NES International School Mumbai

- IB Continuum World School

SCHOOL CODE : 003810

Remote Learning Policy

NURTURE   **TRANSFORM**   **EMPOWER**

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IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people, who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students to become active, compassionate and lifelong learners, who understand that other people, with their differences, can also be right.

School Mission Statement

NES International School Mumbai, provides a holistic educational programme for students to become knowledgeable, open-minded, caring inquirers with intercultural perspective, instilling in them a strong urge to become lifelong learners, peace ambassadors and tomorrow's leaders in local as well as global context.

School's Philosophy

NES International School Mumbai (NESISM) follows the NES motto-Nurture, Transform and Empower - with the conviction that every individual is unique with specific potential and learning ability that can and should be tapped. Thus, the driving philosophy at NESISM is that with proper nurturing and care, every child can grow up to be a respectable and responsible global citizen with a positive attitude towards personal growth as well as well-being of all life on the planet.

REMOTE LEARNING POLICY
(Published on 15th April 2020)

Introduction

At NESISM, teaching and learning practices are oriented towards stimulating intellectual curiosity, encouraging students to examine both their own and alternative perspectives. Our commitment is to provide an alternative means of education in the form of remote learning to cope with the unprecedented circumstances due to the pandemic. Remote Learning designates the experience students will have when school remains in session but when students are unable to physically attend school because of campus closure. While remote learning does replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment.

The purpose of this document is to outline how NESISM will continue to offer a Blended Learning model, which includes both an Asynchronous Learning Environment as well as Synchronous, real-time engagements. An Asynchronous Learning Environment is a learning environment that does not require participants, teachers, and students to be online at the same time. Since faculty and students will be spread across the globe, this is an essential part of the NESISM Remote Learning Plan. Synchronous, real-time engagements are opportunities for students to participate in engagements with their teachers and classmates at an established time to allow for interactions in real time.

Aim

This remote learning policy has been written as guidance for staff and parents during the COVID-19 Pandemic. It sets out the systems and technology that staff will use to keep the learning experience going for children, and details how they can be used effectively and safely, while allowing for the differing needs of families. The school's usual Online Safety Policy still applies, but this policy is an addendum in these unprecedented circumstances.

Our Approach

Keeping regular learning going during the period that schools are closed is of great importance to reduce the impact on children's education, however we understand that everyone's circumstances at home will be different. Some families have one child to support while others have several. Some families have one device to share while others may have more – and some things may work differently on different devices. Some parents will have plenty of time to help their children learn, while others will be working from home and may have much less time and some children will be able to work more independently than others or need greater challenge.

Due to this we will offer a variety of daily remote learning activities as per government guidelines but be understanding that pupils may not always be able to complete them all.

We appreciate that some families will not be able to engage with the full timetable, and in this case suggest they focus on key learning priorities to try to reduce the impact on children's Numeracy and Literacy skills.

Guidelines for School Community

School Leadership Team:
- develop divisional plans for remote learning.
- communicate with faculty/staff and parents.
- support faculty/staff and parents during remote learning.
- ensure effective implementation of Remote Learning Plan and accountability to student learning.

Subject / Homeroom Teacher:
- collaborate with colleagues to design remote learning experiences for students in accordance with divisional plans.
- develop high-quality student learning experiences.
- communicate with and provide timely feedback to students.
- communicate with parents, as necessary.

School Coordinators:
- remain in contact with the IBO.
- communicate information from the IBO to teachers, parents, and students, as it becomes available.

Learning Support Department:
- create wellness strategies that students can practice during this time of Remote learning.
- create counselling lessons that students could complete "at home" based on the current curriculum.
- provide resources regarding anxiety, isolation, health, and wellbeing particular to grade level(s).
- respond to counselling needs of students, as needed.

Librarians:
- curate resources for teachers to support the development of high-quality remote learning experiences for students.

Online Tech Support Team:
- provide timely responses to student, family, and faculty requests regarding technology issues.

Teaching Assistants:
- provide support and assistance to assigned grade level and/or subject area teachers as requested.

General Guidelines for Faculty

When designing your online lessons and learning experiences, please consider the following.

Feedback:
- Timely feedback is essential to student learning; this is especially so in online learning environments when/where students are unable to ask questions as they normally would in a classroom setting.

- Clear communication regarding where/how students should ask questions and seek clarification specific to learning targets, task requirements, and/or deadlines (Email, ManageBac , etc.).

- Active monitoring of email for questions and communications from students/families.

- Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures, and/or making a video.

Work time:
- Consider following the divisional guidelines for time and schedule.

- Consider varying the activities you normally plan in a graduated way, from very different to slightly modified.

- Offer alternative opportunities for reading, research, online discussions/peer-feedback, and producing written work.

- Seek the support of colleagues and others who have specific interest and/or expertise in delivering remote learning experiences.

