



## Remote Learning Policy

### Version History

Ver. No.	Authors	Date	Reviewer	Next Review Date
1.0	Jasmit Kang, Principal	September 2025	Amol Vaidya	August 2026

### Introduction

The purpose of this Remote Learning Policy is to ensure that learning continues effectively when students are unable to attend school due to health, safety, or government-directed reasons. Glendale International School (GIS) is committed to providing high-quality education through its **Remote Learning Plan (RLP)**, ensuring that students remain engaged, motivated, and supported in both their academic progress and emotional well-being during campus closures.

### Leadership

Leaders at Glendale International School set the tone for the learning community, ensuring consistent support, online presence, and responsiveness throughout the remote learning period.

### Roles and Responsibilities of Leadership:

- Develop, monitor, and adapt the Remote Learning Plan as required
- Communicate the RLP clearly to students and parents
- Maintain daily communication with staff and parents
- Support staff, students, and parents throughout the RLP
- Ensure effective implementation of remote learning and accountability for student progress
- Monitor staff and student attendance, addressing any recurring absences
- Provide IT support for technical issues
- Continue scheduled meetings virtually, including SLT, departmental, and year group meetings



### **Approach**

To maintain high-quality teaching and learning, the following principles will guide remote learning:

- Lessons will follow the regular school timetable
- Learning will include new content and ensure academic progression
- Examination-year groups will continue revision and consolidation
- Teachers will remain accessible via online platforms or email
- Learning objectives will be clearly communicated for each lesson
- Direct teaching videos will be provided as appropriate
- Specialist subjects, including Arabic, Islamic, and PE, will continue with adapted lesson plans

### **Expectations**

#### **Teachers:**

- Deliver engaging, high-quality lessons that include new learning and meet school standards
- Differentiate resources to meet student needs
- Provide model answers and strategies to support both students and parents
- Record attendance daily in MyGlendale
- Track incomplete assignments and follow up with students, parents, and line managers
- Notify line managers when absent and set email auto-responses

#### **Parents:**

- Encourage active participation in online learning
- Provide a suitable home environment for study, including access to technology
- Monitor engagement, screen time, and well-being
- Communicate absences to the school
- Maintain routines and learning expectations

#### **Students:**

- Be motivated and engaged in online sessions
- Attend lessons punctually and regularly
- Complete and submit all assigned work
- Participate actively and reflect on learning



# GLENDALE INTERNATIONAL SCHOOL

## **Administration & Support Staff:**

- Continue duties as assigned
- Maintain accurate attendance records for students and staff
- Provide administrative support to teachers, parents, and students

## **Attendance**

All students will be marked as “educated off-site” during remote learning. Parents must inform the school if their child cannot attend online sessions. Teachers will deliver daily lessons, record non-submissions, and escalate any concerns to Heads of Department or Leadership as needed.

## **Safeguarding**

Student safety remains a top priority. Parents are expected to monitor online activity, reinforce e-safety, encourage healthy routines, and maintain communication with the school. Cyberbullying, inappropriate language, or misconduct online will be treated as seriously as incidents in school.

## **Inclusion & Learning Support**

Students of Determination and those learning English as an Additional Language (EAL) will continue to receive tailored support according to their Individual Education Plans (IEPs). Inclusion teachers will collaborate with classroom teachers and families to provide differentiated resources, additional practice, and individualized guidance.

## **Parent Guidelines**

- Parents play a vital role in remote learning. They are encouraged to:
- Establish consistent routines
- Set up a dedicated learning space
- Monitor school communications
- Support children emotionally
- Promote physical activity
- Be mindful of stress levels and ensure balanced screen time

## **Contact**

For learning-related questions, contact your child’s teacher directly.

For technical support or login issues, email the IT team at [helpdesk.Glendale@globalschools.com](mailto:helpdesk.Glendale@globalschools.com)

