AL ZUHOUR PRIVATE SCHOOL

DISTANCE LEARNING POLICY

Approved by: SLT
Last reviewed on: June 2026
Next review due by: June 2027

AZPS Vision:

AZPS is a community of lifelong learners that strives for academic excellence, prepares students for the global challenges, and maintains cultural identity.

AZPS Mission:

To provide a quality international education while maintaining the cultural identity. To celebrate diversity, encouraging leadership, responsible citizenship, moral values, and the development of lifelong learning skills.

AZPS Definition of Learning:

AZPS believes that learning is a process by which the learners:

- Acquire knowledge & skills through researching, experimenting & problem-solving.
- Teachers act as facilitators.
- Learners are provided with a degree of voice & choice in their own learning.
- Learners are actively engaged in hands-on experiences that require high-level thinking skills.
- Learners undergo various performance assessments that provide feedback directly linked to their performance level.Learners are provided with their next steps for learning

Introduction

At Al-Zuhour Private School, our primary focus in the current educational landscape is on delivering effective distance learning. We recognize that remote education requires specific pedagogical approaches, technological support, and learner engagement strategies. Our goal is to provide a rich, interactive, and learner-centered digital environment that allows students to thrive academically and socially from a distance.

We are committed to ensuring high-quality educational experiences by leveraging appropriate technology, fostering student independence, and maintaining strong communication between teachers, students, and parents. Our distance learning program aims to replicate, as much as possible, the engagement and rigor of traditional classroom teaching, adapted for a virtual context.

Responsibilities

The School Principal is responsible for overseeing the implementation of the Distance Learning Policy, ensuring staff are equipped with necessary training and resources, and that systems are in place for effective remote instruction.
School staff are responsible for designing and delivering engaging online lessons, providing timely feedback, and supporting students' individual needs in the virtual environment. Teachers and support staff must ensure accessibility, inclusivity, and student participation in all aspects of distance learning.

Aims

Through our distance learning program, we aim to:

- Enable students to become confident, resourceful, and independent digital learners.
- Foster self-esteem and positive relationships through virtual collaboration.
- Develop cultural awareness and respect within a digital space.
- Ensure continuity of education during disruptions, maintaining high standards of achievement.

- Support students in developing skills necessary for lifelong learning in a technology- enhanced world.

Guidelines

1. Effective Distance Learning Practices
    a. Engagement & Interaction: Utilize diverse digital tools and platforms to promote active participation, including live video lessons, interactive activities, and discussion forums.
    b. Clear Communication: Provide explicit instructions, regular updates, and consistent schedules to help students navigate their learning independently.
    c. Personalization & Differentiation: Tailor learning activities to meet individual student needs and abilities, providing appropriate scaffolding and support.
    d. Assessment & Feedback: Implement formative and summative assessments adapted for online environments, offering timely, constructive feedback to guide student progress.
    e. Accessibility & Inclusivity: Ensure all students have access to necessary devices and internet connectivity, and provide accommodations as needed.
2. Instructional Models for Distance Learning: Our approach incorporates blended instructional strategies, including:
    a. Synchronous Learning: Real-time virtual lessons and discussions to foster immediate engagement and interaction.
    b. Asynchronous Learning: Recorded lessons, online assignments, and self-paced activities allowing flexibility and personalized learning.
    c. The 5 Es Model in a Virtual Context:
        i. Engage: Use multimedia and interactive prompts to capture student interest online.
        ii. Explore: Facilitate virtual investigations using digital resources.
        iii. Explain: Encourage students to articulate understanding via online discussions or presentations.
        iv. Elaborate: Extend learning through project work, online collaborations, or research tasks.
        v. Evaluate: Use digital quizzes, portfolios, and reflections to assess understanding.

Implementation Procedures:

Distance learning is a way of providing educational content and teaching to students who are not physically present in a typical classroom setting. With the use of digital platforms and technologies, this type of education makes it possible for students to access interactive activities, assignments, and courses at a distance. Since distance learning offers time and geographical flexibility, it's a useful option for continuing education in case of emergencies or other circumstances that preclude in-person attendance.

Learning Policy at AZPS for Emergency Situations:

In the event of emergencies such as heavy rain or sandstorms, our school is committed to ensuring the continuity of education through a well-structured distance learning policy. Distance learning refers to the process of delivering educational content and instruction to students who are not physically present in a traditional classroom setting. This approach leverages digital platforms and tools to provide an interactive and flexible learning environment.

Our distance learning policy is designed to accommodate varying levels of emergency by categorizing responses into three distinct levels: Advisory Level, Hybrid Level, and Critical Level. Each level outlines specific operational strategies to maintain effective teaching and learning, regardless of the circumstances.

