Network International School
Secondary Virtual Learning Handbook for Parents

1.0   Introduction

At Network International Secondary School we have put together a contingency plan for continued learning when extraordinary events may force a closure of the school. When such a situation arises, we will activate this virtual learning plan and continue education through online learning. During these closures, Network will use a combination of Internet tools and resources to keep our students connected, as much as possible, to their current classroom teachers and peers.

The Network Virtual Plan is designed for the learning process to continue. We are all learning together how best to work online, continuously improving how to deliver the core learning principles so that students continue to receive an excellent education here at Network.

During times of Virtual Learning, Network will use several methods to communicate with students and families. Important school-wide messages and updates will be delivered through email and the SIMS parent portal.

All Network faculty and staff are available through email (see below for staff directory).

2.0   Organisation and Expectations

When Virtual Learning is activated:

➢ All students are expected to participate in and follow the Virtual Learning schedule (see timetables for all year groups below).
➢ Students will follow the same timetable of classes as when in school (although the timings may differ).
➢ Tutor time will begin at 8:00am every morning.

- Students must be present and punctual for tutor time as important messages are often given at this time and attendance is taken and officially recorded.
- Students will have live lessons with teachers for every subject.
- Live lessons start at the beginning of every class and last up to 30 mins.
- For the remainder of the lesson, students will be offline completing set tasks given.
- Students must have access to a computer/ipad/phone with video and audio for all classes and during tutor time.
- **Cameras must be turned-on** for every lesson.
- In exceptional circumstances, students that are unable to participate should notify the school and will be given special consideration.

3.0   Delivery of Instruction

- During times of school closure Secondary School students will need to check their emails, and Google Classroom regularly for instructions and Zoom appointments throughout the day.
- Teachers will post learning instruction and assignments on designated days, as they fall within our normal school cycle.
- Students should expect a variety of different learning tasks such as reading & research, small projects, online forums, quizzes, essays etc.
- Zoom lessons will always start at the beginning of every class.
- Students will need to be available during the virtual learning scheduled times as listed on their timetable – all parents & students will have received a copy of their child's timetable from their form tutor.

4.0   Requirements from home

Students will need:

- Access to a reliable internet connected computer.
- Time to be online during the scheduled Virtual Learning day, which will coincide with the normal scheduled lessons.
- A laptop.
- A camera (laptop/ipad/phone) .
- A dedicated place to focus on their learning.

5.0   FAQ

How do we communicate with teachers?

All teachers are available through email (see below for staff directory).

How does the school day work online?

1. Secondary School students should login to their email by 7:50am every morning.
2. Tutor time starts at 8:00am every day, students should check their inbox for a Zoom invite, they should arrive five minutes before the time.
3. Attend lessons as per their timetable – live lessons begin at the start of every lesson. Students need to check their email to receive the invitation to join the lesson.
4. Zoom lessons are designed to encourage real-life conversations and activity.
5. After 30 mins of live instruction, students will go offline to complete any tasks given within the timetabled class.
6. Learning Instructions and assignments will be posted on Google classroom or via email.
7. Students should check their emails, and Google classroom regularly for updates from their teachers.

How do students get the work set by the teachers?

Students will often be given their assignments via live Zoom lessons, they should also login to their email account, and Google Classroom to check for assignments and teacher feedback. Learning Instructions and assignments will be posted on either of these platforms and / or via email.

How do students submit work?

Individual teachers will give the details of how students submit their work. Possible methods include: emailing, submission on Google Classroom, sharing a Google Doc, etc.

What online platforms will students be using?

➢ **Email:** Email will be used for all major communications and announcements from the School. Teachers will also use email to communicate, although they will use other platforms to interact with their students as well.
➢ **Google GSuite:** Google GSuite (including Gmail, Docs, Classroom, etc.) will be the platform used by many teachers.
➢ **Zoom:** Zoom is an online video conferencing platform that allows for live group meetings, hosted by teachers. This will be used for live lessons daily.
➢ **Google Classroom:** This allows for formative and summative assessments as well as opportunities for teacher feedback. This will be used to assign work, student submissions and teacher feedback.

What if my child cannot participate?

At the earliest possible time, parents should contact their school office, and the relevant tutor.

How can I ensure my child is ready for online learning each day?

1. **Stick to a daily routine:** Our virtual leaning plan ensures students start the day the same as if they were in school and allows them to develop a regular daily routine.
2. **Find a study space:** Students should have a quiet space to study without distractions – often leaving a door opened is a good way to ensure students stay on task.
3. **Be prepared:** Students should ensure they have the required equipment needed for every lesson and a good, stable internet connection.

When delivering live lessons should students have cameras and microphones on?

Yes. For students to get the full classroom experience they will need to turn on their cameras and microphones. When they enter a live Zoom lesson, they should mute their audio. When they have a contribution to make or are called on to answer questions they should unmute themselves. To help ensure that students are able to fully engage, please ensure that they have a working webcam and microphone.

How do I know as a parent if my child is doing the right thing / doing too little / too much?

Make sure that you maintain regular contact with your child's form tutor if you have questions or concerns. If your child presents a pattern of not meeting deadlines, failing to attend/engage with lessons or submitting inadequate work, teachers and tutors will contact you.

My child seems to have a lot of spare time... is this right?

Our virtual leaning plan will consist of a full timetable of lessons starting form 8:00am– 2:00pm for KS3, and 8:00am – 3:00pm for KS4/KS5. If your child seems to have a lot of spare time, it is likely that they are not engaging with the full programme of learning we are providing. We recommend parents check their children's work to ensure they are on task. If you have further concerns please contact their form tutor.

Of course we do understand that we are in difficult times and that students will inevitably struggle when working at home. It is therefore key that those parents / guardians at home provide support and encourage balance. At any point in the school year we may have to revert to online learning, so it is imperative that students get off to the very best start. By communicating and showing an interest in your child's learning, you can ensure they are keeping on top of their work.

What do I do if I am worried about my child's academic progress / emotional wellbeing?

In the first instance you should make contact with your child's form tutor. You should do this via email. Form tutors will be able to answer most queries. If concerns continue, or escalate over time, please reach out to the Head/Deputy Head of Secondary.

How can I Support my Child's Virtual Learning Experience

1. Establish routines and expectations
2. Define the physical space for your child's study
3. Monitor communications from your child's teachers
4. Begin and end each day with a check-in
5. Take an active role in helping your child process and manage their learning
6. Establish times for quiet and reflection
7. Encourage physical activity and/or exercise
8. Remain mindful of your child's stress or worry
9. Monitor how much time your child is spending online
10. Keep your child social, but set rules around their social media interactions

How will Assessments work?

1. Students will complete assigned non-graded assessments that provide a check for understanding. These may include (but are not limited to) discussions, forms, polls, reflections, etc.
2. Students will complete all other assessments as usual and submit them on Google Classroom or via email/google docs.
3. All teacher feedback will be provided through Google Classroom in a timely fashion.
4. Special arrangements may be made for specific types of assessments (e.g. oral exams, performance assessments, or various aspects of coursework). Students will be informed if they must participate in such an assessment.

Staff Emails

Subject	Teacher	Email Address
Business, Economics & ICT Faculty		
Head of Business & ICT	Kirstie Kirkpatrick	kirstie.kirkpatrick@networkintlschool.com
ICT & Business	Ian Appelbe	ian.appelbe@networkintlschool.com
ICT & Business	Leah Class	leah.class@networkintlschool.com
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Science Teacher	Andrew Anderson	andy.anderson@networkintlschool.com
Learning Support		
Head of Learning Support	Joel Camino	joel.camino@networkintlschool.com

Timetables