DISTANCE LEARNING

Apr-Jun 2020

The New Indian School, Umm Al Quwain

A Short Term Plan

Objectives:

The School has laid out the following objectives for an effective implementation

- To ensure continuation of students' learning beyond the physical campus for a period of 3 months.
- To reinforce the feeling of continuity in learning during the short stay-home period.
- To continue students' progress and momentum in learning by identifying priorities
- To adopt the most effective practices in teaching and monitoring for Distance Learning.
- To safeguard students' health, wellbeing and cyber safety during the distance learning programme.
- To give an exposure to the teaching community to get familiarized with the new learning opportunities.

FIVE PHASES

Over the Period from

Official Info by MoE on March 22

To

Last working day of the term on July 02

	Phase-01	Phase -02	Phase-03	Phase-04	Phase-05
Duration	March 22 to April - 09	April 11 to April 18	April 19 to May 09	May 10 to May 30	May 31 to July 02
Purpose	Planning and Preparation	Initial Operation and Diagnosis	Remediation	Enhancement	Effectiveness and Improvisation
Academic Tasks	5	4	2	3	4
Administration Tasks	3	3	2	1	0
Leadership Tasks	5	5	6	4	2
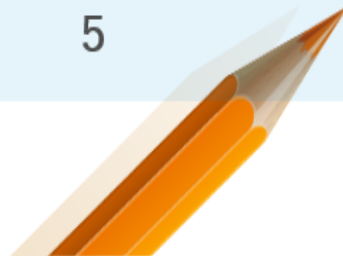
Phase - 01
Planning & Preparation

March 22 to April 09		
Planning and Preparation	**Led By**	**Time Line**
Short term Plan	Leadership	**March.22 to 24**
Meeting with Governing Body	Leadership	**March.23**
Platform Creation	Administration	**March.24 to 30**
Distant Learning Policy	Leadership	**March.25 to 31**
Teacher training	Academic	**March.27**
Tasks and responsibilities of Teachers	Leadership	**April.02**
Appointing Lead Mentors	Academic	**April.04**
Tasks and Responsibilities of Lead Mentors	Leadership	**April.04**
Covid Awareness Campaign	Academic	**April.05**
Creation of IDs for Teachers and Students	Administration	**April.01 to 06**
Trial Classes for Grade 10	Academic	**April.05**
Setting Provisional Time Table	Academic	**April.09**
New Student Registration	Administration	**Throughout**

Phase - 02
Initial Operation & Diagnosis

April 11 to April 18		
Initial Operation & Diagnosis	**Led By**	**Time Line**
Formation of IT Team	Leadership	April.11
Curriculum Plan of Short term	Academic	April.11 to April.18
Distribution of Books	Administration	April.11 to April.13
Discipline Policy	Leadership	April.12
Cyber Safety Policy Preparation	Leadership	April.13
Schedule preparation for Department Meetings	Leadership	April.13
Review of DL programme	Leadership	April.14
Fixing Master brains and Associates	Academic	April.14
Preparation of IT tutorials	Administration	April.14 to April.18
Revised Timetable	Academic	April.18
Special TT for Ramadan	Academic	April.18
New Student Registration	Administration	Throughout
Formation of IT Team	Leadership	April.11
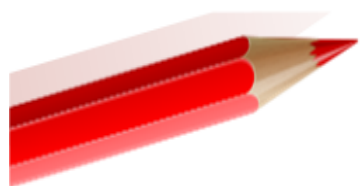
Phase - 03
Remediation

April 19 to May 09		
Remediation Tasks	Led By	Time Line
A portal for Parents' Feedback	Leadership	From April.19
Review Meetings	Leadership	From April.19
Inclusion of Non-Academic Subjects	Academic	April.19
Updates with Governing Body	Leadership	April.26
Well Being Policy	Leadership	April.30
Assessment Schedule preparation	Academic	May.03
Sending consolidated tutorials	Administration	May.08
Parent Survey	Leadership	May.08
Meeting with Supportive Staff	Leadership	May.09
New Student Registration	Administration	Throughout
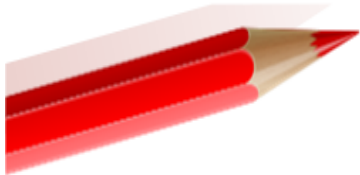
Phase - 04
Enhancement

