هيئة الشارقة للتعليم الخاص
SHARJAH PRIVATE EDUCATION AUTHORITY

TAMAM

Distance Learning Review

A Practical Toolkit for Existing Staff

For more information, please visit our website:

https://tam.spea.ae/

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1. Introduction

Sharjah Private Education Authority (SPEA) was established in accordance with the Amiri decree (45) of 2018 by

H.H Sheikh Dr. Sultan bin Mohammed Al Qasimi
Member of the Supreme Council and Ruler of Sharjah

SPEA is a local government entity mandated to regulate the private education institutions (Schools, Nurseries, Training Centers and Institutes)

Goals:

- Organize private education in the emirate
- Raise the quality of private education through the application of best educational practices and distinguished services in the field of private education
- Attract investment in the private education sector

The Nurseries Staff Information System is the system for all nursery staff in Sharjah Private and is aligned with the licensing of Teachers and Educational Leaders project.

This document is to guide teachers in the process of creating and submitting a profile on the Nurseries Staff Information System.

2. General Information

- Attach/Upload clear documents to their designated locations.

- Submitted profiles cannot be edited. Ensure you review the staff profile before submitting it.

- Only sections/fields for which you have a "Request to update Profile" will be open for editing on a submitted profile.

- Only documents in Arabic or English will be accepted. Upload legal translations of documents not originally in Arabic or English.

- Means that the field is mandatory and must be filled.

- (!) Means that there is specific instructions/information for the field. Point your mouse on the symbol to display the information.

3. About the Feature:

This feature enables School Admin (Principle) to submit an application for distance learning review approval

4. Distance Learning Review:

Go to https://tam.spea.ae
At the top right-hand corner, click *"Login"*
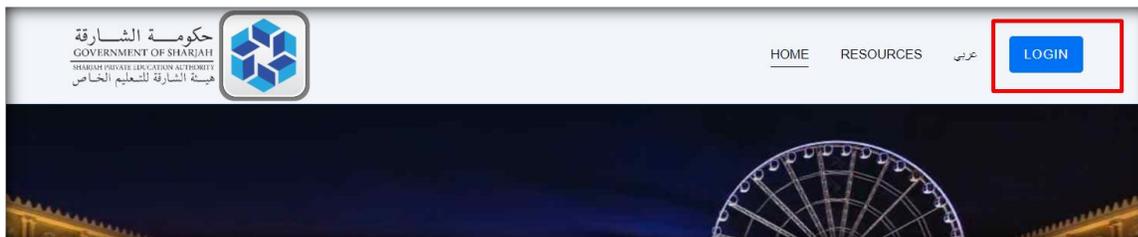
Please enter username and password of the user and click *Login*

Once logged in successfully then the system will direct you on to select the role of the user.
Select the role **"*Principle*"** from the dropdown list and submit to enter into home page.

