters. d) Using school platforms for commercial purposes or personal gain. e) Downloading or installing unauthorized software on school-provided devices or platforms.
9.7	Data Protection and Privacy	a) The school will collect and process personal data in accordance with the UK General Data Protection Regulation (GDPR) and the school's Data Protection Policy. b) Students and parents must be aware of and consent to the school's data collection and processing practices. c) Students should be mindful of the personal information they share online and adjust privacy settings appropriately on personal social media accounts.
9.8	Online Safety and Security	a) The school will provide regular online safety education to students as part of the curriculum. b) Students must report any suspicious online activity, security breaches, or inappropriate content to a teacher or the IT support team immediately. c) The school reserves the right to monitor and log internet usage on school-provided platforms for safety and security purposes.
9.9	Social Media Use	a) Students must not use social media during scheduled class times unless specifically instructed by a teacher. b) When using social media, students should be mindful of their digital footprint and its potential impact on their future academic and professional opportunities. c) Students must not post content that could bring the school into disrepute.
9.10	Technical Support	a) The school will provide technical support for school-provided platforms and services. b) Students experiencing technical difficulties should contact the IT support team through support@stewards.one or call the school phone number or send a message to the school whatsapp number +447707150195.. c) Response times and support procedures will be outlined in the school's Technical Support Guide.
9.11	Policy Breach and Remedial Action	Violation of this policy may result in: a) Temporary or permanent restriction of technology privileges. b) Disciplinary action as per the school's Behaviour and Conduct Policy. c) Legal action in cases of severe breaches or illegal activities.
9.12	Review and Updates	This Technology and Internet Use Policy will be reviewed annually by the School Leadership Team in consultation with the IT department. Any significant changes will be approved by the Board of Directors and communicated to all stakeholders.

10. Safeguarding and Child Protection Policy

10	Section	Safeguarding and Child Protection Policy Details
10.1	Definition	This policy outlines Stewards.ONE Online School's commitment to safeguarding and promoting the welfare of all students, as well as the procedures in place to identify and respond to concerns about child protection.
10.2	Objectives	The objectives of this policy are to: a) Ensure a safe online learning environment for all students. b) Establish clear procedures for identifying and reporting safeguarding concerns. c) Define the roles and responsibilities of staff in safeguarding matters. d) Comply with UK legislation and guidance on safeguarding and child protection. e) Promote a culture of vigilance and support regarding student welfare.
10.3	Legal Framework	This policy is based on the following UK legislation and guidance: a) Children Act 1989 and 2004 b) Education Act 2002 c) Working Together to Safeguard Children 2018 d) Keeping Children Safe in Education (latest version) e) Relevant guidance from the Department for Education
10.4	Key Personnel	a) Designated Safeguarding Lead (DSL): Head of Online School b) Deputy Designated Safeguarding Lead(s): Deputy Head of Online School
10.5	Types of Abuse and Neglect	Staff shall be aware of the following types of abuse and neglect: a) Physical abuse b) Emotional abuse c) Sexual abuse d) Neglect e) Online abuse and exploitation
10.6	Signs of Abuse or Neglect	Staff shall be vigilant for signs of abuse or neglect, which in an online environment may include: a) Sudden changes in behaviour or academic performance b) Inappropriate sexual knowledge or behaviour c) Signs of physical harm visible during video calls d) Consistent lack of care or hygiene noticeable in appearance e) Expressions of fear or anxiety about home life
10.7	Reporting Procedures	a) Any concerns about a child's welfare must be reported immediately and directly to the DSL or Deputy DSL via email address hind@stewards.one or kazeem@stewards.one . b) If a child is in immediate danger, staff should contact the police and then inform the DSL.
10.8	Response to Reports	a) The DSL will assess all reports and determine the appropriate course of action. b) Where necessary, the DSL will make referrals to children's social care or the police. c) The school will cooperate fully with any subsequent investigations by external agencies

10	Section	Safeguarding and Child Protection Policy Details
10.9	Confidentiality	a) All safeguarding concerns will be treated with the utmost confidentiality. b) Information will only be shared on a need-to-know basis to protect the child.
10.10	Online Safety	a) The school will provide regular online safety education to students as part of the curriculum. b) Staff will be trained to recognize and respond to online safeguarding concerns. c) The school will use appropriate filtering and monitoring systems on school-provided platforms.
10.11	Staff Training	a) All staff will receive annual safeguarding training. b) The DSL and Deputy DSL(s) will undergo advanced safeguarding training every two years.
10.12	Safer Recruitment	a) The school will follow safer recruitment practices for all staff appointments. b) All staff will undergo appropriate background checks before commencing employment
10.13	Allegations Against Staff	a) Any allegations against staff will be taken seriously and investigated thoroughly. b) The school will follow local authority procedures for managing allegations against staff.
10.14	Policy Breach and Remedial Action	Failure to comply with this policy may result in: a) Disciplinary action, up to and including dismissal for staff. b) Referral to regulatory bodies or authorities where appropriate.
10.15	Review and Updates	This Safeguarding and Child Protection Policy will be reviewed annually by the DSL and School Leadership Team. Any changes will be approved by the Board of Directors and communicated to all stakeholders.

The remaining policies are still in consultation and will be release as soon as approved by the school board.

In the meantime, should you have any questions that fall in the following categories, please write to schooladmin@stewards.one or contact Head of Online School.

11. Data Protection and Privacy Policy
12. Complaints and Grievances Policy
13. Health and Safety Policy
14. Equal Opportunity and Non-Discrimination Policy
15. Parental Collaboration Policy
16. Staff Policies and Procedures
17. Emergency Procedures and School Closure Policy
18. Extra-Curricular Activities Policy
19. Third-Party Service Providers Policy
20. Policy Review and Amendment Procedures