May 10 to May 30		
Enhancement Tasks	**Led By**	**Time Line**
Review Meets & Internal CPDs	Leadership	**Contd.**
A Trial Test for Teachers	Leadership	**May.10**
Student Survey	Leadership	**May.18**
Activity List of the Months	Academic	**May.24**
Club Formation	Academic	**May.26**
Internal Assessment Starts	Academic	**May.28**
Long Term Plan	Leadership	**May.30**
New Student Registration	Administration	**Throughout**

Phase - 05
Effectiveness & Improvisation

May 31 to July 02		
Effectiveness and Improvisation	**Led By**	**Time Line**
Review Meetings	Leadership	Contd.
Teachers Next Level Training	Leadership	From May.31
Adoption of Next level Strategies	Academic	From June.07
Inter House Competitions	Academic	From June.10
Inter-School Competition	Academic	From June.17
I Mid Sem Exam	Academic	June.23 to July.02

Consolidation of Tasks of Academic Section

KEY AREAS	TASKS	TIMELINE
Effectiveness & Improvisation	I Mid Sem Exam	June.23 to July.02
	Inter-School Competition	From June.17
	Inter House Competitions	From June.10
	Adoption of Next level Strategies	From June.07
Remediati Enhancem on ent	Internal Assessment Starts	May.28
	Club Formation	May.26
	Activity List of the Months	May.24
	Introducing Differentiation	May.04
	Assessment Schedule preparation	May.03
	Inclusion of Non-Academic Subjects	April.19
Initial Operation & Diagnosis	Revised Timetable	April.18
	Special TT for Ramadan	April.18
	Fixing Master brains and Associates	April.14
	Curriculum Plan of Short term	April.11 to April.18
Planning & Preparation	**Setting Provisional Time Table**	April.09
	Covid Awareness Campaign	April.05
	Trial Classes for Grade 10	April.05
	Appointing Lead Mentors	April.04
	Teacher training	March.27

Consolidation of Tasks of Administration Section

KEY AREAS	TASKS	TIMELINE
Supporting the Academic for Uninterrupted Learning	Sending consolidated tutorials	May.08
	Preparation of IT tutorials	April.14 to April.18
	Distribution of Books	April.11 to April.13
	New Student Registration	Throughout
	Creation of IDs for Teachers and Students	April.01 to 06
	Platform Creation	March.24 to 30

Consolidation of Tasks of Leadership

KEY AREAS	TASKS	TIMELINE
Effectiveness & Improvisation	Teachers Next Level Training	From May.31
Enhancement	Review Meets & Internal CPDs	Contd.
	Long Term Plan	May.30
	Student Survey	May.18
	A Trial Test for Teachers	May.10
Remediation	Review Meetings	Contd.
	Meeting with Supportive Staff	May.09
	Parent Survey	May.08
	Well Being Policy	April.30
	Updates with Governing Body	April.26
	A portal for Parents' Feedback	From April.19
	Review Meetings	From April.19
Initial Operation & Diagnosis	Review of DL programme	April.14
	Schedule preparation for Department Meetings	April.13
	Cyber Safety Policy Preparation	April.13
	Discipline Policy	April.12
	Formation of IT Team	April.11
Planning & Preparation	Tasks and Responsibilities of Lead Mentors	April.04
	Tasks and responsibilities of Teachers	April.02
	Distant Learning Policy	March.25 to 31
	Meeting with Governing Body	March.23
	Short term Plan	March.22 to 24

