

Overview – GISU Distance Education

Distance Education at GISU is designed to provide continuity, to ensure continued progress toward established learning targets for all our students, and to minimise future calendar disruptions. In keeping with GISU's commitment to offering a contemporary approach to academic and holistic education, Distance Education experiences are developed to be robust and meaningful.

For situations that disrupt normal on-campus learning, we have put in place school-wide protocols to support learners, parents and teachers. In these circumstances, GISU has a plan which allows students to continue their learning virtually until normal classes can be resumed.

Organisation and Structure of Distance Education

Teachers will communicate to students through their parents' email for KG 2 to Year 4 and through Google Classroom for Year 5 to Year 13. Through this, there will be lessons for Distance Education. As part of this process, students will complete work to submit to the teacher and teachers will give feedback on larger tasks.

Scenario One: *Depending upon the Government Announcement.*

Scenario Two: *GISU is closed and school is fully online.*

Primary (Year 5 and Year 6), Lower Secondary, IGCSE and AS/A Level students are expected to complete weekly Distance Education in accordance with their regular schedule as well as daily independent reading. While optional extensions may be offered, they are not required for completion. If you feel like the workload is inappropriate for your child, please contact your child's teacher. There will be no additional homework provided.

Distance Education will follow their regular schedule as if school was running normally (Class Times, Breaks etc). Classes will occur during regular times (Uganda Time).

Teachers will work in their regular hours, 8:05am to 3:30pm (Uganda Time) each school day on and off campus depending on the Government's directive. This time is to respond to questions or concerns from students as quickly as possible and within 24 hours. Please note that during this time, teachers will also be working on planning, posting assignments, recording lessons, assessing, and communicating. All of which take a considerable amount of time every day when we are engaged in Distance Education as a community.

GISU students are expected to be engaged with Distance Education for the amount of time stated by the teachers for the task. For certain tasks, optional extension assignments may be provided. There will be no additional homework beyond this timeframe.

Teachers Guideline and Expectations

Teachers will post instructions on Google Classroom which will provide links to resources and/or relevant documents for the day. Teachers in each of their scheduled classes will provide clear expectations about

learning requirements. Daily activities, including student work time, for each class should not take more time than the students would normally spend in class.

Learning outcomes and the purpose for each task will be shared. In general, students may be asked to engage with new learning; practice, discuss or apply learning; and, demonstrate knowledge and skills in relation to learning. As part of this process, students will complete work on which they will receive feedback (as indicated in instructions).

Teachers will be available online during their regular scheduled class times (Uganda Time). This time is to respond to questions or concerns from students. Class schedules are available in GISU SIS.

Teachers may also designate times that they are available from 3:30pm to 5:00pm for candidate classes to respond to questions.

Google Classroom Tutorials for Students, Parents and Teachers:

Resources for Distance Education at GISU are posted on the GISU Website. For more information, please visit our website.

Setting Up for / Supporting Student Success at Home

Students will need:

- Parents (from KG 2 to Year 4) to access email to locate Distance Education plans for the day/week and support to submit assignments/learning. Some items may need to be printed for the child.
- Access to a reliable internet connected computer or tablet PC (Phones are not suitable devices for Distance Education.).
- Parents should contact the teacher and school coordinator in the eventuality that there is no device available for student use at home.
- A responsible adult to facilitate the learning. Students may need varying degrees of support in accessing and approaching the learning tasks. An adult may need to facilitate much of the child's learning, such as being at the child's side to read, talk about and encourage learning. The younger the student, more adult support will be necessary to fulfill learning tasks.
- A responsible adult to support learning; this may include providing structure to the day, general encouragement, assistance in processing learning or even supervising an assessment.
- A responsible adult to ensure online safety.
- A dedicated place to focus on their learning (ex. desk, materials, timer, etc.), free of distractions. This should be in a common area, not in the child's bedroom.
- Breaks and opportunities for breaks, exercise, creativity, family time, fun and social engagement (as would happen in school!) (ex. a "home schedule" for e-learning).
- To understand expectations for participation and work completion. Please allow for time to reflect at the end of the day on what worked and what were the challenges.
- To communicate questions or challenges directly to teachers and specialists. It is not expected that parents have the knowledge of teaching strategies, so please direct all questions to the teachers.
- To participate in Distance Education. Any learning activities or assessment not completed will need to be made up. In exceptional circumstances or illness, parents of students who are unable to participate should notify the school as they would for any school absence. Teachers will be

flexible during Distance Education when it comes to deadlines, as we know the challenges for students vary widely. Please contact teachers if work cannot be turned in by the deadline for any reason.

