

Monday, March 16, 2020

Preparation for online learning: what and when

Dear Secondary Parents,

As we have communicated with you, the campus is closed but learning at ISH continues! For Secondary students, that learning will take place online via our Moodle learning platform. This letter shares with you what that experience will look like.

Having tested our emails in the past few days, we now know that this is not the most reliable method of keeping students and parents informed about daily work. For that reason, we have changed the way that daily instructions will be given from the details in the letter of Friday, March 13.

Please read the following information carefully to understand how your child/ren will be able to keep learning at home:

- An email has been sent to students today with instructions on how to ensure they are enrolled in the relevant Moodle courses. There should be one course per child your child takes; this will vary according to grade level. If they have any questions about enrolling in courses, they should email ITstaff@ish.co.cu as soon as possible.
- Teachers have created a 'Daily Instructions' folder in each Moodle course. The instructions for individual courses will be uploaded each day, as per the timetable, no later than 09.00.
- Your child can expect to find instructions for each lesson they have scheduled on a daily basis. Homeroom teachers will send a message via the HR WhatsApp group each morning, specifying which classes are scheduled for that day.
- Each Moodle course will contain the required resources for the work, according to topic.
- Once students have received and read their instructions, they should download any required resources from the Moodle. Students do NOT need to be online all day once they have all they need for their learning.
- Teachers will specify what work needs to be returned and by when. Each Moodle course has an assessment module into which students should upload their completed assignments.
- Teachers will also specify the feedback loop turnaround, i.e. how soon students should expect feedback on a piece. This can be as short as 24 hours or may be a longer loop depending on the work assigned.
- Teachers will have 'office hours' as follows: 08.00-09.00; 12.30-13.30 and 15.30-16.30. During that time, they will be checking in with students, responding to email queries as requested and available for any other online communication.
- A timetable has also been attached to this letter for your reference.

This is a new scenario for all of us to navigate and, especially with our limited internet connectivity there might be problems we have not anticipated, requiring communication from your child with their teachers and from our teachers with your child. Please bear with us if changes are needed; we will work as fast as we can to resolve any problems.

A key part of online learning in Secondary is that we expect our students to take responsibility for their own learning and to be proactive in ensuring they keep up to date and talk to their teachers if they have concerns. As parents, the best support you can provide is ensuring they have both the technical access to the Moodle and a comfortable, productive environment at home in which to keep learning.

We will stay in close communication with you as and when any changes arise. Please do not hesitate to contact me via WhatsApp on +44 7977571770 or by email at anna@ish.co.cu.

Yours sincerely

Anna Brunskill
Secondary School Principal