



E-Learning Zone Policy

Introduction

IPS-J team has developed rigorous online learning procedures to empower and support our students as they continue their studies from home in case of any emergency. The purpose of IPS-Jumeira E-Learning Zone is to:

- ensure students and staff's wellbeing and safety
- continue students' learning outside the classroom walls
- provide guidelines and a framework of lessons, communicate with teachers, and provide learning resources
- offer learning and counselling support
- explain expectations for students, parents, and staff in an online learning environment

Procedures

If the school is closed, lessons will continue in the online learning environment. All students are expected to participate in the structured lessons following the timetable, which will be shared with parents and students. IPS-J will use the following platforms where applicable:

- Edmodo
- Online learning programs such as Achieve 3000, SmartyAnts, and other educational Apps
- Schoology

Online lessons are usually delivered with the teacher giving a short lesson introduction through PowerPoint, video, or audio presentation, mini YouTube or video clips to highlight studied concepts, reading materials, online discussion chats, and plenty of opportunities for students to practice what they have learned.



Teachers are available during the lessons and actively participate by giving feedback through Edmodo to the group or individual. In addition, from 1:00 p.m. to 2:00 p.m. teachers will be available online to answer any questions students might have after the lessons.

Besides academic studies, the physical wellbeing of our students is of importance. Therefore, our PE department will put together daily videos including physical activities and tips to stay healthy and active at home.

In an online learning environment, it is important for parents to support their child/ren by ensuring they have access to these online platforms and a quiet area to study.

Structure of the Online School Day

For online learning to be successful, we encourage parents to set up a study place and support the routine and the structured lessons that we have put into place. The online learning structure is reflective of a regular school day. Therefore, we strongly encourage students to follow the online learning schedules, which include lesson activities, assignments, discussions, and meet deadlines. Each lesson is designed for 45 minutes with a 15 minute break between online classes.

Roles and Responsibilities

- a. Students are expected to
 - access and engage in their lessons on a daily basis
 - keep online passwords for all online platforms secure and do not share with anyone
 - take full responsibility for your online behavior and communication
 - ensure that all your communication is appropriate and professional
 - avoid online talk with classmates that do not contribute to the learning
 - avoid using any offensive, abusive or defamatory language when communicating online
 - ask teachers and/or fellow students questions through the learning platform or by email
 - follow the timetable and your day working on the assigned learning tasks
 - take responsibility for your learning
 - make sure to choose a quiet space free from distractions such as TV



- deep healthy habits and take breaks away from your device (computer, iPad) between scheduled lessons
- ensure that the work you submit is wholly your own! Parents/helpers can support you but not do the work for you!

Example Communication:

Dear Mr. X,

As you requested, I have labelled the diagram in task 2, watched the video as part of task 3 and answered the questions in task 4. I have a few questions about:

Question 1:

Question 2:

I would appreciate if you could help me with this. Thank you

b. Parents Support & Tips

- Try to keep routines in place (e.g. same bedtimes)
- Considering the age of your child, provide a conducive environment for learning that can be used daily without having it cleared
- Engage in conversations on posted materials, projects, readings, a.s.o. Start the day by asking your son/daughter which lessons they have and how they plan to structure their time.
- Finish each day by asking your son/daughter what they have accomplished and are most proud of. Or ask them to list 3 things that they can do better tomorrow.
- Set clear boundaries that suit your own situation at home.

c. Teachers

- Be online between 9:00 a.m. to 2:00 p.m. and actively interact with students
- Ensure that students complete all their assignments including participation on the Edmodo platform and grade it
- Feedback to students after 2 p.m. has to be given within 24 hours - the same holds true to respond to parents on Edmodo or by email
- Assignments have to be graded within 4 days and posted on the school management system
- If students do not participate in the discussion forum or with an assignment, it is the teacher's responsibility to follow up with the student and parent
- Participate in the online PD
- Coordinate closely with HoD, coordinators, and coaches



مدرسة الاتحاد الخاصة - جميرا
Al Ittihad Private School - Jumeira

"A generation of heritage guardians and global thinkers"



Inclusion Department

Students who receive support in the mainstream classroom will continue to work under the supervision of the mainstream subject teacher. The differentiated materials will be ready as planned and taught by the co-teachers.

Students who receive support in small groups will receive their support from their inclusion teacher on Edmodo. The time is scheduled during the English and Arabic lessons (see online schedule).

School Counselors

Social and Career Counselors will be available online via email and Webinar platform for student support whenever needed. Once your Webinar meeting has been scheduled, the counselor will send you the invitation link. In addition, Ms. Nancy will continue to be available on Student WhatsApp groups and by phone.

Here are the emails of the counselors:

Ms. Nancy (Career Counselor): nancy@ipsjumeira.com

Ms. Maryam (Student Counselor High School): Maryam.t@ipsjumeira.com

Ms. Samaa (Student Counselor Elementary School): samaa@ipsjumeira.com