



Good Will Children Private School L.L.C. Distance Learning Policy

Our Vision is:

Enable All

Our Mission is:

We aim to develop Global Citizens that are enabled to take their place as moral, sensitive, educated world citizens with motivation to learn. We aim to develop their understanding of Islamic values and the culture of the UAE. We aim to deliver a balanced and broad curriculum that fosters creativity and critical thinking skills. We are a learning school and encourage all members of the school community to learn and develop to their full potential

Adopted on: Feb 2020

Revised/Amended on: April 2020

Next Review Date: June 2020

Distribution List

Principal /Board of Members

School Heads

Academic Staff

Administration Staff

1. Policy Framework:

e-Learning policy of the Good Will Children Private School L.L.C. has ensured to provide robust online support from home in adherence to ADEK's decision to implement distance learning across Abu Dhabi schools in with the temporary school closure till June 2020. In order to live with our mission of “**Enable All**”, we have made all necessary requirements and structure of distance learning in place to ensure that continuity of student classes in these challenging times still remains our highest priority. This policy is intended to cover all facets of e-learning platform that will support our students, parents and teachers in teaching and learning.

2. Structure of e-Learning Platform

3.1 Online Platform (New paradigm for Teaching and Learning)

In order to deliver our distance learning program, the school has carefully selected the online platform of Zoom and Microsoft TEAMS to deliver the live lessons and established daily and weekly disseminating of information to support our students and parents through Classe365 LMS. Fortunately for our students at Good Will Children Private School we have been actively using e-learning apps, Reading A-Z, Purple Mash, Literacy Planet, Khans Academy, Brain Pop, Top Marks, Free Math, Kahoot, Storyboard, Twinkle etc. during our teaching and learning delivery.

3.2 Instructional delivery

The school strongly believes that each of our student is unique with their talents and abilities and as a responsible educator we truly believe in providing the safe, secure and nurturing environment to all our students. The main focus for us is to maintain the class participations with student engagement on online platform as it happens in our classrooms and **thus we focused hard on delivering the live lessons to our students so that their learning experience is enhanced by each day.** The delivery of the learning objectives has been modified in all subjects such as strengthen the student participation and engagement.

- Microsoft TEAMS and Zoom to deliver the live classes.
- Teaching through realia
- Interactive games and other online resources to play active part in learning
- Use of software such as Reading A to Z and Purple Mesh
- E-learning apps such as Kahoot, Mentimeter, Literacy planet, Khan's Academy, Brain pop, Top Marks, Free Maths, Storyboard, Twinkle etc.

- Interactive PowerPoint presentations with audio prompts to let the student learn in their own pace at home.
- Flipped learning classroom using Classe365 LMS
- Assignments and projects to cover the learning outcome

3.3 Monitoring of teaching and learning on distance learning platform

The school has rigorous and systematic structure in place in terms of monitoring of lesson planning, lesson delivery and student work

Lesson Planning

- **All lesson plans are uploaded on Classe365 LMS** with the approval of head of the department and Curriculum, Coordinator.
- Constructive and immediate feedback is provided to teachers by head of the department in terms of any changes required in lesson plans.

Lesson Delivery

- **Monitoring of lesson delivery is conducted by school principal, Curriculum Coordinator and head of the department on regular and consistent basis.**
- All the lesson observations through live sessions are followed by immediate and constructive feedback to teacher to improve their online delivery mode.
- Peer observations for teachers are also scheduled to support them in their online instructional delivery.
- Students have the opportunity to connect with their peers and teachers and participate in the productive discussion and active participation through live classes.

Student work

- Our rigorous system ensures that students are provided with all learning resources and materials provided by the class teacher to access from **Classe365 LMS**. All the class activities, assignments and PowerPoints are uploaded by teachers on Classe365 LMS.
- All student work is monitored on regular basis through the assignments, worksheets, textbooks work, projects, homework, student recordings, pictures etc. on a shared school central Google

drive. Parents can access their **child's folder in the Google drive** and can upload their child's homework in the Google drive directly.

- Each student folder along with their names and subject of their grade is created on Google drive. All the work returned from students are corrected, marked and provided feedback further improvements.
- We encourage our parents to share the student work with an image, scanned worksheet or in any means and forms which teacher has recommended on their child's folder on Google drive so that their learning is not interrupted any time.
- The school has adopted the flexible approach on distance learning provision where parents face the problem of internet connectivity and device issues and is committed to solve their issues while working closely with partnership.

Participation in Surveys

- We have encouraged our students and parents to fill the survey of distance learning to gauge the understanding of their suitability with e-Learning platform, any support required, the student's ability to understand the concepts through live classes and any challenges they have faced using the e-Learning tools.

4. Student Attendance

At Good Will Children Private School, we believe that success of academic achievement for a child is only possible with the good attendance.

Factors of Student attendance

We encourage our students to participate during live session following the timetable and alternately participate actively in class activities, projects and homework provided by teachers.

Student attendance is equally important in the participation of quiz so that teacher can provide the necessary further areas of improvement after analyzing the quiz results and students get clear idea of their understanding of lesson objective.

