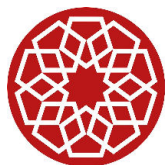


Policy Name	DISTANCE LEARNING POLICY
Stakeholder	Parents & Students
Policy Directory Reference	ASCS103
Policy Lead	Oleveia Milne
Role	Primary Assistant Principal - Curriculum
Approval	June 2021
Reviewed By	Taher Gharib
Role	Acting Principal
Review Date	July 2022



1. Rationale

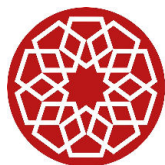
In response to the COVID-10 pandemic, ASCS has designed a comprehensive and rigorous remote learning programme to support families who prefer to continue distance learning. This remote learning programme is designed to maintain educational standards and deliver, with the support of the latest technology, the best possible learning experiences. Our approach has been to maintain the 'class as a learning community' and we have therefore included our distance learners in regular classes. Wherever possible, lessons are broadcast live through Google Classroom. This allows learners at home to integrate into classroom discussions, collaborative groups and project work. The school is aware that technical challenges, isolation and possible differences in time zones may present some hurdles in delivering great learning therefore, we ask for students, parents and teachers to demonstrate adaptability, flexibility and fortitude as we move forward with distance learning.

2. Working Partnership

To ensure that distance learning is effective and students receive the best learning experience and outcomes, parents and students have an important role to play. The following guidelines and expectations have been developed to make distance learning work as successfully as possible.

3. The School's Commitment

- Teachers will create learning experiences for students to work at their own pace and take time to absorb content. We will curate and upload resources in advance and use appropriate apps to set work for students.
- Teachers will give explicit instructions for consistency and set clear expectations and deadlines for completion of tasks.
- The school will provide extra support where needed. Teachers will use online collaboration tools such as Zoom, Google Meet, Nearpod, Education City, Century
- Tech to support individual/groups of students who may require extra help with certain concepts/tasks.
- The school will provide extra support where needed. Teachers will use online collaboration tools to support individual/groups of students who may require extra help with certain concepts/tasks
- Teachers will mark all student work and provide feedback at the earliest opportunity
- The school leadership team and teachers will ensure that parent and student feedback is listened and actioned where possible



- The school will seek student and parent feedback about quality of the learning experience – the amount of work, the pace of work and most of all, how the student and family are feeling through this experience.

4. Expectation of Students (with the support of parents and teachers)

- Be present and on time for online distance learning sessions as directed by school
- Actively complete all tasks as assigned by teachers and submit work in expected timescales
- Adhere to the school e-Safety/use of technology /internet/social media policies.
- Contact teachers/the school if work is too much/difficult/easy
- To act responsibly and with integrity through the school's online platforms (including no editing or inappropriate sharing of recorded material)
- Report any misuse of online platform by other students to your subject teacher

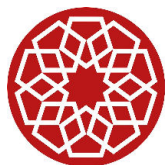
5. Parent Support

For Distance Learning to be effective, we kindly ask that parents:

- Provide an environment conducive to learning - access to technology, safe and quiet space during daytime
- Engage in conversations with your child on posted materials, assignments
- Monitor time spent engaging in online and offline distance learning
- Support emotional balance by providing room and time for reflection, physical activity, conversation, and play
- Support your child with managing the deadlines effectively
- Provide feedback on the quality of the learning experience for their son/daughter

6. Online Safety

- Teachers must create a safe environment for themselves and our students when engaging in online sessions. The following guidelines are there to protect both staff and students.
- ASCS will obtain consent from parents to allow their children to access online face-to-face sessions. The SLT will notify teachers of any students who have not signed the agreement. Teachers must not allow these students to attend online sessions, without the agreement.



- Teachers should familiarise themselves with the functions of Google Classroom and Google Hangouts, including the privacy and mute settings.
- All online sessions should take place during the school day between 9am and 2pm Sunday to Thursday. Online sessions must be hosted and supervised by the class teacher at all times.
- Teachers should 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 face-to-face sessions.
- Year Leaders should be on hand to handle any sudden changes or upsetting developments that may occur as a result of the face-to-face sessions.
- When an online session is finished, teachers should ensure that all students have left the session and close the meeting once complete.

7. Review of Policy

The Distance Learning Policy is monitored by SLT and will be reviewed on an annual basis. This policy will be posted on the ASCS website.

In the event that the Distance Learning plan is activated, this policy will be reviewed weekly and, if amended, redistributed to staff, parents and students.

8. User Agreement

[Distance Learning Responsible User Agreement](#)

Subject Leaders

- Should be shared on all Google Classrooms within their subject so that they can support colleagues within their department
- Should regularly check in with their colleagues to ensure that staff are consistent in their approaches and pick up on any potential concerns early on
- Should provide support to colleagues in their teams to ensure that work is provided as required
- Should maintain weekly departmental meetings

Senior Leaders

- Should ensure the quality assurance, monitoring of teaching and learning
- Should ensure effective assessment reflects the learning content covered during DL
- Should ensure timely communication with parents to provide updates and feedback.



Form Tutors

- Should meet with their tutees every day at 9am on Google Classroom if Hangouts is not functional.
- Should register their tutees as normal during tutor time
- Should ask their tutees to share any issues they are having with the online learning environment, both practically and socially

Year Leaders

- For Years 7 -10, Year Leaders should deliver a weekly assembly with a Google Slide and ScreenCastify recording with positive messages and good news stories
- All Year Leaders should oversee student engagement with online learning, intervening and escalating as appropriate
- All Year Leaders should proactively liaise with parents if there are issues with online learning
- All Year Leaders should work closely with students of concern in multiple subjects, provide the personal touch and closely oversee that they are completing their work.

Students of Determination

- Teachers should adapt the online learning for students on the SEND register
- Teachers should connect with students on the SEND register and parents of students on the SEND register in the first week and every other week thereafter to check how they are coping with online learning.

Please send all suggestions for amendments to this policy directly to the Principal's PA:
PrincipalPA@alsalamcommunity.ae