International Schools Partnership®

Reach British School

E-LEARNING HANDBOOK

All You Need to Know

Dear Parents,

I am delighted to introduce you to Reach Virtual School, our distance learning initiative. As our school has been temporarily closed due to the ongoing Covid-19 virus situation, we are presented with a unique opportunity to demonstrate that teaching and learning can remain of the highest quality even in the face of extreme challenge.

Through Reach Virtual School we will ensure that learning will continue to take place wherever and whenever students require, so that they continue to make ongoing progress with their learning journey.

Our e-learning platform will provide our students with new opportunities to learn. The continuation of learning is a critical message that we must to consistently share with our students.

Through distance learning we believe our students will become more resilient, independent and organised. Reach Virtual School will follow a similar program as per the regular school day. It is important that the continuity of learning is maintained. This continuity is vital in minimising disruption; however online learning is different from students attending school face-to-face. The face-to-face classroom atmosphere is not easily replicated in an online learning environment. An online learning environment however offers new opportunities that do not exist in a physical classroom.

Access to teaching videos and other learning materials along with daily communication with the teacher will ensure that your child remains engaged and motivated. Each family at Reach will have a different set of circumstances that may influence how your child engages with Reach Virtual School. We are confident that our modes of learning and careful selection of resources will ensure that your child's learning program is maintained.

I strongly urge both you and your child to engage, collaborate, be creative, take risks, seek feedback and seek regular help to explore and enjoy this new and fun way of learning.

This document provides an overview and expectations that guide our remote learning solution: Reach Virtual School. Whether you are part of our community as a parent or student, this guide provides insights into how we ensure that, no matter what happens, Reach British School provides an amazing environment where learning never stops.

Yours in learning,

Mr. Dene Bright
School Principal

1.Introduction to the Reach Virtual Learning Program

The Reach Virtual Learning Program is a comprehensive academic learning program that enables students to access lessons anywhere, anytime. With the support of technology, our Reach teachers continue to be creative and innovative, resulting that your children continue to benefit from engaging, student-centred lessons that are personalised to their individual needs. Virtual learning means that Reach students will have access to a wealth of knowledge, expertise and support from our teachers in the comfort of their own home.

2. How the Reach Virtual Learning Program (VLP) benefits your child

In line with our schools' vision of Lead. Learn. Inspire, the Reach VLP gives our students opportunities to take ownership of their learning, conduct investigations, record evidence of their findings and continue to engage with their peers and teachers. Students will have daily timetabled activities across a range of subject areas. Online learning transfers the close working relationships already established within classes to a digital platform.

The advantages associated with virtual learning include:
- Lessons and resources are personalised for students' needs
- Video and audio links simulate the physical classroom environment, meaning that students can continue to learn under the expert tuition of staff who know their strengths and areas for development
- Students will be able to take ownership of their learning at their own pace, thereby removing anxiety and allowing time for them to process information
- Students have access to a wealth of educational resources, including those from previous lessons
- Students develop independent learning skills under the guidance of their parents or supervisors

3. How the Reach Virtual Learning Program Works

3.1 Remote Instruction:
On computers and tablets, Reach students will have access to lessons that have some pre-recorded elements. Students can work through lessons at their own pace and have the added advantage of being able to re-visit and consolidate any elements of a lesson of which they may be unsure, thus ensuring that they understand fully what is being taught. During the normal timetabled lessons, teachers will be available on Class Dojo, Google Classroom and email to answer any queries or questions students may have, this will allow for any issues, concerns or clarifications to be addressed immediately in order to maximise students' learning.

3.2 Technology Platforms:
Reach British School predominantly uses the following online platforms for virtual learning:

A. Class Dojo
In EYFS (Nursery and FS1), KS1 (Year 1 and 2) and Lower KS2 (Year 3 and 4), Class Dojo serves as our online Classroom. Teachers add daily activities, lessons and content to the class accounts, whilst children are expected to engage with the activities and return completed work to the teacher. This is then marked and feedback is given to students.

Teachers of Year 1 to 4 students will share the login details for all e-learning resources to be used by students. This will be sent to you directly and will contain the login details for your child to use when they use their own portfolio in Class Dojo (A step-by-step guide to explain how this works will be shared with all parents).