Student Expectations:

- You are responsible for your learning and thus must take even more responsibility in the next few weeks.
- Check all Google Classroom courses for the day you would normally meet with that class. GISU students also need to check in with your teachers at the class time so that you may be recorded as present.
- Work in a dedicated place, free of distractions, to focus on your learning, This should be in a common space, not in your bedroom.
- If you are participating in an online video chat, be sure that you are dressed in clothes that you would wear to school.
- Ask your teacher questions if you have them in the method provided by each teacher. So, If it is a group question, it may go in classroom or a shared document. If it is a more personal question, contact your teacher directly via email.
- Connect to your classmates for support. Teachers have the ability to start discussion via a question in Google Classroom. Teachers will do this to support you and help you stay connected to your classmates. You can also chat with your peers using Google Hangouts Meet on the class group that your teacher has created.
- Follow the instructions of the teacher and again, ask questions in the Google Classroom if they are for the good of the whole class.
- Turn in work in a timely manner and meet the expectations of your teachers. Daily attendances will be monitored through your participation online and turning in of expected work.
- Be patient, this is all new for everyone.
- If you are struggling, be proactive and contact your teachers for guidance, they will be online and available daily for fast responses and support from 8:05am to 3:30pm, Uganda Time, Monday to Friday.

Parent Guidelines and Expectations

- Ensure you have been receiving communication from your child's teacher. If you have not been getting emails, please contact your class teacher.
- Teachers will be posting assignments for above-mentioned lessons daily/weekly. Specialist teachers will be posting as well with ideas for you to support learning at home. Remember to incorporate breaks that encourage creativity, movement, music etc. Make a schedule with your child to establish routines at home and accountability.
- Your children will need your support. Mistakes will be made and that is okay! Provide positive feedback and remember, they need breaks and play.
- Ensure they are following the teacher's instructions.
- Students should read a just right book daily. Students should also have frequent opportunities to hear stories or texts read aloud.
- Make sure they have time to play every day with frequent breaks throughout the day.
- Watch screen time, you will have more than usual because of Distance Education, ensure they are taking a break from screens. Also help your child to practice online safety, this includes sharing of photos with teachers (please do not include children in photos - only students' work).

- Consider where in the house your child will work. Ideally this would be a location where they will not be distracted and can be supervised accordingly. This should be in a common area, not in the child's bedroom.
- Be patient, this is new for all of us.
- Be diligent, make sure you are checking in with your child daily on their progress. Be supportive and encouraging. Help to submit your child's work to their homeroom teacher for feedback.
- If students are unwell or for any other reason unable to participate in Distance Education, parents should report to the school as they would any regular school absence.
- Spend time engaging with your child: play board games, card games, or word games; do puzzles; build things with Lego, blocks or similar construction materials; cook recipes. Be creative and resourceful; the possibilities are endless!
- If your child has questions, direct them to contact their teacher.
- Monitor screen time for your child. They will have more than usual because of Distance Education; ensure they are taking a break from screens.
- Teachers will be keeping Office Hours from 8:05am to 3:30pm, Uganda Time, each weekday to support and be responsive to students and parent questions. This is a plan we will monitor and may change over time.
- Teachers will make decisions about quizzes, projects and tests on an individual basis. They may choose to postpone some scheduled assessments until our return.
- Change Google Classroom Weekly Summaries to be Daily Summaries, link to information regarding Parent/Guardian Summaries. (For this, parents/guardians must have a Gmail account.)
- Check email for the Google Classroom Daily Summaries for the expectations posted by teachers. You may also login with your child to see all the work.