After entering into the home page, select **Apply for Distance Learning Review** as shown below:
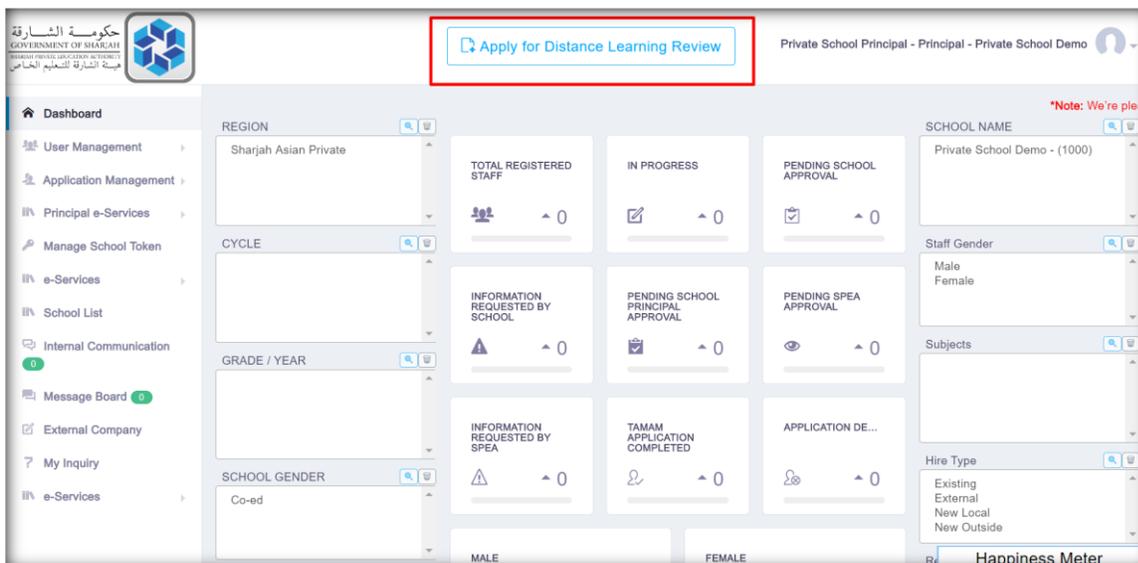
The system will lead to a new module for adding the applications as shown below. Click **Apply** button to open the application page
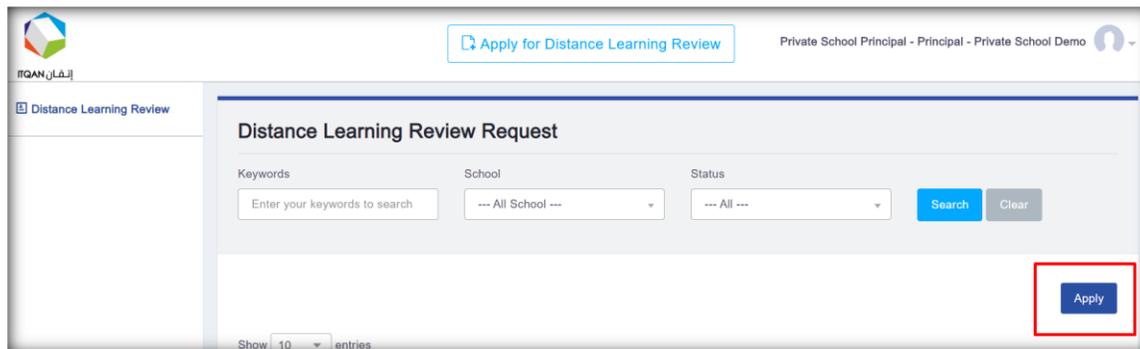
Fill all the information required and also upload the documents describing the procedure for carryout the distance learning review process and click **Submit** as shown below
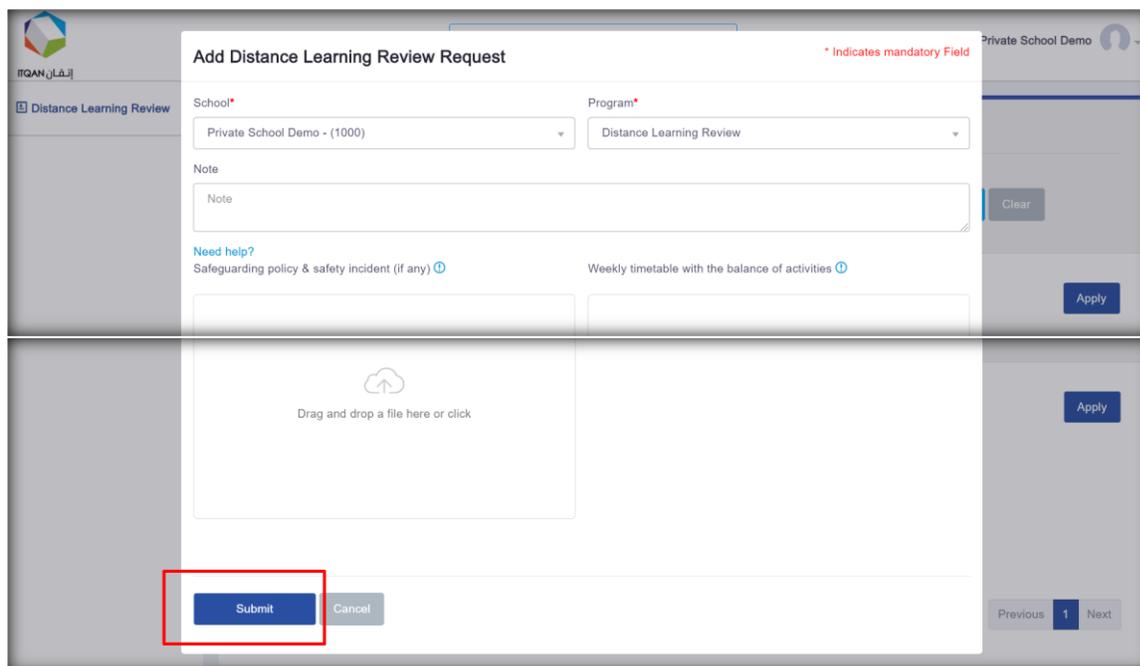
The application will get submitted to SPEA for review and the status of the application will be updated as "**Pending for SPEA Review**"
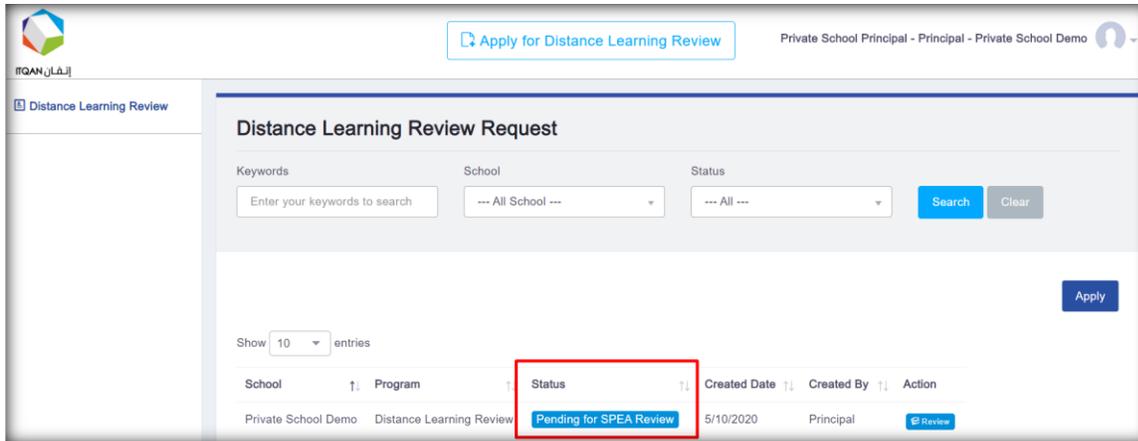
If the principal wants to review his application, click on **Review** button under **Action** section shown in the above screenshot and the following page below opens
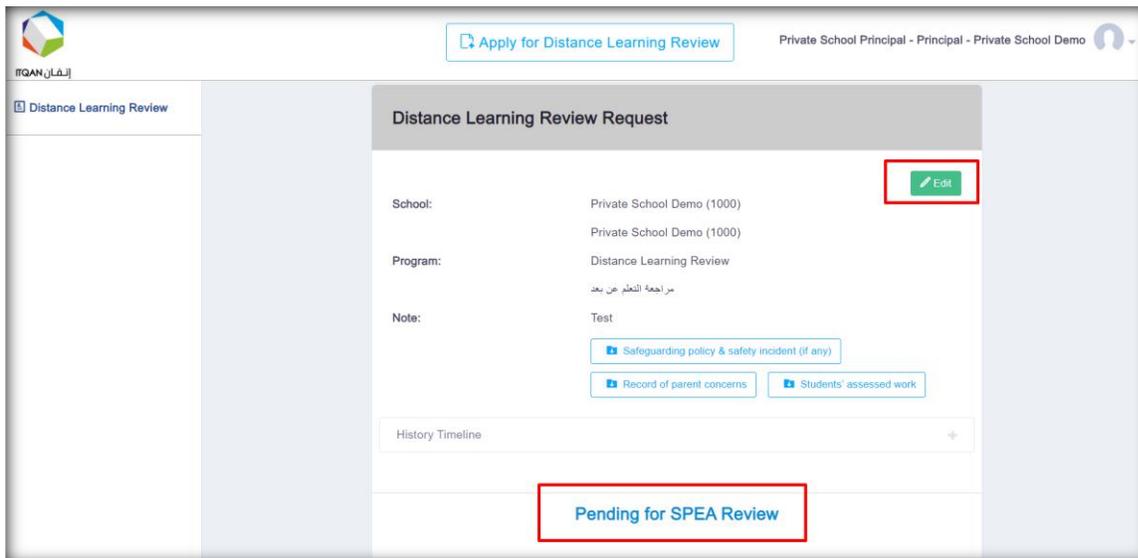
Phase 1 (10 – 13/5/2020)

