

Short Term Plan IPS-J eLearning Zone

Purpose:

IPS-J team has developed rigorous online learning procedures to empower and support our students, parents, teachers, and school leaders as they continue teaching and learning from home. 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 frameworks of lessons, communicate with teachers, support teachers digital literacy (in Arabic & English) and provide learning resources
- offer learning and counselling support
- explain expectations for students, parents, and staff in an online learning environment

Leadership Expectations

First and foremost, IPS-Jumeira leaders set the tone and model what is expected for every member of our learning community. Administrators' daily support and online presence and responsiveness are essential.

Roles and Responsibilities

The list below outlines some of the commitments the leadership is expected to make, but is not all-encompassing. The role of the leaders is to rise to any occasion or need from our learning community.

- Develop, monitor and adjust divisional plans for remote learning.
- Share the online programs with the student and parent community.
- Communicate with faculty/staff on a daily basis and for parents on a weekly basis.
- Support faculty/staff and parents in utilizing online learning program and digital literacy
- Ensure effective implementation of IPS online learning programs and accountability to student learning.
- Monitor staff and student attendance through the support and act upon regular absences to ensure staff and students are engaged in the distance learning expectations.
- Respond to emails in compliance within 24 hours or less.
- Continue to hold regularly scheduled meetings virtually i.e. grade level, department, and full staff meetings.
- Attend virtual Executive Team Meetings, SLT meetings, and other regularly scheduled meetings.
- Review new admission files as disseminated and returned to Admission in no more than 24 hours.

IPS-J Short-Term Plan includes:

Platforms:

- Main learning platform Edmodo
 - From grades 4 and up, teachers, parents, and students have used Edmodo as a communication and instructional tool
- Al Arabia Education bought Schoology for all IPS schools; we decided to train our teachers, students, and staff for the 2020/21 academic school year as it is a learning platform that will be used with our new school management system: PowerSchool and has many more features than Edmodo.
- Other platforms we are using: SeeSaw
- Zoom for Live Sessions

Additional Apps

- IXL, Achieve 3000, SmartyAnts, and other e-resources are continued to be utilized.

Safeguarding

- See Behavior Policy in Cyberspace

Students, Parents & Teacher Support System

- IT & ICT Support
- **Digital Champions Team** was put into place in the third week of Distance Education.
 - ICT teachers, IT support, and subject teachers from different departments and phases who are advanced in technology work collaboratively with teachers, parents, students, and staff giving training and technical support
 - Improve Digital Literacy for all stakeholders by providing the needed guidance (in Arabic & English) through tutorial videos on the school website, and virtual PD across Zoom
- Counselors
- Inclusion Program
- Parent Relation Executive

IPS-J Agility

We are in communication with all stakeholders on a regular basis and as a result, our online program has been adjusted, modified, and revised on a regular basis. Below are the main tools we use to determine what works and what doesn't:

- Short Term Plan consistently updated
- Regular Meetings with Parent Council (PC) on Zoom to discuss what works what needs improvement
- Parent Relation Executive in constant conversation with PC and parents
- Surveys send to parents & Students
- Virtual Conferences held regularly with teachers & parents
- Secondary assemblies held

- Virtual Parent/Teacher Conferences
- Consistent communication with parents through emails, phone calls, Edmodo

Assessment in the Online Learning Environment:

- Instead of "Midterms" for grades 6 to 12, we decided to give "Summative End of Unit/chapter" assessment for the following reasons:
 - Reduce stress level for parents and students
 - Pilot online assessment policy and procedures to ensure its success in preparation for the finals
 - Prepare students for future assessments
- Finals "Semester II" assessments for grades 6 to 12
 - Scheduled from June 7th through 18th 2020
 - 90 minutes assessments
- Elementary: Ongoing assessments including Guided Reading
- KG: Ongoing assessments (see Assessment policy)
- Formative assessment practices and tools are taking place regularly to feedback teaching and learning processes.
- Grades 1-5 are continuing the ongoing assessment processes using online tools
- Internal assessment analysis is conducted after each assessment to ensure learning.
- Performance tasks are incorporated to fulfill the curriculum and meet different learners needs
- Students are regularly receiving feedback on their work using different methods

Lesson Delivery

IPS-J is offering Asynchronous and Synchronous Lessons.

