



## ST. MARY'S CATHOLIC HIGH SCHOOL, MUHAISNAH

### DISTANCE LEARNING PLAN

2019-2020

**Aim:** To continue uninterrupted teaching and learning through Term 3 at SMM. Distance Learning facilities will be rolled out from 22<sup>nd</sup> March for students of Years 1-9, at SMM.

**Plan of Action :** 22<sup>nd</sup> March – 26<sup>th</sup> March : Completion of Term 2 objectives using Google classroom

29<sup>th</sup> March – 2<sup>nd</sup> April: Distance Learning program for uninterrupted teaching and learning of units of work of term 3 using a wider mix of Google Apps

**Current Status:** All staff members are well versed in the use of Google classroom for sharing power points, assignments, announcements and google forms for quizzes to enhance the learning experience of the students. Teachers and leaders consistently use Google docs, Google sheets, Google slides for collaborating with each other for educational purposes.

**Next Step:** SMM is now set to optimise the use of a wider range of applications available in Google Suites for delivery of lessons as well as for assessments e.g. through live sessions using Google Meet and homework submission using Classwork features of Google Classroom.

**Primary Mode of Distance Learning (DL):** Google Classroom, Google Meet (Google Suite) Google hangout.

**EYFS** will use Google Classroom, Google Meet and email.

**Monitoring Mechanism:** Each member of SLT will be assigned subjects to monitor and an HOD to mentor through the process. A DLP Google Sheet across the school is created for teachers to share their plan and the content of the lesson.

DEPARTMENT	SLT MEMBER
English, SST	Ms. Karen
Religious Studies, Citizenship, Moral Education	Sr. Tess
Science, Arabic	Ms. Ishani
Maths, Islamic, Non-Core Subjects, French	Ms. Mari Ella
EYFS	Ms. Jaimiely

\*Class Tutors to check Google Classroom ensuring that all subjects have lessons / resources / activities posted regularly.

**Distance meetings:** HOD and SLT meetings to be held using google meet or google hangout. These will be at least weekly and will involve all members of the groups.

**Training of Teachers:** Upgrading of knowledge and skill on the use of Google Suite will be held on 22<sup>nd</sup> March, 2020.

**Venue:** SMM

**Time:** 9.00 am

### **Broad Outline of the Plan**

#### **Mode of delivery of lessons and assignments**

##### **DL Programme for Live Sessions:**

- English, Maths, Arabic have been assigned 2 lessons per week across the school
- Science, SST, RS/Islamic/ Citizenship, French, MEP, ICT, Art have been assigned 1 lesson per week across the school
- 3 lessons per day, each of duration of 30 mins for Years 1-4 and 60 mins for Years 5-9, with a break of 15 mins after each session have been scheduled
- Lower primary sessions will run from 3.00 – 5.00 pm to facilitate parental guidance needed in their case.
- Upper primary and secondary students will have their sessions from 8.30 am– 1.00 pm (inclusive of breaks).
- Work set as assignment will be given a due date for submission (on the next posting day)

##### **Preparation for the sessions**

- Lessons and resources will be monitored by the HODs under the vigilance of the SLT.
- Teachers will be in school to finalise plans and resources for a few days in the week beginning on 22<sup>nd</sup> March to prepare for the implementation of the DL programme.
- HODs will be met on a weekly basis in the best possible manner to discuss concerns.
- Teachers' DL plan will be used to track and monitor the delivery of lessons

#### **Check Points**

##### **1. Plan for taking and recording daily student attendance (participation)**

- a) Take a list of students who attend the live sessions at the start and end of the session
- b) Create a 'submission folder' and a 'register' for tracking regular submissions and tally it fortnightly
- c) Keep parents informed about irregularity

##### **2. Timetable for Synchronous Learning Class Time (CT) - A time table has been drawn up for posting or sharing the lessons in the form of power points and assignments in the**

form of worksheets or quizzes on Google classroom. A timetable for Live Sessions (Synchronised class) has also been drawn up to match the posting of the material and online presence of the teachers in order to be able to talk the students through the lesson or the task shared. The students will be able to use the 'chat' facility as well as be able to join in discussions through video conferencing facility in google meets and hangout.

