



DISTANCE LEARNING POLICY

RATIONALE

This policy sets out the expectations, procedures, and principles for the delivery of distance learning when students are unable to attend school in person. It aims to ensure the continuity of high-quality education, uphold safeguarding standards, and promote the wellbeing of all students, staff, and families throughout periods of remote learning.

AIMS

Scope

This policy applies to all students, staff, and parents/carers across the school. Distance learning may be implemented in the following circumstances:

- Short-term school closures.
- Individual, long-term student absence due to medical reasons (at the school's discretion and with appropriate medical evidence).
- Extended periods of home learning as directed by relevant authorities.

Guiding Principles

Our distance learning provision is underpinned by the following principles:

- **Equity:** All students have access to learning that meets their individual needs.
- **Quality:** Learning experiences maintain the same high standards and curriculum alignment as onsite education.
- **Wellbeing:** The wellbeing of students and staff remains a central priority.
- **Safety:** Safeguarding and online safety procedures are followed at all times.
- **Communication:** Clear, timely, and consistent communication is maintained between the school and families.

PROCEDURES

Roles and Responsibilities

School Leadership

- Provide staff with appropriate training in the use of digital learning platforms and online safeguarding.
- Ensure systems are in place to monitor student engagement, academic progress, and wellbeing.
- Communicate clearly and regularly with parents, students, and staff regarding distance learning arrangements and updates.

Teachers

- Deliver lessons through the school's designated online platform (Microsoft Teams).
- Provide clear instructions, accessible resources, meaningful feedback, and ongoing support.
- Maintain regular contact with students and monitor attendance, participation, and progress.
- Report any safeguarding or wellbeing concerns promptly through *MyConcern*.

POLICY NUMBER:**OWNER:** HEAD OF SCHOOL (PRI + SEC)**DATE OF ISSUE/LAST REVIEW:** AUGUST 2026**REVIEW DATE:** AUGUST 2027**Students**

- Attend all scheduled online sessions and complete assigned learning activities to the best of their ability.
- Demonstrate respectful and responsible behaviour in all online interactions.
- Seek assistance when needed and communicate with teachers if experiencing difficulties.

Parents and Carers

- Support and encourage consistent routines for learning at home.
- Promote positive online behaviour and ensure students have a safe, supervised learning environment.
- Communicate promptly with teachers if additional support or clarification is required.

Teaching and Learning Expectations**Live Lessons**

- Teachers will deliver live video lessons to explain key concepts, model learning, and engage students in real-time interaction.
- Students and teachers are expected to keep cameras switched on during live sessions, ensuring backgrounds are appropriate and free from distractions.
- The length and frequency of live lessons will be age-appropriate to support focus and prevent screen fatigue.
- Where staff conduct one-to-one video sessions with students, the session must be recorded for safeguarding purposes.

Independent Tasks

- Independent learning tasks should be purposeful, appropriately differentiated, and clearly aligned with curriculum objectives.
- Teachers will provide timely feedback within reasonable timeframes to support student progress and engagement.

Online Safety and Safeguarding

- All interactions must comply with the school's Safeguarding and Child Protection Policy.
- Students and staff must use school-approved accounts and platforms for all communication and learning activities.
- Any inappropriate behaviour or safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL) via *MyConcern*. Teachers may also contact the DSL directly prior to logging a report.
- Students should participate in lessons from a shared family area, avoiding bedrooms wherever possible.

Attendance and Engagement

- Each teacher will create a Microsoft Team for their class. Registration will take place daily at 7:30 a.m. for all students (Primary form classes and Secondary first lessons). Students who fail to register during this period will be marked ABSENT on iSAMS.
- Attendance for subsequent Secondary lessons will be recorded on iSAMS as per normal onsite procedures.
- Repeated non-engagement or missed sessions will trigger follow-up contact with parents/carers.
- Persistent concerns regarding attendance or engagement will be escalated to the Pastoral, Safeguarding, or Leadership Team, as appropriate.

Lesson Expectations

- All lessons will begin promptly according to the published timetable.



POLICY NUMBER:

OWNER: HEAD OF SCHOOL (PRI + SEC)

DATE OF ISSUE/LAST REVIEW: AUGUST 2026

REVIEW DATE: AUGUST 2027

- Students must be logged in using their **first name only**.
- All lessons will be recorded and automatically shared on the class Teams page.
- **Cameras must remain switched on** throughout lessons for both students and teachers. Students who fail to comply may be removed from the session and marked absent.
- Students are expected to wear full school uniform, and staff must be dressed in professional work attire.
- All necessary learning materials and equipment should be ready prior to the lesson to enable full participation.
- The live delivery of lessons may be shorter than the usual onsite duration to reduce screen time. However, additional independent work will extend learning to the full lesson period. Teachers will remain available throughout the scheduled lesson to provide support and respond to student questions.

Assemblies

- Assemblies will be delivered during the scheduled time according to students' timetables.
- A link to each assembly will be shared in the relevant class Microsoft Teams channel.

Behaviour

- During online lessons, students are expected to demonstrate conduct consistent with the expectations outlined in the school's Behaviour Policy.
- Respectful communication, positive engagement, and adherence to online etiquette are always required.

Progress Monitoring

- Class teachers and subject leaders will continue to monitor student progress and record attainment in line with each subject's Marking and Assessment Policy.
- Any concerns regarding student performance or engagement should be promptly communicated to the student, parents/carers, and the relevant Subject Leader or Year Leader.

Rewards

- House Points and Dojo Points will continue to be awarded in the same way as during onsite learning, recognising effort, achievement, and positive behaviour.

Pastoral Meetings

- Pastoral meetings will continue as scheduled and follow the same format and expectations as when conducted onsite.

Recording Concerns

- All academic, behavioural, or pastoral concerns must continue to be recorded on iSAMS in accordance with standard school procedures.
- Any safeguarding concerns must continue to be recorded promptly via MyConcern, following the same process in accordance with standard school procedures.

EVALUATION

APPENDICES

POLICY NUMBER:

OWNER: HEAD OF SCHOOL (PRI + SEC)

DATE OF ISSUE/LAST REVIEW: AUGUST 2026

REVIEW DATE: AUGUST 2027



مدرسة المنتزة الانجليزية
PARK HOUSE ENGLISH SCHOOL