In advance of the reviews, schools must upload the following documents and number the documents according to the numbering system below. Submission Deadline is May 13, 2020.

1- Safeguarding policy and safety incident records (if any)
2- Sample weekly timetable for each phase showing the balance of activities
3- Samples of weekly curriculum plans
4- Short-term plans (to end of June 2020)
5- Short-term plans to address any specific issues e.g. staffing, wellbeing
6- Longer-term plans (to end of December 2020,) for continuation of DL, with different scenarios and contingency plan for each of the scenarios.
7- Samples of reports/updates on students' learning
8- Samples of students' assessed work /feedback for key subjects in each phase – demonstrating different types of assessments.
9- Sample communications with parents including guidance on how to support their children when using learning technologies
10- Communication with parents to ensure that all students have the necessary technology to access the distance learning
11- Record of parent concerns since start of distance learning showing response/ Overall analysis or trends of parent concerns

Phase 2: Two days after receiving the notification letter

1- Live lessons Timetable list:
   a. Please complete the attached with times and links to 10 virtual lesson observations that will occur on the day.
2- Meeting times:
   a. Please complete the attached document to provide the names of those who will attend the senior leadership meeting, academic team meeting and wellbeing team meeting.
3- Samples of lesson/activities/unit plans and learning outcomes from the previous week and this week for key subjects across different phases.
4- Overall attendance percentages for the past two weeks before the review visit (participation information and trends where available).