



Remote Learning Policy

Introduction and Scope

'Remote 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 pupil who is absent from school for **3 or more days** for a pre-agreed reasons e.g. taking part in a sporting tournament
- Pupil exclusion
- Pupils 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 authorisation from the school, with or without parental permission, e.g. a family holiday taken in term time A parental decision to absent their daughters as a precaution against an outbreak of infectious disease but contrary to official medical advice from Public Health England, the UK Government or the World Health Organisation.

Individual Remote 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 study, 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 Senior Leadership Team (SLT), in which the work will be set by the student's Subject Teacher.

- SLT will request that subject teachers provide adequate tasks and work **within 24 hours** and will share these with students and parents via an appropriate means e.g. Google Classroom, email.
- Subject Teachers will ensure that the tasks and work set is adequate according to their ability and targets to enable the student(s) to make good progression in their education.

If an absence of this sort continues for more than one week, additional work should be requested and provided on a **weekly** basis until the student is able to return to school.



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A Period of School Closure

Jamiatul Uloom al Islamia is committed to providing continuity of education for its students in the event of an extended school closure. While such situations can inevitably vary 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.
- Ensuring that the work set is age-appropriate and according to their abilities and targets.

Any provision of remote learning to achieve these aims assumes that students and staff have access to electronic devices and the internet at home. Staff are provided with laptops which they can use to access the platforms needed to deliver remote learning to students. However, we cannot assume that the students would have access to printing facilities, therefore any work set and submitted for assessment will be entirely electronically set and distributed.

Work will be set, submitted for assessment and assessed through a combination of the following online platforms:

- Oak National Academy (<https://www.thenational.academy>)
- Google Classroom (<http://classroom.google.com/>)

Google Classroom is a collaborative platform which allows for contemporaneous, real-time communication and sharing of resources between teachers and their classes. Every staff member and student has been set up on Google Classroom and pre-registered to each of their classes. There is an expectation for staff and students to broadcast audio or video using Google Classroom and use the platform to set work, homework and assessments.

Email may also be used for an individual on a case by case basis. The marking of work will be made clear by the class teacher via these platforms.

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(a) Short-Term Closure

For short-term closures (up to five working days), Subject Teachers will set tasks via dedicated pages in Google Classroom. One task will be set for each year group in each subject, and will be designed to last an equivalent amount of time as that subject's lessons and homework times during one calendar week. Subject Teachers will set age-appropriate tasks which will appear on the Stream and Classwork tab of the relevant year group page.

The pages containing these tasks will become live in the event that a school closure is announced, and students and parents will be notified of this either through Google Classroom (through Streams) or by email.

(b) Longer-Term Closure

In the event that the school is closed for longer than 5 working days, we will move to a model by which academic departments will set work for classes via a repository page on Google Classroom on a regular basis, supported by 'live' contact with teachers via Google Meet.

The school reserves the right to vary the methods described below in the light of developing situations surrounding the reasons behind any closure.

- For Years 7-9, one task will be set per year group per subject to cover their lesson and homework time for the calendar week ahead.
- For Years 10 and 11, tasks will be set by individual teachers to their own classes.

The work described above will be made available to students via **Google Classroom** at the beginning of each week the school remains closed after the initial period of 5 days described in Section 3(a) above.

(i) Live Sessions

Students are expected to work on these tasks during the week in which they are set. During this time, teachers are expected to have an online presence via Google Meet **at the time they would normally have a lesson with that year group** to be available for students to ask questions and go over relevant topics in real time. There is an expectation for staff or students to broadcast audio or video using Google Meet, though the software has this functionality should some colleagues wish to use it.

Students are encouraged to take part in the live sessions that are available **if they are well enough to do so.**

(ii) Assessment and Feedback

The work that is set will, as far as is possible, include one piece of work in each subject each week (though with varying demands depending on how frequently a particular subject is taught) which is to be submitted for teacher assessment and feedback.

Work should be submitted to teachers via Google Classroom or email. Teachers will assess the work and return it to students with feedback attached in a timely fashion.



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Expectations of Students

Assuming they are well enough to work, students are expected to:

- Complete all work set for them and submitting work which is requested for feedback promptly and within the deadline set.
- Check emails regularly and read and respond to communication from the school.

