Tarbiyyah Global Academy
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FLEXIBLE LEARNING POLICY

Timetable options for families across time zones and circumstances

ACADEMIC YEAR 2026 – 2027

Policy name	Flexible Learning Policy 2026–2027
Applies to	All pupils, parents, staff, trustees and volunteers of Tarbiyyah Global Academy
Policy owner	Deputy Headteacher (Curriculum)
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.2)
Next review due by	31 August 2027
Basis	New policy for online provision (planned as "Flexible Timetable Options" during the TGA launch planning)
Read alongside	Curriculum Policy; Live Lesson Protocols; Attendance, Punctuality and Children Missing Education Policy; Homework and Independent Study Policy; SEND and Inclusion Policy; Fees Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. Purpose

Our pupils live in many countries. For some families, the standard UK timetable fits well; for others, the time difference or family circumstances make it difficult. This policy explains the learning options the Academy may be able to offer, who is eligible, and how quality and safeguarding are maintained.

2. Learning Options

Option	What it involves	Who it is for
Standard live timetable	All lessons live, 09:00–15:00 UK time Monday to Thursday and 09:00–12:00 on Fridays (the afternoon is free for Jumu'ah)	Most pupils in the UK and nearby time zones
Four-day live week	Live lessons Monday to Thursday; Friday is a structured independent study day with set work, submitted through the Student Portal	Year 1 to Year 9. Not offered in Years 10–11, where International GCSE courses need the full live timetable
Time-zone flexible	A mix of live lessons at feasible local times and recorded lessons with set tasks and live catch-up clinics	Pupils whose local time makes the full live timetable unreasonable
Time-zone pods	Where five or more pupils in the same phase live in a similar time zone (for example the Gulf or South-East Asia), the Academy may run their form time, Qur'an group and catch-up clinics at a time that suits them, so they build friendships with pupils who share their day	Clusters of families abroad
Temporary adjusted timetable	A reduced or adapted timetable for a limited period	Pupils with medical needs, SEND or exceptional circumstances, agreed with the SENCO or Pastoral Lead

The standard live timetable remains our expectation wherever it is reasonable, because live teaching gives the strongest learning and the best safeguarding oversight.

Subject to availability. Apart from the standard live timetable, every option above is offered subject to availability: it depends on staffing, the number of pupils in the class and time zone, and whether the option will give the pupil a good education. The Academy cannot promise that a particular option will be available for every year group or every term, and will tell families honestly, before they accept a place, what can be offered. A temporary adjusted timetable for a pupil with medical needs, SEND or a disability is different: it is considered as a reasonable adjustment, not as a matter of availability.

3. How to Apply

Families ask about a Flexible Learning option at admission, or at any time by contacting the Academy office or through Messages in the Parent Portal. The Deputy Headteacher considers the request with the form tutor and, where relevant, the SENCO. A written Flexible Learning Plan sets out: which lessons are live and which are recorded; expected weekly engagement; how work is submitted; live check-in times; and the review date.

4. Safeguarding and Attendance

Every pupil, whatever their option, has live, camera-on contact with a member of staff every school day, normally form time, a live lesson or a tutor check-in. Where the Academy cannot staff this at a reasonable time for the pupil's time zone, the option is not offered. Engagement with recorded

lessons and set work is tracked, and non-engagement is followed up under the Attendance, Punctuality and Children Missing Education Policy in the same way as absence.

5. Recorded Lessons

Recorded lessons used for flexible learners are shared through the Student Portal for the pupil's class only and are subject to the Recording of Live Lessons and Use of Images Policy. Pupils must not share recordings.

6. Fees

Flexible Learning options are provided within the standard fee unless the Fees Policy states otherwise.

7. Review

Each Flexible Learning Plan is reviewed at least termly. The Academy may end a plan if engagement or progress is insufficient, after discussion with parents. This policy is reviewed annually.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith