

Friday, March 13, 2020

Dear ISH Parents

School closure and online learning

In the event of the school closing due to either the activation of Level 4 of our Viral Outbreak protocol, or to government closure, we are in the process of building our online platforms and setting up the necessary logistics for students to continue learning at home. While the buildings may be closed, 'school' is still open, and we consider that every day will be a learning day as usual.

What can you expect from us?

- Daily communication from your child/ren's teachers, according to the daily lesson schedule. For Lower School, this will be to parents via grade-level WhatsApp groups. For Secondary school, this will be to students via email. *Please note that for Middle School students, parents will also be copied into the email.*
- Work will be provided for your child/ren every day. In some cases, a longer project may be issued. We will clearly communicate where this is the case.
- Feedback will be given on work that is returned to teachers.
- 'Office hours': teachers will be online and available from:
08.00-09.00
12.30-13.30
15.30-16.30

What do we expect from you?

- Support for your child/ren's learning at home: technical (see the list below) and practical, supplying the tools for their learning*, and motivational, to keep the focus on learning.
- Maintenance of a school-like routine. We suggest you block off hours in the day, similar to a school schedule, in which your expectation is that your child/ren is/are continuing to learn with the activities provided by ISH staff.
- Communication with your child/ren's teacher/s within 24 hours if you are unable at any time to access the work.

*Please see the information on the next page for technical requirements.

We understand that this is a difficult time for our families and are doing all we can to support the learning of our students and safety of our community. Please do not hesitate to reach out, by email or by phone, to Ms Anna (Whatsapp +44 7977571770) or Ms Georgie (Whatsapp +53 53863285) with any queries or concerns you may have.

In partnership
The ISH Learning & Development Team

Technical requirements for supporting online learning at home

Please check that you have the tools you need to be able to do all the things listed in the tables below.

For **Lower School**, communication between teachers and the family will be through regular WhatsApp messages. To return work to teachers for feedback, families can send files via Private Messages. Parents or other carers will be the liaison between younger learners and the school. To be ready for this, please ensure that you have a device with WhatsApp installed and that your child/ren's Room Parents have your WhatsApp number in order to ensure you are a member of the grade level group.

Secondary School students are expected to take responsibility for their own learning and their teachers will email them daily, according to the timetable, with instructions for the day. All activities and resources will be located in our Moodle (online learning platform) and we expect students to log into their courses daily.

Please also ensure that you and/or child/ren have the tools they need from the following checklist:

		YES!
DOCUMENTS:	I can open, edit and export .docx files. For most computers this is using MICROSOFT WORD; for Apple, PAGES also works.	
PRESENTATIONS:	I can open, edit and export .pptx files. For most computers this is MICROSOFT POWERPOINT; for Apple, KEYNOTES also works.	
SPREADSHEETS:	I can open, edit and export .xlsx files. For most computers this is MICROSOFT EXCEL; for Apple, NUMBERS also works.	
PDFs:	I can open, edit and export .pdf files	
VIDEOS:	I can open, edit and export .mp4 files	
ZIP:	I can open .zip files and compress files and folders into a single .zip file	
INFORMATION:	I can assess my EMAIL accounts and WHATSAPP Secondary students must be able to access their school emails and the Moodle: www.ishavana.org/learning	

When communicating with school please use the following formats:

	YES	NO
Documents	.docx (for editing) or .pdf for static	.doc .pages
Presentations	.pptx	.ppt .keynote
Spreadsheets	.xlsx	.xls .numbers
Multiple files	.zip	.rar
Photo	.jpg or .png	any other file type
Video	.mp4	any other file type including .mkv