



DL Programme for the School is an alternative arrangement to continue teaching and learning uninterrupted. We undertook the programme as we are committed to the stakeholders of the School and we lay out our clear policies and the modus operandi of the system. This document briefs about the entire programme along with the tasks and responsibilities of parents and teachers during this emergency period.

## **An Overview**

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## **Overview**

In response to Coronavirus pandemic and the national directive prohibiting students and groups of adults from being on the school premises, The New Indian School has developed a comprehensive and rigorous virtual learning programme designed to maintain educational standards and deliver, with the support of the latest technology, the best possible learning experiences.

The school is aware that technical challenges, isolation and possible differences in time zones may present some hurdles in delivering great learning. So, we ask for students, parents and teachers to demonstrate adaptability, flexibility and fortitude as we move forward with distance learning.

## **Primary School**

We are fully aware our younger students are still developing their independence therefore the teacher-parent partnership will be vital for students to really engage in distance learning tasks and to access on- line resources.

Learning tasks and activities will provide direction and support to families with the understanding that task completion depends on each individual families' circumstances. We recognise that parents may have more than one child to guide, therefore we will tailor tasks towards being manageable and provide as much support as possible from our side.

## **Secondary School**

Secondary students are generally more independent learners and we already encourage them to be so when they are in school. But we also know they do need support, guidance and encouragement from time to time to learn at their very best. To this end, our distance learning programme will be very interactive – with significant levels of contact from teachers on a daily basis.

## **Working in Partnership**

To really make distance learning work for the best learning experience and outcomes for students, we all – the school, parents and students - have an important role to play.

The following guidelines and expectations have been developed to make distance learning work as successfully as possible.

## **The School's Commitment**

- Teachers will create learning experiences for students to work at their own pace and take time to absorb content. We will curate and upload resources in advance and use appropriate apps to set work for students
- Teachers will give explicit instructions for consistency and set clear out clear expectations and deadline for completion of tasks
- The school will provide extra support where needed. Teachers will use online collaboration tools to support individual/groups of students who may require extra help with certain concepts/tasks
- Teachers will mark all student work and provide feedback at the earliest opportunity
- The school leadership team and teachers will be online during school hours to give support and encouragement, answer questions, or provide guidance through the school's online systems
- The school will seek student and parent feedback about quality of the learning experience – the amount of work, the pace of work and most of all, how the student and family are feeling through this experience

## **Expectation of Students (with the support of parents and teachers)**

- Be present and on time for online distance learning sessions as directed by school
- Actively complete all tasks as assigned by teachers and submit work in expected timescales

- Adhere to the school Cyber Safety policies.
- Contact teachers/the school if work is too much/difficult/easy
- To act responsibly and with integrity through the school's online platforms (including no editing or inappropriate sharing of recorded material)
- Report any misuse of online platform by other students to your subject teacher

### **Parent Support**

It would be incredibly helpful if parents can:

- Provide an environment conducive to learning - access to technology, safe and quiet space during daytime
- Engage in conversations with your child on posted materials, assignments
- Monitor time spent engaging in online and offline distance learning
- Support emotional balance by providing room and time for reflection, physical activity, conversation, and play
- Support your child with managing the deadlines effectively
- Provide feedback on the quality of the learning experience for their son/daughter

### **Technology Platforms**

The teachers will use appropriate platforms for each year/grade level groups for effective distance learning. Some of the key platforms being used are:-

#### **Early Years (KG and Grade 01)**

1. G-Suite Live Classrooms
2. YouTube channels to present videos that includes phonics, numbers, art, craft, music, story sessions etc.
3. School Built-in Software to go with the curriculum in a play-way method
4. Share links to subscribed online platforms with parents.

### **Primary School (Grade 02 to Grade 05)**

1. G-Suite Live Class rooms are used to share content, distribute quizzes, assignments, and manage communication with students and to facilitate online (both synchronous and asynchronous) discussions, meetings and sharing of resources
2. Pearson Content App is used to work with the content and curriculum delivery that include class and home assignments

### **Secondary School**

1. G-Suite Live Class rooms are used to share content, distribute quizzes, assignments, and manage communication with students and to facilitate online (both synchronous and asynchronous) discussions, meetings and sharing of resources
2. Subject online resources like Pearson Active learn to help students to access the subject content

### **Support**

- **Academic issues** – Any academic issues should be firstly raised to the Class teacher who is expected to report in writing in the report logbook kept by the Wellbeing team in Google drive. The team will suggest its remediation with no delay and the class teacher is bound to respond to the parent or the child through a proper channel. An official mail ID [feedback@nisuaq.com](mailto:feedback@nisuaq.com) can also be reached to post any sort of suggestions or complaints. The mails will be monitored by the School Principal and the CEO.

- **IT/Technical issues** – Please contact [ceo@nisuaq.com](mailto:ceo@nisuaq.com) for any issues arising with log ins, software or other technical elements during the distance learning period.
- The personal issues and academic related issues of the teachers shall directly be raised to the [principal@nisuaq.com](mailto:principal@nisuaq.com) and also at the fortnight meetings of the departments.

### **Tasks and Responsibilities as Parents:**

1. Communicate with the teachers of the student regularly to know the rate of progress in learning and to identify the behavioural changes in him or her.
2. Provide the necessary tools for studies to ease the student through various activities involved in learning process.
3. Respect the teacher-personality as an individual as well as a professional.
4. Share intimate but useful information about the student to the teacher to identify his or her strong and weak areas.
5. Encourage the student to do his/her work independently in the long run.
6. Plan and work together with the teachers to nourish good behavioral patterns in the student.
7. Give awareness about the cyber risks and its consequences.
8. Guide, advise and train the students to utilize the time for mental and physical activities in a balanced way.
9. Give guidelines to the student to be free with parents or teachers to share the concerns that affect their wellbeing.
10. Respond positively with the information that is conveyed from the School.

## Tasks and Responsibilities as a Teacher

1. The required curriculum has to be delivered in portions but in complete.
2. Plan and prepare the course materials and lessons.
3. Teach students assigned according to their educational needs.
4. Plan and prepare with the assignments that can be done by the students independently.
5. The expected learning outcomes have to be shared with the students before the class and it should be reflected throughout until the lesson gets over.
6. Use updated strategies of teaching in the interest of the students.
7. Ensure different activities like live, pre-recorded, assignments, etc.
8. Deliberate attempts have to be made to give awareness to the students about cyber safety and the details about point of contact to report readily.  
(To the Class teacher through the parents)
9. Assist record and report on the academic development, progress and attainment of students.
10. The students have to be given a flexible timing to complete assignments and tasks.
11. Ensure the lesson activities are divided in proportion with on-screen and off-screen timings.
12. Consider the availability of resources at home while assigning the tasks to the students.
13. Promote the general progress and wellbeing of individual students, classes or groups of students assigned.
14. Provide judicious feedback with positivity for every task that was completed by the students.
15. Provide guidance and advice to students on educational matters.
16. Communicate with parents to discuss the general performance of students regularly.

