

Quwwat-Ul-Islam Girls' School



Remote Learning Policy

Published Date	September 2025
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Policy Links	Behaviour Policy Curriculum Policy Online Safety Policy Safeguarding Policy

School Motto
Together we can achieve more
School Values
Respect . Aspiration . Responsibility
Learning Drivers
Caring for Ourselves, Our World, Our Education, Our Rights

School Vision Statement

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-ul-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

Quwwat ul Islam Girls' School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff, governors, volunteers and parents/carers to share this commitment.

Aims

This remote learning policy aims to:

- ☐ Ensure consistency in the school's approach to remote learning
- ☐ Set out expectations for all members of the school community with regards to remote learning
- ☐ Provide appropriate guidelines for data protection

Roles and Responsibilities

Teachers

In the event of a part or full school closure the school will revert to remote learning via Google Classroom/Google Meet.

Teachers must be available between the hours of 8am and 4.00pm. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure between the hours of 7am – 7:30am in line with school absence/late expectations.

Symptoms

Remote teaching for staff who are self-isolating

In line with government guidance, pupils, staff and families should self-isolate if they display any of the following symptoms

- ☐ A continuous, dry cough
- ☐ A high temperature above 37.8°C
- ☐ A loss of, or change to, their sense of smell or taste
- ☐ Have had access to a test and this has returned a positive result for Covid-19

Teaching staff are required to self-isolate if they show symptoms outlined above or they have been told to shield and/or have received a letter to confirm this.

If a member of staff is required to self-isolate, they are expected to:

- ☐ Follow normal reporting procedure for planned absence.
- ☐ The School will ask staff about their intention to get tested. Should a staff member be tested, it is expected, as per national guidance, to share the result of this test with school so that appropriate plans can be made.

Whilst self-isolating, and if able to do so, staff will be given:

- an individual project to work on which is in line with whole school improvement priorities. These projects will be communicated by the Senior Leadership Team and will be allocated on a case-by-case basis;
- Staff may also be asked to continue with or support the online learning provision.

Teachers are responsible for:

- Following the timetable for their class/subject area
- To include a mixture of face to face remote learning sessions through 'Google Meet' and additional activities set within the 'Google Classroom', appropriate to the age range they are teaching
- As with planning expectations, all learning activities for the week ahead must be scheduled within the Google Classroom one week in advance. In case of illness, it is suggested that all learning material is planned at least a week in advance in line with school expectations for cover purposes
- Ensure that the Headteacher and senior members of staff have been invited to your **Google Classroom**. The Headteacher/SLT will also monitor all learning content.

Teacher protocols when delivering remote learning sessions

- Remember to ensure that you are wearing professional dress for remote learning sessions and that you are working with a neutral background behind you
- One to one remote sessions must be discussed and approved by the Headteacher to assess any risks. This could be required to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND). Helpful solutions may involve including a parent or additional staff member on the call (**Please complete attached form- Appendix A**)
- Provide feedback to pupils about their work. This may be via comments in the Google Classroom, email or pupil workbooks which have been returned to the school
- Work received via email is to be printed, marked, feedback given and then filed within a pupil's work folder/book
- Keeping in touch with both pupils and parents is really important. When emailing parents with weekly updates please ensure that you use the BCC option. We must continue to follow the GDPR rules and keep personal information private and secure.
- Ensure school email accounts are used for all correspondence
- Personal email accounts are not permitted to be used
- All emails received from parents should be answered during work hours.

- ☐ Any concerns or complaints must be shared with the Headteacher/SLT in a timely fashion
- ☐ For reporting safeguarding concerns please follow school procedures as set out in the school's Safeguarding and Child Protection Policy.

Senior Leaders

Senior Leaders are responsible for:

- ☐ Coordinating the remote learning approach across the school
- ☐ Alerting teachers to resources they could use for remote learning
- ☐ Working with teachers to make sure that the work set is appropriate and consistent
- ☐ Monitoring the effectiveness of remote learning
- ☐ Setting up and leading remote staff meetings
- ☐ Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- ☐ Emailing and keeping parents informed about Coronavirus update messages from the Government, the DfE and/or the Local Authority.

Designated safeguarding leads

The DSL will follow the guidelines set out in the School's Child Safeguarding and Child Protection Policy.

The Designated Safeguarding Lead is:

Ms Member - shazia.member@quwwatulislam.com

The Trustee Safeguarding Lead is:

Mr Patel – faruk.patel@quwwatulislam.com

The optimal scenario is to always have a trained DSL (or deputy) available on site. Where this is not the case, the trained DSL/Deputy DSL will be available to be contacted via phone or online video - for example when working from home.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Online Safety

Ms. F Hussain will be on hand to support staff, parents and pupils with remote learning.

- ☐ Helping staff and parents with any technical issues they're experiencing.

- Reviewing the security of systems and flagging any data protection breaches to the data protection officer.
- Assisting pupils and parents with accessing the internet or devices.
- Ensuring online learning agreements have been signed by both parents, pupils and staff.
- Emailing regular online safety messages to parents/carers to reinforce the importance of children staying safe online.

Pupils and Parents

Staff can expect pupils to:

- Take part in the remote learning sessions provided by the class teacher
- Complete work within the Google Classroom to the deadline set by teachers
- Seek help from teachers if students require extra support
- Alert teachers in a timely fashion if they are unable to complete work

Staff can expect parents to:

- Make the school aware if their child is sick or otherwise can not complete work
- Seek help from the school if they need it
- Be respectful when making any complaints or concerns known to staff

Proprietors

The Proprietors are responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible.
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons.

Who to contact

If staff have any questions or concerns, in the first instance they should contact the following individuals:

If you have any issues with setting work, behaviour, your own workload or wellbeing please contact a member of the senior management team.

All data protection concerns should be brought to the attention of the senior management team

For concerns about safeguarding please contact the DSL Team (see above for details).

Data Protection

Accessing personal data

When accessing personal data, all staff members will work within their allocated Google account and drive.

Sharing personal data

Staff members may need to collect personal data such as email addresses as part of the remote learning system. While this may be necessary, staff are reminded to collect/ share as little personal data as possible online.

Keeping devices secure if working remotely from home

All staff members will take appropriate steps to ensure their personal devices remain secure. **This includes, but is not limited to:**

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and antispyware software
- Keeping operating systems up to date – always install the latest updates
- Staff should use school devices at all times when teaching from the school premises
- Personal Laptops are **not** permitted to be used on site

Appendix A – Additional Remote Learning Support Form

Additional Remote Learning Support	
Name of Teacher	
Date	
Name of student	
Reason for extra support	
Agreed support including: Time, date, any special arrangements	
Authorised by:	
Date:	