B. Class Dojo and Google Classroom

From Year 5 to 12 we use both Class Dojo and Google Classroom as our online learning platforms. Teachers of Year 5 to 12 students will share the login details for all the e-learning resources to be used by your child during this period of time. This will be sent to you directly and will contain the login details for your child to use when they use their own portfolio in Class Dojo and Google Classroom

4. How to Communicate with Reach Virtual School?

All communication with Reach Virtual School will be through the following means:

1. Parents/Students to send Class Dojo message directly to the class/subject teacher
2. Parents/Students to send email message directly to the class/subject teacher

Access to teachers will be available between 8 am and 3:30 pm

- There will be no need to contact the school office in relation to any online learning inquiries. Please communicate directly with the teachers.

5. What can my child expect using the Reach Online Learning Program?

5.1 EYFS (Nursery and FS2)

Teachers are creating online resources for English, Mathematics and Arabic curriculum areas. Videos and activities will be uploaded daily before or at 8 am from Sunday to Thursday. Parents will be required to provide evidence that students work has been completed. This can include photographic evidence of completed activities and a checklist of activities completed.

5.2 KS1 and Lower KS2 (Year 1 to 4)

Parents will receive the login details for pupil portfolios on Class Dojo as well as e-learning activities that will be assigned during this period of distance learning. Teachers will create short videos and online resources to support your child in English, Mathematics, Science, Arabic and Islamic. These will be available through the Class Story daily from 8 am Sunday to Thursday. Students will be required to complete tasks and submit these to their teacher using their own Class Dojo portfolio. Daily submission of work will ensure student attendance requirements are met. Students will be required to complete their tasks either online or using the textbooks that were sent home previously. Staff will provide feedback on work completed using the Class Dojo portal.

5.3 Upper KS2 (Year 5 and 6)

Students in Year 5 and 6 will be using the Google Classroom platform. Parents will receive the login details on Class Dojo. Teachers will create short videos and online resources to support your child in English, Mathematics, Science, Arabic and Islamic. These will be available through Google Classroom daily from 8 am Sunday to Thursday. Students will be required to complete tasks and submit these to their teacher using Google Classroom. Regular submission of tasks will acknowledge daily attendance. Students will be required to complete their tasks either online or using the textbooks that were sent home previously. Staff will provide feedback to work completed through Google Classroom.

5.4 Secondary Students (Year 7 to 12)

Our students in secondary will use the Google Classroom platform. Students will be able to access the lessons, resources and activities through this platform. A full check of each student in secondary has been completed to ensure that each student has access to Google Classroom. A Google Classroom user manual has already been shared with parents and students. If for any reason you have not received this, please contact your homeroom teacher. Secondary teachers will track student work submission/attendance on a daily basis. If student work is not submitted without communicating valid reasons with the teacher, your child will be marked as unauthorised absence for that lesson.

Please do not hesitate to contact your child's subject teacher via Class Dojo or email for any questions or concerns.

6. What can I do as a parent to support my child?

Achieving success in distance education is dependent on close communication between the teacher, student and parent. The parent/supervisor works with the child to organise and complete assigned school work.

Parents play a vital role and are the key link between Reach class teachers and their students. The main role of the parent/supervisor is to guide, encourage and support students with making sure assigned lessons are completed and completed work is returned to the class teacher.

Students learn best when they have a secure and positive learning environment. The parent/supervisor should encourage students to:

- Develop good study habits and to be responsible for their own learning
- Organise course materials and equipment
- Complete work within the allocated time
- Be prepared for each day's lessons

It is important that the parent/supervisor models this behaviour and ensures schoolwork is completed and submitted.

7. Roles of the Senior Leadership Team (SLT)

The SLT team at Reach will support students and parents in their learning by:

- Monitoring and quality assuring online learning content
- Monitoring and quality assuring feedback being provided to students from both Class and Specialist Teachers
- Supporting parent queries
- Ensuring a consistent and progressive approach throughout the school
- Monitoring cohort attendance through timely submission of student work

8. Health, Safety and Wellbeing

Safety in the Home Environment

With students learning from home, we need to ensure the environment is safe for them. Download the checklist below; see how childproof your home is, or where improvements can be made.

Source: http://kidsinitiativeuae.com/downloads/household-safety-checklist/

Is your home child proof?