DISTANCE LEARNING – OPERATIONAL STRUCTURE

DL Program Head — Principal

Head of Techincal & Admin — CEO

Curriculum Team — VP & AC

Administration — Leader

I.T.Team — Leader

Supervisors — KG, LP & HS

Subject Leads — 8 Members

Teachers — 60 Faculty

G-SUITE E-LEARNING PLATFORM
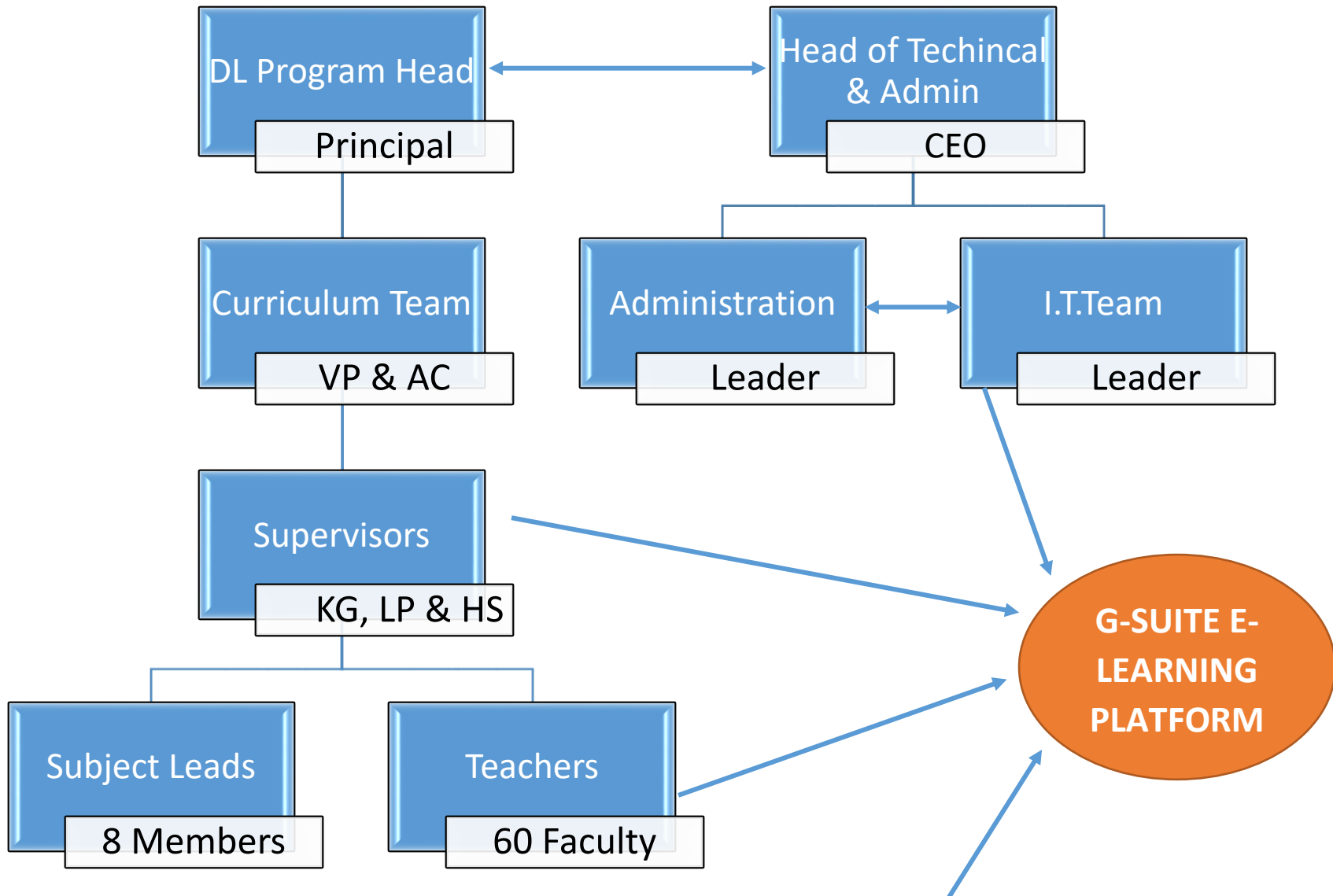
Students access the platform through the given ID with or without the support of the Parents.

Below table is given to show *how G-drive modules [asynchronous learning]* and *Live Classes [synchronous learning]* go hand in hand to create effective online learning outcomes for students.

LIVE CLASSES & MODULES OF STUDY			
Sequence of Steps	Actions/ Outcomes	Subject Teacher actions	Students actions/outcomes
Assigning Module		Subject teacher will assign a specific module to students for studying the contents & resources, students may be asked to refer to relevant texts if needed.	At this point students will not attempt the assessment at end of module but only go through contents.
Delivery of Live Subject Class		Subject teacher will deliver a live class for a specific module as scheduled and informed to students.	By this time students have gone over the module content / any relevant textual content
Assignments		While the class is in progress, Class assignments with differentiation techniques are given in equity to satisfy the needs of the students.	Students use this time as off-screen time and does the classwork in the given notebooks.
Analysis of Assignment		Based on the work given in class, the teacher takes feedback in turns to reinforce the comprehension	Students with challenges are identified and remedial works are given
Schedule Live Doubt Clearing Session		It is normal practice of every teacher to give maximum exposure to the students to raise any relevant questions as a part of independent learning and to create passion for learning.	It helps them to know further and sometime they become more inquisitive for further learning.
Assuring Learning Outcomes for most Students		The expected learning outcomes that are likely to be experienced by the students are shared in the beginning of the class.	Students are motivated and they value the process of learning and they enjoy while experiencing the expected learning outcomes.

(The short term plan is subject to thoroughly reviewed in line with contingency plan of long term, DL Programme.)