KG & Elementary in the beginning of distance learning, we had a set time schedule but moved to flexible timing in week 2. Division 1 and 2 started with asynchronous lessons to give greater flexibility to our families due to the fact that younger students need the support from their parents. It allows students and parents to contribute during the week based on their own choice. Teachers provide daily pre-recorded lessons (audio and video) which include mini lectures, daily morning messages, materials needed, assessments, and assignments.

Modifications:

- KG
 - Live sessions are offered once a week (Arabic & English)
 - KG Inclusion Coordinator daily follow-up on students at risk and SEND
- Elementary:
 - Elementary offers *Tech Free Tuesdays*
 - **Guided Reading** sessions for grades 1 to 3
 - **Connection Sessions** for grades 1 to 5 to give students the opportunity to ask questions to their teachers and teachers have the opportunity to review with their students important concepts being taught.

- **Literacy Intervention Sessions** for grades 1 to 5 for students who have been identified by their teachers to benefit from additional literacy support. These reading intervention sessions are being offered in both Arabic and English.
- Virtual Field Trips

Middle & High School:

- Piloting in Week 1 and moving into full live sessions in Week 2 using Zoom
- To ensure students' safety, many modifications have been made on Zoom
- Breakout rooms have been added in our lesson design/delivery for effective group work and differentiation

Involve all Staff in Teaching in Cyberspace - Roles & Responsibilities

Teachers:

- Teachers expectations are outlined in the eLearning Zone Policy
- Regular Online Learning Walks in all divisions are conducted and documented to support teachers' growth teaching online
- PD are offered through webinars (outsourced) and in-house videos and PD days

Instructional Coach:

- Communicate regularly with assigned teachers to support planning, facilitation of learning opportunities, lessons and creation of assessment tools.
- Support team planning meetings and conduct regular online learning walks.

Librarians:

- **LMS Support**
 - Providing screen casting, virtual references and instructions on how to access digital materials through Follett
- **Development of Digital Resources**
 - Arranging access to a variety of databases for Elementary, Middle & High School Students.
- **Information Literacy Lessons**
 - Running online classes for high school students and providing them research support
- **Virtual Reading Club**
 - Actively involved in the VRC and arranging "Read Aloud" recordings for Elementary Students
- **Collection of eBooks**
 - Downloading eBooks, screening titles as per KHDA & MOE's requirements and provide these resources to teachers so that they can involve students for online reading programs
- **Digital Library Website (WIP)**
 - Working with our IT Team to develop a "Digital Library" platform so that students get access to all library digital resources at one place.
- **Trainings**
 - Attending live webinars from Follett (LMS) and other vendors in order to arrange free access to eLearning Platforms for IPSJ Community

- Communicate regularly with divisional teachers to support planning and facilitation of learning opportunities and lessons e.g. what subscriptions can be utilized.

Teacher Assistants:

- Communicate regularly with classroom teachers to identify ways of supporting students and contributing to planning and instruction.
- Monitor student learning and provide feedback to students, as requested by the teachers and teams.

Learning Support Assistants:

- Communicate regularly with classroom teachers to identify ways you can support students and contribute to planning and instruction.
- Monitor student learning and provide feedback to students, as requested by the teachers and Director of Inclusion Department.

Specialist Teacher Expectations:

Physical Education:

Develop a bank of exercises and physical activities for students and share these with classroom teachers and families.

Art:

Stay mindful of the resources and tools families may not have in their homes, develop a bank of projects and activities for students and share these with classroom teachers and families.

ICT Courses:

Stay mindful of technologies students may have access to at home, develop activities that demonstrate their understanding.

Collaborate with classroom teachers on how to integrate content into classroom projects and experiences.