SAFE HANDS

- [ ] Locks on cabinet doors
- [ ] Latches for drawers
- [ ] Lock for refrigerator
- [ ] Cover for stove handle
- [ ] Cleaning products stored high or locked

- [ ] Smoke detectors – every room
- [ ] Stair Gates – top & bottom
- [ ] Fire extinguishers
- [ ] Window guards
- [ ] Flashlights
- [ ] Carbon Monoxide detectors

- [ ] Furniture anchored to wall
- [ ] Electrical socket covers
- [ ] Cordless window covering
- [ ] Furniture corner cushions
- [ ] TV panel secured to wall or out of reach

- [ ] Furniture anchored to wall
- [ ] Electrical socket covers
- [ ] Cordless window covering
- [ ] Furniture corner cushions
- [ ] Baby monitor / thermometer
- [ ] Night Light

- [ ] Thermometer – bath
- [ ] Hot water tap covers
- [ ] Medication stored high
- [ ] Locks on cabinet doors
- [ ] Lock for toilet seat

- [ ] Balcony rail cover
- [ ] Locks for garden access door
- [ ] Pool cover / gate
- [ ] Locks on garden gates
- [ ] Doggy door/ cat flap caution
- [ ] Lock on shed / tool storage

Mental Health and Wellbeing

Infectious disease outbreaks, like the current Coronavirus (Covid-19), can be scary; this can affect the mental health of both adults and children. While it is important to stay informed, there are also many things we can do to support and manage our well being during such times.

Here are some tips we hope will help you, your children, and your family, to look after your mental health at a time when there is much discussion of potential threats to our physical health.

- **Try to avoid speculation and look up reliable sources on the outbreak**

Rumour and speculation can lead to anxiety. Having access to good quality information about the virus can help you feel more in control as a parent, and will reassure your child.

You can get up-to-date information and advice on the virus here:

World Health Organisation
https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen

Center for Disease Control and Prevention
https://www.cdc.gov/
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- **Talk to your children through what is happening**

Involving our family and children in our plans for good health is essential. We need to be alert to, and ask children what they have heard about the outbreak and support them, without causing them alarm.

We need to minimise the negative impact it has on our children and explain the facts to them. Discuss the news with them, but try and avoid over-exposure to coverage of the virus. Be as truthful and honest as possible.

Children may miss school activities, their friends, and teachers; explain to them that this closure is temporary and for the benefit of the whole school community. Help your child to find alternative, safe, ways to connect to people they miss.

NHS article on Talking to children about feelings:
https://www.nhs.uk/conditions/stress-anxiety-depression/talking-to-children-about-feelings/

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- **Follow hygiene advice such as washing your hands more often than usual**

Guidelines advise we wash hands with soap and hot water for at least 20 seconds. Try making this fun for younger children by singing their favorite song twice, for at least 20 seconds

You should wash your hands whenever you get home or arrive into work, blow your nose, sneeze or cough, eat, or handle food. If you are unable to wash your hands straightaway, use hand sanitiser and then wash them at the next opportunity. You should also use tissues if you sneeze, and make sure you dispose of them properly.

Printable poster: https://drive.google.com/file/d/1kH98EPmBITTL3bM51Ai9hY9cX3g_NJ3N/view

- **Stick to a daily routine**

One of the most important things that you can do to make your child feel safe and be productive during this period of online learning is to establish as much routine as possible. Children (and adults) feel the most secure when their lives are predictable.

Your child will receive a time table indicating when they need to be online. It's important that they stick to this timetable, and add other activities to their day. Your child may spend a significant amount of time in front of a screen; it is important to have a balance. Encourage your child to take regular breaks, complete breathing exercises, keep active, eat a balanced diet.

5 Mindfulness Apps for Children:
https://www.psychologytoday.com/us/blog/creative development/201802/5-mindfulness-apps-children

- **eSafety**

Working in an online environment poses an ever-increasing risk to children and it is important that schools, parents, and carers work together to take an active role in teaching children about online dangers, and how to act safely when using the internet.

It is also very important that online activities are monitored by parents/carers when students are required to learn online.

8 Steps to Internet Safety for Kids:
https://www.youtube.com/watch?v=Kpks-AsY4Zo

Online safety: Staying safe online:
https://www.youtube.com/watch?v=aMSHtE42mml

LEAD. LEARN. INSPIRE