Deadlines:
- Provide students ample time to complete assignments. More time than you would usually provide in class may be necessary for students.

- Keep tasks simple and directions clear to make sure students understand what they are required to do.

Bandwidth:
- Consider the size of the files to be downloaded by students; students' WIFI access may have limited bandwidth.

- If you embed videos, keep the size of the files small and avoid HD quality.

- Try to post only PDF or Office 365 documents as they are universal and are often easier to convert. Consider requiring all submissions to take place through ManageBac or as a shared document.

Remote Educational Provision:

In order to have a feel of the regular classroom, Class wise timetable will be shared with the parents. Homeroom Teachers will post weekly timetables for their class. This will outline a range of daily learning activities which will as much as possible, link to our long-term curriculum plans and the learning children would normally be doing in school, while being adapted to suit remote learning and make use of ready-prepared high-quality online materials.

The minimum expectation for remote learning is for schools to provide:
   EYP children: 1.5/2 hours a day, on average
   PYP children: 3/4 hours a day
   MYP children: 4/5 hours a day
   IBDP children: 8 hours a day

Our remote learning curriculum will be delivered through a mix of live and pre-recorded video input, links to other website content and on and offline tasks (in any order and at a time that suits across the day).

Throughout the day, further posts on ManageBac will add extra detail or examples as necessary and ManageBac assignments will be set to 'collect in' a piece of work. Extra challenges will also be provided across the week.

Assessment activity/tasks will be posted frequently on ManageBac to help keep the children engaged and enthusiastic, as well as supporting their social interaction and physical and emotional wellbeing at this time.

Staff will monitor children's learning engagements regularly and report through online PTM meetings.

Special Educational Needs

We recognize that some pupils with Special Educational Needs and Disabilities, may not be able to access remote education without support from adults at home. We acknowledge the difficulties this may place on families, and we will work with parents and caretakers to support those pupils with differentiated tasks, lessons from other year- group materials, alternative methods of recording, additional resources and advice and support. Online intervention resources and small group Zoom sessions (Subject Helpdesks) will also be used where appropriate. We encourage parents to get in touch if their children are finding things too difficult or easy and we will do what we can to make personalized adaptations.

Guidelines for Students:

- Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher/s.
- Check appropriate online platforms for information on courses, assignments, resources daily.
- Attend, as much as possible, the regular synchronous engagements offered by each of their teacher/s.
- Identify a comfortable and quiet space to study/learn.
- Engage in all learning posted with academic honesty.
- Submit all assignments in accordance with provided timeline and/or due dates.
- Ensure your own social and emotional balance by keeping healthy habits.

Guidelines for Parents

Support children in their learning by:

- providing an environment conducive to learning (access to technology, safe and quiet space during daytime).
- engaging in conversations on posted materials, assignments.
- monitoring time spent engaging in online and offline learning, including variables like that of preferred learning times (morning, afternoon, evening).
- encouraging attendance, as much as possible, to the regular synchronous engagements offered by each of their child's teacher/s.
- support emotional balance by providing ample room and time for reflection, physical activity, conversation, and play.

Remote Learning Platform at NESISM

The following online platforms support both remote learning and faculty/student/family collaboration to ensure a quality student learning experience when planning and delivering remotely:

1. NESISM email and ManageBac are the communication tools used to contact and communicate with NESISM families.
2. ManageBac and Zoom are the online remote learning platform used in the Primary Years Programme.
3. ManageBac, Zoom and Microsoft Office tools are the online remote learning platforms used in the Middle Years Programme and Diploma Programme.
4. Microsoft Office 365 tools (e.g., email, shared docs, OneNote, Microsoft Teams),

Google Suite, Padlet etc. are faculty online collaboration platforms for remote instructional planning.

Some Essential Agreements

We will provide regular live lessons and face-to-face contact opportunities for children, to maintain a sense for them of being part of a class. We will use the Zoom Video Conferencing tool to do this. While teaching a primary-age class this way presents its challenges, we are hoping we can use it to deliver high quality explanations and maintain enthusiasm and engagement through interaction with teachers and classmates. Please see the section further down regarding use of Zoom.

We are keen to make remote learning an interactive experience using live lessons, submission and sharing of work by children and delivery of feedback from teachers as well as opportunities for pupils and families to interact and collaborate. If you would like to join but are unable due to technology restraints, please get in touch as we may be able to help. The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Zoom.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Zoom, you agree to the following:

- a Zoom account is needed so that we can ensure only registered users can access meetings. As Zoom is now integrated with ManageBac, login to ManageBac using the school provided credentials.

- an appropriate adult must remain nearby during video or conference calls to support with behaviour and engagement and ensure children are safe and using it appropriately.

- children should take part in the Zoom meet in a suitable communal environment and must be appropriately dressed.

