Model Private School

Distance Education Policy

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	30 - March 2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-March 2026

1. Introduction

Model Private School is dedicated to giving every student a top-notch education, especially in circumstances when traditional in-person instruction is not feasible. The guidelines for efficient learning during remote instruction are provided by this policy on distance education.

2. Alignment with UAE Regulations

This policy complies with the directives issued by the Abu Dhabi Education and Knowledge (ADEK), the UAE Ministry of Education (MoE), and the Distance Learning Evaluations (DLE) framework.

3. Execution of the Program

The administration of the school will decide whether to use distance learning after consulting with the appropriate authorities and taking into account any unanticipated events or public health emergencies. The switch to remote learning will be announced well in advance to parents through sms / other proper channels.

4. Objectives

Maintain educational continuity in the event of unanticipated events or temporary school closures .Offer Children with special needs access to flexible learning options.Raise student interest and help them acquire digital literacy. Maintain a positive and supportive learning environment for all stakeholders.

5. Accountabilities and Duties

The **Distance Learning Committee (DLC)**, chaired by the Principal, is responsible for policy implementation, monitoring, and evaluation. The DLC will coordinate with section heads, IT staff, and teachers to ensure readiness and compliance.

Committee Composition:

- Principal
- Vice Principal
- IT Coordinator
- Section Heads
- Head of Inclusion
- School Counsellor
- Parent Representative

- ***School Administration:***
    - Develop and carry out the policy for distance learning.
    - Select and keep up an appropriate Learning Management System (LMS).
    - Train academic staff members in efficient online teaching techniques.
    - Assure teachers and students have equal access to technology and technical assistance.
    - Keep an eye on and assess the program's efficacy in distance learning.
- ***Faculty:***
    - Develop and deliver interesting, interactive online courses.
    - Employ a range of teaching strategies, such as synchronous and asynchronous learning exercises.
    - Effectively communicate expectations and assignments to parents and students.
    - Give students prompt feedback on their work.
    - Uphold an appropriate and safe online learning environment.
- ***Students:***
    - Participate actively in online classes by attending them.
    - Perform tests and assignments on schedule.
    - Interact with classmates and teachers in an effective manner.
    - Make ethical and responsible use of technology.
    - Establish a quiet, dedicated location for learning.

- ***Parents:***

    - Create a welcoming and encouraging environment for learning at home.
    - Ensure that students have access to the internet and the required technology.
    - Track students' development and let teachers know about any worries they have. Promote responsible online conduct.

6. Readiness Components

6.1. Distance Learning Programs and Platforms readiness

- To provide online instruction, the school will make use of a Learning Management System (LMS) that has been authorized by the applicable education authority.
- The Learning Management System (LMS) will offer one platform for students to access course materials, participate in virtual classrooms (Zoom, MS-TEAMS & G-MEET), turn in assignments, and communicate with teachers, parents, and other students.

6.2 . Instructional Design and Delivery

- A well-rounded strategy that combines asynchronous (self-paced) and synchronous (live) learning activities will be employed.
- With the use of collaboration tools and multimedia materials, online courses will be dynamic and interesting.
- Assignments /worksheets/notes will be shared through google classroom.
- Assessments will be given as per guidelines and rubrics.
- Curriculum-integrated opportunities for student reflection and feedback will be provided.

6.3. Technology Requirements and Support

The school is determined to guarantee every student fair access to technology. Support in the form of technical assistance will be provided to teachers and students in case they run into any technical issues while learning remotely by the IT team.

- IT support available daily during school hours.
- Helpline/email: itadmin@themodel.ae/ ict@themodel.ae

6.4. Student Attendance and Assessment

- It is expected that students would participate in online activities and classes on a regular basis. Attendance will be marked daily during live sessions. If the student didn't attend more than two periods during online sessions, then the ward will be marked absent for the day.
- It is expected that students should present in UAE to avail the distance learning.
- There will be an outline of precise attendance policies and procedures.
- Assessments will follow ADEK-approved guidelines for distance learning.
- The assessments will be made suitable for the virtual learning environment and could consist of a mix of projects, portfolios, presentations, google forms and online tests.

6.5. Communication

- The school will publish clear and consistent updates on the Distance Education program through the school website and communication channels.
- Teachers, students, and parents shall maintain regular communication through the LMS, email, and other permitted channels.

6.6. Student Wellbeing and Safety

- The school will have precise rules and procedures in place to address cyberbullying and online safety.
- Strategies will be implemented to support student wellness and reduce social isolation during remote learning.

