



## DISTANCE LEARNING POLICY

**MARCH 2020**

In the event that lessons are suspended, we have a rigorous home learning protocol to enable students to continue their education away from the school site.

### **This policy:**

- Ensures the wellbeing and safety of students and staff.
- Provides a framework of lessons and associated resources to support learning.
- Ensures a consistent approach across the school with expectations for students, parents and staff.
- All students will be expected to take part in a structured timetable, through the following platforms as and when needed and included :

Emails

Google classrooms

Microsoft drive / teams

Zoom

Lessons will take the format of “good teaching” - with the teacher delivering an introduction through video with opportunity for students to practice what they have learnt. We expect all students to have regular and ongoing communication and feedback from their concerned teachers.

It is important that parents support the school by ensuring students have to the suggested online platforms and have appropriate support to ensure that they are able to access teaching content and resources.

### **Structure of the School Day:**

Wherever possible the intention of the policy is to ensure that students experience education that is as close as possible to a regular school day. Routine and structure are important, and to that end, we suggest that the structure of a school day is followed within the constraints and challenges that home learning presents.

For Attendance purposes, all children will be marked as “Present- Education off site” for the duration of closure by MOE.

### **General Advice:**

- Ensure that the day is broken up into manageable chunks for students, bearing in mind an age appropriate concentration span.
- Regular breaks through the day.
- Opportunities for students to be active.

### **Roles and Responsibilities (STUDENTS):**

- Dedicate appropriate time to learning, your teacher will give you guidance on time expectations.
- Check learning platforms and email to see what you are learning and what you need to produce.
- Choose a space free from distractions.
- Remember you should still do your own work. Parents can help but not do the work for you.
- Keep healthy habits and take breaks away from devices between scheduled lessons.

### **Roles and Responsibilities (PARENTS):**

- Consider the age of your child and adjust home learning environment to suit their educational needs.
- Provide an environment conducive to learning (access to technology, safe and quiet space during daytime)
- Engaging in conversation on posted assignments and lessons.
- Monitoring time spent on learning.
- Provide enough room and time for recreation.
- Not sharing teaching material on social media platforms. (This is the intellectual property of the school as well as safeguarding staff and students.)

### **Contact Persons: (Students and Parents)**

- Primary Supervisor – Ms. Shikha ([primary.ibnseena@gmail.com](mailto:primary.ibnseena@gmail.com))
- Junior School Supervisor- Ms. Priti ([junior.ibnseena@gmail.com](mailto:junior.ibnseena@gmail.com))
- Senior School Supervisor- Ms. Joseph ([salyjoseph.ibnseena@gmail.com](mailto:salyjoseph.ibnseena@gmail.com))
- Technology Queries – 058-5506362
- Hotline No – 056-8469642
- Major Concerns – Vice Principal / Principal – ([ibnseena@emirates.net.ae](mailto:ibnseena@emirates.net.ae))

## **What Sort of Online Learning Will Be Delivered?**

Teachers will plan lessons/ activities that relate as closely as possible to current class content or skills. The lessons will reinforce existing understanding or introduce new content as planned in regular teaching and learning classes. Parents will not be placed in the role of a teacher any more than they are during the regular school day.

Students will be able to carry out the tasks assigned by the teachers independently wherever possible as age appropriate. Teachers will continue to assess students by specifying where and when students will be expected to submit learning either using the class note book, assignments, online tests etc. Where possible teachers will provide live lessons, however, in many circumstances' teachers will provide independent learning tasks or pre-recorded videos, suitable links for certain lessons.

### **When:**

Lessons will be posted ahead of timetabled lessons each day from Sunday to Thursday. Lesson delivery will be shorter, to reduce screen time and allow students to send their doubts or queries to the concerned teacher.

### **Where?**

Students must work where there is access to high speed internet and in a location known and approved by their parent / guardian. All staff will be working remotely and will be available on emails for any assistance.

### **Wellbeing:**

Loss of face to face contact for an extended period of time may well be an issue for some students and staff and indeed parents. The Leadership Team will do all it can within the constraints to be mindful of workload and the pressures that distance learning will present. Where possible and permitted, the school will arrange for a face to face meeting with teachers on request. We request parents to be patient with staff responses to queries and can be assured that all queries and concerns will be replied, within 24 hours at the maximum.

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