- all members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. Zoom has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.

- ensure that the child has 'logged off' the call correctly once it is finished - before turning off any devices.

- It is appreciable if you contact staff using these online tools within the meet ups which will be setup based on the prior permission. If you need to contact staff for any reason you will do so through emails.

- screenshots, photos or recordings of Zoom meetings must not be made, and meeting links must not be shared with others.

We will ensure that:

- no staff member will contact you or your child using Zoom outside of any pre-arranged meetings and if they do need to contact you, they will arrange to do so with you using prewritten emails only.

- staff will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a password or direct link. Screen sharing, file-sharing, annotation and chat will be enabled as per the requirement.

- participants will be held in a virtual waiting room while their identity is confirmed. Your Zoom account must clearly identify you by name. Participants' audio or video may be muted until appropriate.

- staff will monitor appropriate use and users will be moved to the waiting room, if rules are not being followed.

- staff and any other adults on the call (or in the background) will use appropriate language / behaviour throughout the call.

By choosing to join a live lesson on Zoom, you are demonstrating your consent to the above. If you have any questions or any concerns regarding live lessons, then please get in touch with the Homeroom Teachers.

Other information

With the increased use of digital technologies that comes with remote learning, safeguarding implications need careful consideration. Parents are advised to spend time speaking with their child(ren) about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online. 8 steps to keep your child safe online:

1. **Explore together**: Ask your child to show you their favourite websites and apps and what they do on them. Listen, show interest, and encourage them to teach you the basics of the site or app.

2. **Chat little and often about online safety**: If you are introducing them to new learning websites and apps while school is closed, take the opportunity to talk to them about how to stay safe on these services and in general. Ask if anything ever worries them while they are online. Make sure they know that if they ever feel worried, they can get help by talking to you or another adult they trust.

3. **Help your child identify trusted adults who can help them if they are worried**: This includes you and other adults at home, as well as adults from wider family, school or other support services who they are able to contact at this time. Encourage them to draw a picture or write a list of their trusted adults.

4. **Be non-judgmental**: Explain that you would never blame them for anything that might happen online, and you will always give them calm, loving support.

5. **Supervise their online activity**: Keep the devices your child uses in communal areas of the house such as in the living room or kitchen where an adult can supervise. Children of this age should not access the internet unsupervised in private spaces.

6. **Talk about how their online actions affect others**: If your child is engaging with others online, remind them to consider how someone else might feel before they post or share something. If they are considering sharing a photo/video of somebody else, they should always ask permission first.

7. **Use 'SafeSearch'**: Most web search engines will have a 'SafeSearch' function, which will allow you to limit the content your child can access whilst online. Look out for the 'Settings' button on your web browser homepage, which is often shaped like a small cog.

8. **Parental controls**: Use the parental controls available on your home broadband and all internet enabled devices in your home. You can find out more about how to use parental controls by visiting your broadband provider's website.

DP 2 Mock 3 Examination Rules for Online Examination:

1. The link for the assessment will be shared with the students before the exam. Use the link to join the class.

2. Students has to report i.e., join the link, 15 minutes prior to the exam time.

3. As soon as the students come in, attendance will be taken and instructions will be given, only then the papers will be uploaded on ManageBac . The papers will only be on ManageBac and **not** sent on email.

4. The paper starts immediately so that there is no delay in writing the paper. No extra time will be given to students who report late.

5. The students need to upload the papers on ManageBac and additionally send email to subject teachers. **If the right paper is not uploaded there will be no allowance made later**.

6. Students take extra care so that the right papers with proper names and details are uploaded with all written papers. If any paper in between is missing, we will not make allowance after the time for the assessment is over.

7. Students take note that we will be following this rule without giving benefit of doubt. So please ensure / double check if the right paper is uploaded as we will not entertain any requests once the time for the paper is over and the papers are uploaded. **The**

onus of uploading the papers with all details lies solely on the students.

8. Each sheet must have the name and page number. The file must be a single file scanned following the nomenclature:

   Student name/ Subject / SL or HL / Paper number if applicable.

9. In case of any emergency, please contact the invigilators who will in turn contact us.

10. Keep the water bottles next to you so that you do not leave even to drink water.

11. Washroom break will not be allowed during exam.

12. The camera needs to be always throughout the assessment time and no excuses will be entertained.

13. The student will not be allowed to start writing if the camera is not on and will lose out on exam time.

14. The seating arrangement to be noted down is as follows:

    o   You will login from your phone and place it strategically so that we can see you as well as your laptop.

    o   You will download the paper on your laptop and write the answers on answer sheets.

    o   You will not login from your laptop. Laptop will only be used to access paper.

    o   Refer the image for your convenience:

In addition to the above resources, we encourage faculty, students, and parents to contact us at contact@nesism.in for any queries or concerns.