Ensure that their electronic device is at home with them and is fully operational at the start of each day. Where students experience technical problems with IT systems should proactively inform the school either via Google Classroom or by emailing school@jamialuton.org.

Students are expected to 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 in Google Meet comments or emails, and that any comment is on-topic and relevant to the task in hand.
- Ensuring full engagement in 'live sessions' on Google Meet with the tasks in hand, including submission of any required work by the deadline that has been set.
- Ensuring that clothing is appropriate, following the same guidance as a normal "non-uniform" day and modest Islamic in school.

Expectations of Staff

Assuming they are well enough to work, staff members are expected to:

- Ensure that work is set and made available on Google Classroom at the start of each week to cover the calendar week ahead, 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 scan relevant pages and share them with students along with the resources for that week's lessons.
- Subject Teachers are responsible for the planning and delivering of lessons for their classes and ensuring appropriate work is set and assessed with feedback. Additionally, SLT's are required to maintain oversight and monitor the appropriateness and quality of the work set by the Subject Teachers.
- To be familiar with the use of Google Classroom, Google Meet and Oak National Academy for the planning and delivering of lessons, and to be available online through Google Meet at the times they would usually have lessons to engage in live support with their students.
- To set, assess and return work with feedback to students promptly by electronic means.

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SLT's are required to liaise with Subject Teachers through regular (at least weekly) contact to ensure that:

- Sufficient work is being set to cover ongoing periods of closure
- Students causing concern through a lack of engagement with live lessons or assignments requiring submission are flagged with SLT on a weekly basis.

Any online contact between students and staff must only take place through official school channels, which are:

- Jamiatul Uloom al Islamia (@jamiluton.org) email address(es) only. No personal email addresses must be used by either staff or pupils.
- Google Classroom comments (through stream or classwork) or video conference (through Google Meet).

Contact between students and staff through personal telephones or personal email accounts, or any other third-party messaging software or video conferencing software (e.g. WhatsApp, Skype etc.), is strictly prohibited.

- Staff members are required to use messaging, video conferencing or live audio to communicate with students, and this functionality is available within Google Classroom, and its use is encouraged if staff wish to and feel confident to do so.
- If staff members do use personal accounts or third-party software to communicate with the students and parents, the staff members responsible/involved will be subject to disciplinary procedures of misconduct.

Staff Illness

- If staff are unwell during a period of school closure, they should notify the school by emailing school@jamialuton.org or contacting the Headteacher/Jamia Management before 8 am on the day of absence. The staff members should ensure that they set all work for any lessons that require it. If they cannot, then responsibility for work falls to SLT or designated delegated staff member.
- When setting any cover work, it must be scheduled in advance through Google Classroom, with clear instructions of what to do and how to complete it and given an appropriate deadline. Teachers are expected to either use the National Oak Academy (<https://www.thenational.academy>) or their own resources to set cover work for their respective classes.

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Learning Enrichment

Learning Enrichment support sessions and activities will also be available via the same systems as subject-based lessons. Posts of various enrichment activities will be posted via Google Classroom or email at the times they would normally have their lessons, or by email at any time for any specific help and advice that students would require with their remote work.

Pastoral Care

Jamiatul Uloom al Islamia is committed to providing exemplary pastoral care, and this will continue during any period of school closure or remote learning.

During such periods the normal channels of communication regarding pastoral care remain open; students can contact their Form Tutor, SLT or indeed any member of staff should they prefer, by email. Students will be provided counselling and support to help them with their studies and Mental Health and all staff members are trained in Mental Health Awareness and Counselling.

Subject Teachers are to liaise with the Safeguarding Lead/SLT directly for any pastoral issues, concerns and advice.

Safeguarding

This policy is supported by the schools Safeguarding and Child Protection Policy, as does the Staff Code of Conduct and the Acceptable Use Policy. In these policies, there are specifically prohibited behaviours and reporting obligations to which ALL staff members must adhere, whether they are at home, school or out-of-work settings.

Any live contact between students and staff must only take place through official school channels. This includes emails from students to teachers, which should only be sent from students' xxx@jamialuton.org email address.

Date of last review: May 2021

Date of next review: May 2023

Review period: 2 years

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