المدرسة الهندية العامة العليا – راس الخيمة
INDIAN PUBLIC HIGH SCHOOL, RAK

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DISTANCE LEARNING POLICY

VISION

To be a pioneer in education to produce students of noble mind.

MISSION

To serve as a model, where teaching and learning is innovative and to excel beyond the classroom.

MOTTO

Wisdom is better than riches.

CORE VALUES

Tolerance
Honesty
Respect
Responsibility
Generosity
Innovation

Introduction

'Distance Learning' refers to the provision of work, teacher support, assessment and feedback from teachers to pupils in the event that normal lessons are unable to be delivered 'face-to-face' as normal.

Situations where this policy may apply include:

- A student who is absent from school for 3 or more days for a pre-agreed reasons e.g. taking part in a sporting tournament, competitions etc.
- Student exclusion.
- Students unable to attend school due to a period of advised self-isolation but who otherwise remain well.
- An extended period of school closure.

This policy does not apply in situations such as:

- A student who absents themselves from school without prior authorization from the school, with or without parental permission, e.g. a family holiday taken in term time.
- A parental decision to absent their ward as a precaution against an outbreak of infectious disease but contrary to official medical advice from the MOE.

Individual Distance Learning

This section of this policy applies in situations where school remains open and working as normal, but an individual student is unable to attend lessons as normal for a period of 3 or more days but is otherwise well and able to work, e.g. a period of advised self-isolation or an absence that has been authorised by the school in advance.

In these cases, the school will provide the following, coordinated in the first instance by the student's Class Teacher.

- Subject teachers provide a suitable task or tasks and will share these with parents via an appropriate means e.g. email, whatsapp.
- If an absence of this sort continues for more than one week, additional work should be provided on a weekly basis until the student is able to return to school.

A Period of School Closure

IPHS is committed to providing continuity of education for its students in the event of an extended school closure. While such situations are inevitably highly varied in their causes and ramifications, we will endeavour to provide continued learning for our students during any period of closure in the following ways:

- The provision of relevant, developmental written work for each subject area and each year group which enables students to make continued progress.

- Regular, live instruction from staff, with the ability for students to ask questions of their teachers in real time.
- The opportunity for students to have their work assessed by their teachers and receive feedback on it.

Any provision of distance learning to achieve these three aims assumes that students and staff have access to the internet at home. All the students and staff have devices which they can use to access any of the services by which distance learning will be provided. However, we cannot assume that everyone has access to printing facilities, so any work set and submitted for assessment will be entirely electronically set and distributed.

 The applications school will be using for Distance Learning are

- Zoom – for conducting live classes.
- Google Classroom – for conducting assessments.
- School web Portal (https://iphs.nascorptechnologies.com/Index) – for delivering subject materials, assignments by teachers and for submitting assignments, acknowledgements for circulars by students.

Students are expected to

- Complete all work set for them and submitting work which is requested for feedback promptly.
- Check the school portal regularly and read and respond to communication from the school
- Ensure that their device is fully charged at the start of each day. Where students experience problems with IT systems they should contact the school IT team.
- Uphold the same standards of conduct and behaviour during live online lessons as they would be expected to in school. This includes but is not limited to:
  - ➢ Ensuring appropriate language is used during zoom live sessions, emails, messages and that any comment is on-topic and relevant to the task in hand.
  - ➢ Ensuring full engagement with the tasks in hand, including submission of any required work by the deadline that has been set.
  - ➢ Ensuring that they are attending live session wearing school uniform.
  - ➢ Ensuring that they join the sessions on time.
- Not record any live sessions.
- Not indulge themselves in malpractices during online assessments.
- Not give the details of the online session (meeting id and password) to someone else not from the school.
- Submit leave note to the class teacher/supervisor via the school portal, in case of absence for a particular session or a whole day.

Staff are expected to

- Ensure that work is set and that sufficient resources are made available to students via electronic means to allow them to carry out this work at home. Where textbooks are not

available online, staff should at the very least scan relevant pages and share them with students along with the resources for that lessons.

- To be familiar with the use of Zoom, School Portal, Google Classroom and to be available online through Zoom according to their assigned time table.
- To set, assess and return work to students promptly by electronic means.
- HoD's are required to liaise with their Departmental staff through regular (at least weekly) contact to ensure that sufficient work is being set to cover ongoing periods of closure.
- Update parents about the contents covered in the live classes at the end of each month through the school portal.
- Teachers are responsible for providing constructive feedback to students.
- Contact parents if needed, by email or phone.