BELVEDERE
INTERNATIONAL SCHOOL

DISTANCE LEARNING POLICY

2026-2027

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Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		*Date:*	10/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		*Date:*	12/9/26

1. Introduction

The School is committed to providing continuity of education to its students and will do so through a process of distance learning. Extensive distance learning would apply particularly in a situation in which the school is closed for an extended period of time, but a high proportion of students and staff are healthy, and able to work as normal from home. This policy does not apply in the event of short-term school closures (e.g. as a result of inclement weather) or a short term student absence.

2. Continuity of Education

Belvedere International School will make provision for remote contact with students on a daily basis.

2.1 Students will have access to work via Google Classroom that allows them to continue progress while at home.

2.2 Students will have the opportunity for face-to-face interaction with their class teachers via Google Hangout Meets.

2.3 Students will have the opportunity to meet with their form teacher on a daily basis and their Head of Department on a weekly basis via form time and assemblies.

2.4 As far as is practicable, Belvedere International School will attempt to replicate the timetable that students follow through the course of a normal school day.

2.4.1 Teachers will need to make themselves available for teaching during their normal working hours and should communicate through the cover/absence request if this is not possible.

2.4.2 Students should be available and online during normal school hours.

2.4.3 Distance learning platform

a. Google Classroom will be the single hub for all distance learning interactions.

b. Google Hangouts Meet allow teachers to host video and audio calls and automatically add members of their classes.

c. Teachers have the option to record the Meet and save to Google Drive so that they can add to Google Classroom for those who are unavailable at the lesson time.

d. We are mindful that if distance working/learning is happening nationally then there may be bandwidth restrictions. In this event dropping the Google Hangouts Meet down to just audio might be necessary.

e. Classwork and prep that can be handed in online will be set through Google Classroom and may be marked online

2.4.4 Role of the teacher

1. Teachers will plan activities that relate as closely as possible to current class content or skills. The activities will reinforce existing understanding or introduce new content as planned in regular schemes of work.

2. Teachers will post a Google classroom record for each lesson, with details and resources explaining what is expected so that all students can access and carry out the work required.

3. Teachers will continue to assess students by specifying where and when students will be expected to submit prep by using the Google Classroom.

4. Teachers will also continue to assess classwork by monitoring the live lesson feed as well as the chat posts within each lesson.

5. Teachers will provide live lessons as well as independent learning tasks or pre-recorded videos.

6. Teachers will be expected to keep a record of students' engagement in distance learning via the attendance register. Any evidence of poor or non- engagement will be passed to SLT.

2.4.5 Role of the student

1. Students will be expected to check their email account every day to receive notifications of the daily activities for each subject.

2. Students will be able expected to carry out the tasks assigned and submit any tasks as set out by the teacher.

3. Normal classroom expectations should apply, where applicable.

2.4.6 Role of the parent

1. Parents will not be placed in the role of teacher any more than they are during the regular school day.

2.4.7 Role of the Senior Leadership Team

1. SLT will monitor engagement via feedback from teachers and individual communications with parents.

4. Wellbeing and pastoral care of students during a school closure

4.1. In the event of a school closure, the primary responsibility for the pastoral care of a student rests with their parents. However, teachers under the guidance of the Vice Principal will check-in daily with their classes to monitor both academic progress and their general wellbeing. Teachers will be expected to pass on feedback to Their line manager, particularly if there are concerns or a lack of communication.

4.2. Teachers will be available to their students from 7.30am – 2.30pm via email or Google Hangouts Meet Monday to Friday. This means that teachers can check in with students before they start their day and be available to offer support and guidance.

4.3. Weekly phase Assemblies will be held with the option of recorded whole school assemblies.

4.4. Students will be encouraged to make contact with staff if they have any concerns about themselves or others.

4.5. If staff are concerned about a student and need to call the student, they should use a school phone and if that is not possible they should withhold their personal number if possible.

4.6. Significant concerns should be passed on to the Principal.

5. Wellbeing of staff

We recognise that working remotely can be challenging for staff as well as students.

a. A daily remote staff briefing in each phase group will be scheduled to give everyone the opportunity to connect with the school community remotely.

b. Any member of staff who is feeling isolated due to the constraints of remote working then there are a number of avenues that they should contact their line manager.