Students' Wellbeing

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).

Small group sessions are offered via Edmodo and Zoom. We also offer extra support (One on one as well as small group sessions) in the Questions and Answer sessions.

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.

After School Activities

Al Ittihad Private School, Jumeira

Activities Department Short Term Plan (Online Learning) March to June

Objective:

Maintaining the quality of Students' wellbeing during Online learning by offering students several options to continue to look at their intellectual and physical aspects through online ASA / Clubs free of Charge, and virtual competitions.

<u>Goals</u>	<u>Target</u>	<u>Activities</u>	<u>Person In Charge</u>	<u>Timeline</u>	<u>Success Criteria</u>
Continue the full scheduled sessions for Football ASA Club	Pre- KG to Gr. 5	30 minutes online class with the Coach Waleed from Jam Academy	Coach Waleed (Jam Academy)	4/4/2020 to 2/5/2020 (Till Ramadan)	Activity Coordinator (Ms. Nour) observing online sessions every Saturday and get feedback from parents and students
Continue the full scheduled sessions for Basketball ASA Club	Pre- KG to Gr. 5	30 minutes online class with the Coach Philip from Jam Academy	Coach Philip (Jam Academy)	4/4/2020 to 2/5/2020 (Till Ramadan)	Activity Coordinator (Ms. Nour) observing online sessions every Saturday and get feedback from parents and students

Continue the full scheduled sessions for Karate/ Taekwondo ASA Club	Pre- KG to Gr. 5	30 minutes online class with the Coach Mohammed from Jam Academy	Coach Philip (Jam Academy)	4/4/2020 to 2/5/2020 (Till Ramadan)	Activity Coordinator (Ms. Nour) observing online sessions every Saturday and get feedback from parents and students
Continue the full scheduled sessions for Ballet / Cheer Leading ASA Club	Pre-KG to Gr. 5	30 minutes online class with the Coach Sitara from KiddieGym	Coach Sitara (KiddieGym)	4/4/2020 to 2/5/2020 (Till Ramadan)	Activity Coordinator (Ms. Nour) observing online sessions every Saturday and get feedback from parents and students
Continue the full scheduled sessions for Photography ASA Club	Gr. 7 to 12 Girls	30 minutes online class with the Coach Arya from Nikon Photography	Coach Arya (Nikon)	4/4/2020 to 2/5/2020 (Till Ramadan)	Activity Coordinator (Ms. Nour) observing online sessions every Saturday and get feedback from parents and students
Electronic Yearbook	All students / Parents / Staff	Switching from a Hardcopy Yearbook to an interactive electronic yearbook with videos and photos	Lensman Company / Juliana / Nour	To be offered at the end of the year with Report Cards.	Feedback from Students, Parents, and students.

<p>Leadership Opportunities</p> <p>Virtual MUN Conferences</p> <p>Service Learning</p>	<p>Gr. 6 to 12</p> <p>Gr 9 to 12</p>	<p>Students register for virtual MUN Conference through a special App. Students will be assigned to virtual breakaway rooms and then assigned Countries and Committees. Students will present their country stand on the matter discussed through a short video</p> <p>Part of graduation requirement.</p>	<p>MUNx Hatem R. Juliana A.S. Nour T.</p> <p>University & Career Counselor</p>	<p>Starting in June 2020</p> <p>Online started mid March 2020</p>	<p>Admin access to virtual rooms, checking the videos submitted by students and taking feedback from Committee's Chairpersons</p> <p>home and virtual opportunities to be documented submitting reflections and completion of signed projects</p>
<p>Online Competitions</p>	<p>KG to Gr. 12</p>	<p>Competitions in:</p> <ul style="list-style-type: none"> - Story Writing • - Photography - Drawing / Painting - Awareness Video <p>Create a model website (HS)</p>	<p>Month of June</p>	<p>Juliana / Nour / HoDs</p>	<p>Judging Panel to choose first 3 places. Students will receive online vouchers for amusement parks or Book shops.</p>