

## Student and Parents Guideline on E-Learning

The school is currently using **Microsoft Education, Microsoft Teams** for teaching and learning and **WCBS** for student management information system. Upon registration parents will receive their child/ren username and password to access Microsoft Education and Teams as well as access to the various added programs to support teaching and learning.

### A. **Children uploading work:**

- Children may choose to complete and submit daily activities and work given by teachers or alternatively submit the next day
- Children should follow the teacher's direction on the date homework is to be submitted.
- KNES will provide variety of media for children to complete their work.
- Children can use **Microsoft Teams Class Notebook** for written work when teachers request evidence of their work. They can also film themselves or photograph, record their reading and send by email if necessary or on Class Notebook on Teams.
- Written work in Arabic and Islam/Quran should follow same procedures.
- Parents of children from year 3 can guide their kids to do their work by themselves.
- Work can be either photographed or scanned and emailed or uploaded to the class teacher.
- Evidence submitted to teachers
- Please note that videos or photograph must be of limited size.

### B. **Marking student work and providing feedback**

- Teachers will provide graded homework within 24 hours of its submission.
- Work will be graded as normal and feedback will be provided.
- Work will be corrected and marked with one of the following criteria with feedback from teacher. The criteria used will be Outstanding, Very good, Good or Need more efforts.
- For years FS1-Year 2 children work submitted through **Teams Notebook** and marked by the teacher each day.
- Other messages that will be provided throughout the week is related to projects or topics of the assigned curriculum. Those messages will either be written feedback or voice notes provided by the teachers. We will use **Microsoft Teams and Microsoft Education** for all communication either through chats or the students' email.
- Each child will receive at least one message of feedback from Arabic and Islamic teachers
- Parents can continue to communicate through emails for any inquiries.

## C. Attendance

- To gain the advantage of the E-Learning Programmes we urge our students to have a regular and daily attendance with the support of the parents. This will help increase children efficiency to complete the term.
- **Microsoft Education and Teams are** being utilized for online learning and Attendance is taken through Teams showing times pupils enter and leave the classes.
- Students are required to attend classes in their School Uniform and have a separate workspace available to help them engage in school online lessons.
- Activities in EYFS and KS 1 will require support from parents to access and complete

## Primary Section

- Children will have one English lesson daily.
- Children will have one Math lesson daily.
- Children will have a daily Arabic lesson. Islamic studies and Quran will be conducted twice a week for Muslim students.
- Children will have three to four lessons per week for History, Geography, Social Studies, and sciences subjects. Each week children will receive a project or a topic to focus on with appropriate link and videos to support students to complete their work to be send to their teachers. Teachers are available to support and guide during E-Learning.
- Music and Physical Education teachers will produce weekly activities to be done inside the houses with resources that can be find at home. PE work does not need to be uploaded but if a child wants to send video it can be uploaded in our social page to recognize children's efforts. With Music, children will receive music theory work to be sent back on weekly basis. This could be singing recorded through videos or voice messages.
- Children will also receive two lessons per week on ICT and one lesson of French from year 3 onwards
- Teachers may choose to engage pupils in some other activities for fun or for pastoral focus and for reading and story time.

## Secondary Section (including IGCSE/AS Levels/A-Levels)

### KS3

- Children will have a daily lesson for English and Math like Primary students in KS3 and KS 4
- Explanation and further guidance will be provided by the teachers to students who may need if there is a misunderstanding in the concept or assigned task.
- Science lessons will be three times a week in KS 3
- History and Geography lessons will be twice a week in KS 3.



- French language lesson will be offered once a week in KS3
- Arabic language lessons will be offered four times a week, and Islamic studies will be conducted twice a week for Muslim students.
- Children will receive twice a week an ICT lesson in KS3

#### KS4 and KS5

- For the students In KS4 and KS5 lessons and activities for the optional subjects chosen will be required in addition to the compulsory subjects. Four lessons per week will be lectured in the options chosen.
- English and Maths one lesson daily.

**Note:** Pupils will have access to a variety of programs beyond Microsoft Education. These programs will be chosen based on the learning needs of the students. It is hoped that the additional programs online used will help students engage more fully in online learning.

Weekly home links will be place on the school portal on WCBS as well as new letters when necessary.