7. Distance Learning Related Procedures

7.1 Administrative Procedures

Procedure	Description	Responsible Person(s)	Timeline / Frequency
Readiness Survey & Data Collection	Conduct student and teacher surveys to identify device, internet access, and digital literacy levels.	IT Officer, Admin Team	Upon ADEK directive for distance learning.
Policy Communication	Circulate Distance Learning Policy to staff, parents, and students through official communication channels (email, portal, circular).	Principal, Admin Officer	Before transition to distance mode.
Staff & Student Accounts Creation	Ensure all students and teachers have access to learning platforms (Google Workspace/MS Teams, etc.).Generate school email id for all students and staff.	IT Support Team	Ongoing; prior to start of classes.
Data Protection & Privacy Compliance	Maintain data security, restrict access to student data, and monitor online safety compliance.	Principal, IT Head	Continuous monitoring.
Reporting to ADEK / Authorities	Maintain updated readiness reports and attendance data as per ADEK guidelines.	Principal, School Admin	As requested by ADEK or monthly summary.

7.2 Academic Procedures

Procedure	Description	Responsible Person(s)	Timeline / Frequency
Lesson Planning and Upload	Teachers prepare and upload weekly lesson plans, recorded videos, and resources to LMS by Friday for upcoming week.	Subject Teachers, Reviewed by HOD	Weekly.
Online Class Delivery	Conduct live interactive sessions according to the approved timetable.	Class/Subject Teachers	Daily.
Classroom Management (Virtual)	Set class rules, manage student participation, and ensure respectful behavior during online sessions.	Teachers, Coordinators	Ongoing.
Assignment & Homework Submission	Assign tasks through Google Classroom with clear due dates; follow up on pending work.	Teachers	Weekly.
Assessment Administration	Online tests to follow ADEK's remote assessment protocols (e.g., camera on, ID verification, time limits).	Assessment Coordinator, Teachers	As per assessment schedule.
Grading & Feedback	Provide timely digital feedback on student submissions and maintain grade records in eSIS.	Subject Teachers	Continuous.

7.3 Student Attendance & Engagement Procedures

Procedure	Description	Responsible Person(s)	Timeline / Frequency
Daily Attendance	Attendance taken during live sessions and recorded in the Student Information System (eSIS).	Class Teacher	Daily.
Follow-up on Absence	Contact parents for students absent more than 2 consecutive days.	Class Teacher / Section Head	As needed.
Engagement Monitoring	Track participation, task submission, and online behavior.	Teachers, Coordinators	Weekly review.
Performance Tracking	Maintain student progress reports for each term; identify students needing intervention.	Subject Teachers, HODs	Term-wise.

7.4 Student Support and Inclusion Procedures

Procedure	Description	Responsible Person(s)	Timeline / Frequency
Individual Support Plans (ISP)	Update ISPs for students of determination and adapt tasks accordingly.	Inclusive Department, Teachers	Before and during distance learning period.
Counselling Services	Provide online counseling sessions to support emotional well-being.	School Counsellor	Weekly or as needed.
Parent Orientation	Conduct orientation to help parents support children's learning routines.	Academic Supervisor, Counsellor	At start of distance learning.
Special Needs Support	Offer one-on-one sessions or reduced content for identified students.	Inclusive Department	Continuous.

7.5 Technical Support Procedures

Procedure	Description	Responsible Person(s)	Timeline / Frequency
Helpdesk Setup	Provide a dedicated email/phone line for resolving technical issues.	IT Support	Active daily during school hours.
User Access Management	Manage account resets, password issues, and login troubleshooting.	IT Support	As needed.
Platform Training	Conduct virtual training for teachers, students, and parents on using the learning platforms.	IT Department, Academic Supervisors	At the start of the year or before distance learning activation.
System Backup & Maintenance	Ensure data backup and security compliance for all digital tools.	IT Admin	Monthly check.

7.6 Communication and Coordination Procedures

Procedure	Description	Responsible Person(s)	Timeline / Frequency
Parent Communication Channel	Maintain active communication via official email, SMS, school app	IT ,Class Teachers	Ongoing.
Weekly Staff Briefings	Conduct online coordination meetings to review progress, attendance, and challenges.	Principal, HoS,Supervisors	Weekly.
Feedback Collection	Collect feedback from parents, teachers, and students using Google Forms or surveys.	Admin, Distance Learning Committee	Monthly.

7.7 Monitoring and Evaluation Procedures

Procedure	Description	Responsible Person(s)	Timeline / Frequency
Performance Review	Review teacher readiness, lesson quality, and student participation.	Distance Learning Committee	Biweekly or monthly.
Audit of Lesson Plans	Random check of uploaded lesson content and adherence to ADEK learning outcomes.	HOD, Vice Principal	Weekly.
End-of-Term Evaluation Report	Prepare a comprehensive report summarizing performance, issues, and improvement plans.	Principal, DL Committee	End of each term.

8. Review and Revision

This Distance Education Policy will be reviewed and revised periodically to ensure it remains effective and aligns with evolving educational practices and technological advancements. Feedback from parents, students, and teachers will be considered during the review process.
