

Policy Reviewed - March 2026

Date of Next Review - March 2027

1. RATIONALE

Extended Learning is an essential component of the learning process and plays a significant role in reinforcing concepts taught in class. A structured and balanced Extended Learning programme strengthens students' independent learning skills, consolidates curriculum expectations, and enhances home-school collaboration.

This policy ensures uniformity, consistency, and alignment of Extended Learning practices across all phases of the school, preventing overload and promoting student wellbeing.

2. AIM

To establish a coherent, equitable, and developmentally appropriate Extended Learning framework that supports academic progress, enhances independent study habits, and ensures clear communication between school and home.

3. OBJECTIVES

The key objectives of this policy are to:

1. Provide purposeful and meaningful Extended Learning that reinforces classroom learning.
2. Promote independent learning, research skills, and self-discipline.
3. Ensure consistency in Extended Learning practices across all grades and subjects.
4. Maintain a balanced workload that supports student wellbeing and prevents excessive demands.
5. Strengthen the partnership between school and home by ensuring clarity in expectations.

4. GUIDING PRINCIPLES

- Extended Learning must be directly linked to curriculum objectives and current teaching.
- Tasks should be achievable independently by the student.
- Duration must align with developmental stages.
- Extended Learning must be communicated through a **single, standardised platform (MS Teams)**.
- Feedback must be timely and constructive by the subject teacher.

5. EXTENDED LEARNING EXPECTATIONS BY PHASE

Phase 2 (Grades 1-5)

- Daily subject rotation.
- Extended Learning duration: **approximately 45 minutes per day.**
- Tasks include reading, writing practice, age-appropriate research, numeracy, and reinforcement activities.

Phase 3 (Grades 6-8)

- Subject-wise Extended Learning assigned **only on designated days.**
- Extended Learning duration: **45-60 minutes per day.**
- Includes worksheets, concept reinforcement, extended writing, numerical practice, vocabulary building, and research tasks.

6. EXTENDED LEARNING UPLOAD PROTOCOL

- All Extended Learning must be uploaded by teachers daily before **2:00 PM.**
- Upload location: **MS Teams → Class Team → General → Files → Extended Learning Folder.**
- Teachers must use the **Standardized TIAD Extended Learning Template.**

7. ROLES AND RESPONSIBILITIES

Teachers

- Follow the approved weekly Extended Learning schedule.
- Upload Extended Learning using the designated template.
- Ensure clarity, accuracy, and age-appropriateness of tasks.
- Provide feedback within a week.

Students

- Complete Extended Learning independently and submit on time.
- Maintain organised notebooks/files.
- Seek clarification when needed.

Parents

- Review Extended Learning on MS Teams regularly.
- Encourage independent work and reading habits.
- Provide a conducive learning environment at home.

Supervisors & Phase Leaders

- Monitor daily uploads and task quality.
- Ensure adherence to schedules and policy expectations.
- Provide coaching where required.

8. MONITORING & REVIEW

- Extended Learning completion and adherence to the schedule will be monitored weekly by supervisors.
- HODs and Phase Leaders will review Extended Learning quality term-wise.
- The Leadership Team will evaluate the policy annually to ensure ongoing relevance and effectiveness.

9. WELLBEING CONSIDERATIONS

- No excessive or repetitive tasks.
- No Extended Learning requiring expensive materials or printing.
- Weekend Extended Learning limited to revision activities.
- No Extended Learning during examination weeks except revision.

Regards,


Principal
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