In case of student absence or has internet or device concerns, please follow these steps;

- Parents are encouraged to inform the student absence to teacher or head of the department.
- The teacher will contact with the parents regarding missed classes and to arrange for taking extra lesson or providing material outside teaching hours.
- Flexible timetables are arranged for students with internet problems

- Parents may arrange with the e-learning support team to collect devices.

5. Students safety is our priority

We have closely monitored our e-Learning platforms to ensure that our student's safety remains at top priority and it is conducive environment for our students, parents and staff and maintain the high standards of security and safety.

Any decisions made with regard to the e-Learning platform will be regularly communicated with our students and parents and all necessary support will be provided.

Internet Safety Protocols has also been shared with all our parents and students to ensure that they are aware of cyberbullying and good understanding of etiquettes to follow during live sessions.

We encourage parents to inform our IT team/e-Learning support team in case of problem with suspicious events or communication, for the resetting of username and password of the Classe365 LMS, school Gmail address. All the meeting links for the live session will be shared with parents through discussion board of Classe365 LMS by relevant teacher. Each link has a password and host ID. No students are allowed to accept any unfamiliar invitations. Student must immediately report to parents or teachers.

6. Homework regulations

The school already has well established homework policy but has now modified the structure due to the online learning platform. Each homework provided will be regularly marked and checked by teachers and will be given back to students with positive and constructive feedback for their continuous improvement in a timely manner.

We are flexible in our approach for our parents to send their child's work through the Google drive, images, scanned, through email and whatever means they are convenient with. We are committed to support our parents and students to solve any further queries, issues or concerns with regard to their homework assignment.

The homework structure has been changed to 1 task per day. A subject has been allocated to each day of the week.

7. Balancing the academic and non-academic learning experiences

As part of our interest in keeping pace with the developments of the 21st century and integrating technology with learning during the current situation, we decided that Ramadan should be different this year. A program entitled "Light a Lantern" will be starting during the month of Ramadan. Islamic values will be cultivated and healthy Ramadan customs and traditions will be revived through varied interesting activities (KG1 - 8). Sessions for each grade level will be active and live on a daily basis and interesting activities relevant to Ramadan's customs and traditions will be included.

Other programs offered: Kindness Week, Outsourced completions for Reading and app development, art completions and projects with families.

Roles and Responsibilities

Leadership Team:

- Develop divisional plans for distance learning.
- Communicate with staff and parents.
- Support staff and parents during Distance Learning.
- Coach/ mentor teachers that need further support
- Observations
- Set up support structures
- Ensure effective implementation of Distance Learning plan and accountability to student learning.

Subject/Homeroom Teachers:

- Collaborate with colleagues to design Distance Learning experiences for students in accordance with grade level plans.
- Develop high-quality student learning experiences.
- Communicate with and provide timely feedback to students.
- Communicate with parents, as necessary.
- Support co-teachers in the development of high-quality student learning experiences in accordance with grade level plans.
- Curate and/or develop resources to support students.

Learning Support Teacher:

- Partner with classroom teachers to accommodate the online learning curriculum they are providing to the POD students.
- Communicate with all parents of students on their workload the first week regarding the online learning plan and how they will co-plan with the teachers for the students to access the content of the distance learning lessons.

- Recommend to parents and teachers other online learning platforms learning support students might be able to access at this time (e.g RAZ kids Purple Mash, Twinkl, Math Whizz, Kahoot, Edu-Puzzle)

Social Worker

- Create developmentally appropriate videos regarding self-regulation, anxiety and/or wellness strategies that students can practice during this time of Distance Learning.
- Create counseling lessons that students may complete “at home” based on the current curriculum.
- Provide developmentally appropriate “blog-type” statement/s that include resources regarding anxiety, isolation, health, and wellbeing particular to grade level(s).
- Respond to counseling needs of students.
- Support school advocacy with universities and the College Board.

Roles and Responsibilities (Parents) (Refer to ADEK Guidelines)

- Support their child(ren) in their learning by:
- Providing an environment conducive to learning (access to technology, safe and quiet space during daytime hours).
- Engaging in conversations on posted materials and/or assignments.
- Monitoring time spent engaging in online and offline learning.
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play

8. Parent Communication

We strongly believe that regular and consistent communication is the key tool to bridge any gaps of child’s learning and ensuring that their each child can reach to the academic potential. We have adopted flexible approach to support and meet individual child learning.

- Regular communication to parents via LMS, emails, circulars, social media, school website and parent groups.
- Surveys will be conducted regularly to ensure that parents get the necessary support on their child’s learning
- Regular communication via our e-learning support team to ensure that parent’s voices can be reached to concerned heads and teachers and get solved.
- Parent body council has an active relationship with parent groups in maintaining the positive and productive relationships.
- We are committed to provide training tutorials in all means and forms to support our parents in terms of using technology.

9. Monitoring of the policy

The policy will be monitored by Principal and SLT team after every one month and any modifications to the structure of the policy will be notified to parents, students and staff accordingly.