



HIS Remote Teaching Guidance

(updated September 2020)



Our responsibility to sensitivity and confidentiality

The Madrassah is very much part of the local community. We pride ourselves on the number of volunteers we have and the positive feedback we receive about the friendly atmosphere and positive ethos at Hyderi Islamic. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you are invited into our Madrassah community as a volunteer, staff or in any other capacity.

I understand that during my time at Hyderi Islamic School:

- I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information.
- I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
- I will not post confidential information regarding children, staff members or parents on social networking sites such as Facebook and Twitter.
- I will not contribute to discussions or conversations on social networking sites regarding the Madrassah and anyone associated with it.
- I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the Principal or Deputy Principal.
- I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection.
- I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
- I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required, must be handed to the senior management team.
- I will always be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
- I will use materials, resources or technology related to Hyderi Islamic School with care and ensure that I return them to the administrative team when I leave. I also acknowledge that these are properties of Hyderi Islamic and will not intentionally or unintentionally share with people outside of the Madrassah.
- I will uphold the good name of Hyderi Islamic School in discussions both inside and outside Madrassah.

We also expect all members of the public – parents, students and other persons engaging with the Madressa in any capacity also ensure following of the above guidelines to ensure a safe and friendly environment for all.



Teaching Tips

Keep lesson objective clear to see

Starter activity for when students login:

- Ayat of Qur'an from the lesson
- A question from last week lesson
- A visual game getting participation e.g. hangman

Keep students engaged:

- **Small chunks** short snappy parts to the lesson (Teaching should not be for more than 20min at a time)
- Break up the lesson to keep student focus, and assess for learning E.g.:
 - Questions – multiple choice questions, true-false
 - Games – put key terms in the games
 - Activities – keep simple, few resources, instructions verbal and written, sample ready
 - Visual sharing of lesson points and key words – e.g. key words drawn within simple picture
- Move camera to show displays and crafts
- Use MCE lesson resources e.g. videos, worksheets, activity ideas
 - Drawing out responses by direct calling out the student's name
 - Student discussion through break out rooms
 - Make ongoing, simple notes of progress
- If only a few participate one lesson, choose other students the next lesson.

Check out the MCE link below for online teaching tips videos

- <https://madrasahonline.org/tarbiyah-training-videos/>



How to deliver lessons via video online

It's important to be aware of the following guidelines when delivering lessons via video online.

- Have a clear background free from distractions
When setting up your home video-conferencing location make sure there's nothing in the background that will be either distracting or potentially embarrassing. Ideally, you want a plain, distraction-free background that allows you and your lesson to take centre stage. You can even blur background or use a background image.
- Make sure the camera angle is straight and stable
Make sure your laptop or webcam is stable and pointing straight ahead to avoid any strange angles that make you look like you're peering up or down.
- Use headphones and a microphone
Ideally, use headphones so you can hear clearly any questions that children ask, while a microphone will ensure your audio is as clean and clear as possible.
- Make sure you won't be interrupted
Make sure anyone you live with is aware that you may be hosting teaching lessons from home so distractions can be avoided.
- Be aware you are always visible
It sounds obvious but a video call is not a phone call. Even if it feels unnatural at first, maintain your natural teacher demeanour while you're on a video call to help children feel that they're in as normal a learning environment as possible.
- Resources are ready to be shared when required
If you have resources you want to share with students during a video lesson make sure you know where they are on your desktop, they have clear file names and ideally are already uploaded to the relevant resource hub before you start.
- Make sure your wi-fi connection is good enough.
- Prepare for the unexpected
Video conferencing can cause all manner of weird and wonderful things to happen. If you focus on what you can control, any unexpected moments can generally be ignored or playfully dismissed, allowing learning to continue as best as possible.



Class365 & Microsoft Teams guides

Here is a list of videos and guides to help you navigate and make the most of Class365 at HIS.

Topic	Runtime	Link
Managing Attendance	4mins	Video Link
Learning Management System (LMS) Overview	6mins	Video Link
Assessment & Grading Overview	5 mins	Video Link
Adding Assessments	1 min	Video Link
Grade Book & Report Card	2 mins	Video Link
Full Class365 review	1hr 6min	Video Link
Join a MS Teams online meeting	1 min	Video Link
Share your screen using Microsoft Teams	2 mins	Video Link
Show PowerPoint slides using MS Teams	2 mins	Video Link



Working remotely for Madressa

Working remotely means we need to be aware of some tips that will help us ensure safeguarding of the children and our staff/volunteers.

- It's a good idea to look at and familiarise with all Hyderi policies, especially safeguarding
- Set a suitable space to work away from family and distractions
- Be clear about how to use Madressa tablets if you are using these, refer to the Tablet policy
- Keep Madressa devices and personal devices separate if possible
- Keep passwords and material relating to Madressa (including students' names) out of visibility- especially if you have children at Madressa yourself
- Do not over-exert yourself, there are plenty of resources available to use from the MCE for Tarbiyah and from HIS for Quran and Arabic
- Keep work and leisure time separate!

Working with children

- Provide offline activities as well as live lessons so students have multiple ways of engaging with HIS activities
- Only live-stream or conference call with Madressa permission as well as parents' permission on a HIS approved system and technology platform
- Ensure parents are present or aware of the lesson and at least in the house during the lesson
- Select activities that the students can do independently as there may be limited contact with parents
- Deal with any queries through Class365 only and do not share your personal telephone number or email with students or parents
- Log/refer any safeguarding concerns to your safeguarding lead or section head
- Always follow the online code of conduct

Important Links

- Online safety tips <https://www.saferinternet.org.uk/helpline/professionals-online-safety-helpline>
- Educational online <https://swgfl.org.uk/assets/documents/educational-professionals-remote-working.pdf>
- For students: <https://swgfl.org.uk/online-safety/10-online-safety-tips/>