By implementing this policy, we aim to:

- Ensure the Safety of Students and Staff: Prioritize the well-being of our school community during emergencies.
- Maintain Educational Continuity: Provide seamless and uninterrupted learning experiences.
- Adapt to Diverse Needs: Offer flexible learning options that cater to the varying needs and situations of students and staff.

The following sections detail the procedures and expectations for each level of emergency, ensuring that our school remains prepared and resilient in the face of any disruption.

Advisory Level: Optional Distance Learning

The school remains open, and students have the option to either attend classes in person or participate in distance learning from home. This level is activated when conditions are manageable but may cause inconvenience to some students.

Details:

- School Operations: The school will operate as usual, with all staff and facilities available.
- Student Attendance: Attendance at school is encouraged but NOT mandatory. Students may choose to stay home if they feel it is safer or more convenient.
- Learning Platform: Lessons material will be provided through MS Teams.
- Instructional Approach:
- No live sessions will be conducted for students at home.
- Assignments, tasks, worksheets, PowerPoint Presentations, homeworks, and other resources will be available on MS Teams for students who opt to stay home.
- Teacher Availability: Teachers will be available during regular school hours to answer questions and provide support through MS Teams.

Hybrid Level: Mixed Learning Environment

A moderate level of emergency where the school conducts hybrid learning. Students unable to come to school will be grouped for online sessions, while those who attend school receive face- to-face instruction.

Details:

- School Operations: The school remains open with a hybrid model of instruction.
- Student Attendance: Students may either attend school or participate in online classes, depending on their ability to travel safely.
- Learning Platform: MS Teams will be used for online classes.
- Instructional Approach:

- Students unable to attend school will be assigned to specific online classes with dedicated teachers.
- Students attending school will receive face-to-face instruction from different teachers assigned to in-person classes.
- Teacher Allocation: Specific teachers will be designated for online instruction, while others will manage in-person classes to ensure a balanced workload and effective teaching.
- Coordination: Schedules and class allocations will be prepared in advance to facilitate smooth transitions between online and face-to-face learning.
- Students Grouping: Students will be categorized into new temporary sections; some will study on campus, while others will study online. This categorization will depend on the number of students attending in each case.

Critical Level: Full Distance Learning

A severe emergency necessitating the closure of the school, with all education shifting to an online format to ensure the safety of students and staff.

Details:

- School Operations: The school will be closed for in-person learning.
- Student Attendance: All students will participate in online learning.
- Learning Platform: MS Teams will be the primary platform for delivering instruction.
- Instructional Approach:
- All classes will follow the normal school schedule but will be conducted online.
- Live sessions will be held according to the regular timetable, with teachers delivering lessons through MS Teams.
- Attendance will be taken during live sessions to ensure student participation and engagement.
- Teacher Availability: Teachers will be available during regular school hours to conduct live sessions, provide support, and address student queries.
- Implementation and Review
- This policy will be reviewed annually or as needed based on the experiences and feedback from students, parents, and staff. The aim is to ensure the policy remains effective and responsive to the needs of the school community during emergency situations.

The Role of Parents

At AZPS, we believe that parents play a vital role in supporting their children's learning, particularly in a distance learning environment. We strive to keep parents fully informed about what and how their children are learning online through the following:

- Conduct regular virtual parent meetings to explain the school's digital learning initiatives and discuss student progress.
- Communicating important information through circulars, digital newsletters, and regular updates on the school website.
- Providing timely academic reports throughout the year outlining student

achievement and learning targets.

- Offering guidance to parents on how to support their children effectively in an online learning setting.
- Uploading weekly plans on Orison that clearly outline learning outcomes and assigned tasks for students.

We also believe that parents share responsibility in ensuring a productive and successful remote learning experience. Therefore, we ask parents to:

- Ensure their child attends all scheduled online classes and submits tasks on time.
- Provide a quiet, distraction-free space at home that is conducive to online learning.
- Ensure their child is equipped with the necessary digital tools (e.g., device, internet access) to participate in remote learning.
- Maintain open communication with the school about any home situations that may affect the child's learning or behavior.
- Encourage a positive attitude toward online learning and maintain a routine that supports academic success

Professional Development & Support

Ongoing training will be provided to educators in digital pedagogy, online assessment, and student engagement strategies. Teachers will collaborate regularly to share best practices and develop innovative distance learning activities. School leadership will ensure that appropriate resources, platforms, and technical support are available.

Monitoring & Evaluation

Continuous monitoring of distance learning effectiveness will be carried out through student progress tracking, feedback surveys, and regular review meetings. Data collected will inform instructional adjustments and professional development needs.

At AZPS, we are committed to delivering a high-quality distance learning experience that promotes academic achievement, digital literacy, and social-emotional well-being. Our policies and practices will continually evolve to meet the changing needs of our learners and the educational landscape.