**A recorded version of these live sessions will be available to the students for viewing later.** This will enable the children of working parents who could not be present for the live sessions to access the sessions that they might have missed

### Sample timetable

1E

St. Mary's Catholic High School, PO Box 69141, Dubai

	Period 1 15:00 - 15:30	Break 15:30 - 15:45	Period 2 15:45 - 16:15	Break 16:15 - 16:30	Period 3 16:30 - 17:00	Break 17:00 - 17:15	Period 4 17:15 - 17:45
<b>Su</b>	ENGLISH <small>Christine / Cheryl / Hadiyah / Jasminah / Chinnendu</small>		SST <small>Christine / Cheryl / Hadiyah / Jasminah / Chinnendu</small>		Asynchronous Learning		Asynchronous Learning
<b>Mo</b>	MATHS <small>Christine / Cheryl / Hadiyah / Jasminah / Chinnendu</small>		ARABIC <small>Amaal / Hadeia / Noha G / Hadeia / Fadia</small>		MEP <small>Joseph P</small>		Asynchronous Learning
<b>Tu</b>	SCIENCE <small>Christine / Cheryl / Hadiyah / Jasminah / Chinnendu</small>		RS / CIT / ISLAMIC <small>Cherif / Loulou / Aidi / Santina / Nayan</small>		MUSIC <small>Shreya</small>		Asynchronous Learning
<b>We</b>	ENGLISH <small>Christine / Cheryl / Hadiyah / Jasminah / Chinnendu</small>		ART <small>Christine / Cheryl / Hadiyah / Jasminah / Chinnendu</small>		COMPUTING <small>Fiona G</small>		Asynchronous Learning
<b>Th</b>	MATHS <small>Christine / Cheryl / Hadiyah / Jasminah / Chinnendu</small>		ARABIC <small>Amaal / Hadeia / Noha G / Hadeia / Fadia</small>		Asynchronous Learning		Asynchronous Learning

Validity: 22/3/2020-30/4/2020 aSc Timetables Online

### 3. Strategies to create opportunities for active learning, interaction, critical thinking and community building during Class Time

- a.) Using a driving question to stimulate problem solving and research
- b.) Flipped classroom with focused questions to discuss or write about (and sharing through Google Docs / Discussion board / chat)
- c.) Group or paired work and presentations that can be posted to the stream.

### 4. Strategies to support Pupils of Determination:

Students of determination each have a key worker who will check in with their assigned students daily and offer support and follow up for the class time and assignments given. Attendance will be kept on a daily basis so they can assure both the students and parents that their children are being supported in this.

### 5. Strategies for assessing student engagement during Class Time

- a) Google docs to be used by students so that teachers can comment and assess their written work.
- b) Google forms for quizzes

- c) Active Learn resources and assessments (which can be allocated and tracked)
- d) Extended tasks with clear rubric.

## **6. Strategies for student support in between class times (Asynchronous Learning)**

A dedicated time slot has been provided in the timetable for engaging in student support. Comments on google classroom must be turned on for students to ask questions as they arise. During the class hours, all teachers are expected to be online and answering student queries in their area of learning, i.e. if you teach SST and have no live sessions or postings on a Tuesday, you must still be online during the timetabled hours in order to answer pupils' questions on google classroom or by email.

## **7. Plan for teacher collaboration to support distance learning-**

- a) *Subject meetings* - A convenient time will be set by departments to have the regular weekly subject meetings by google meet/ hangout.
- b) Teachers will collaborate through google docs, Google Meet / Hangout and emails to share lesson plans and resources for DL. They are mandated to fill in a template that will be shared with SLT for regular checks and monitoring.
- c) All sections in each year group will have the same tasks.

## **8. Technology to be used for the DLP.**

Google Suites for education:

[Google Docs for Assignments \(Student\)](#)

[Google Docs for Assignments \(Teacher\)](#)

[Google Drive and Docs Sharing](#)

[Video: Intro to Google Meet Video Classroom](#)

[Video: Introduction to Google Classroom](#)

[Google for Education Teacher Center](#)

[Getting started with Google Classroom](#)

(Links may be added to other sites from there such as Active-Learn, Active Teach (iPLS) Twinkl, Tes and other apps as appropriate.

9. **Plan for parent communications** - emails, Google classroom posts and regular updates through website will be sent to keep students and parents informed about developments.
10. **Plan for monitoring and supervising teachers-** Teachers' DLP template has been shared with teachers through Google Sheet to indicate the details of the lesson to be delivered. This will be available on shared drive for quality check, monitoring and tracking purposes.
11. **Keeping fit** - An optional workout will be posted on google classroom for teachers, students and parents to access, please take part in these as a family and keep fit during this time.