



VIRTUAL LEARNING GUIDELINES



LADY ANDAL SCHOOL

(An IB PYP Candidate School)

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OBJECTIVE

At Lady Andal School, we believe in the invaluable power that physical spaces and social interactions play in a student's life. We understand that the learning environments created in such spaces cannot be recreated through online learning. However, we strive to provide a flexible learning framework for students to continue their learning journey through rich, purposeful and creative learning engagements.

The objective of this document is to provide certain guidelines for the Lady Andal School learning community in its endeavor to successfully implement virtual learning.

The document outlines specific tools used by the school to ensure authentic and safe online learning environments. Specific guiding principles will lead the entire learning community to a desired successful outcome. Time frame requirements for individual classes will provide an understanding on how students spend their day actively engaged in carefully constructed learning engagements.

TOOLS & STRATEGIES

After thorough research on the different educational tools available for online learning and consulting with leading educators across the world, the pedagogical leadership team has made an informed decision to make the following technological and communication systems available to the entire learning community at Lady Andal School.



LEARNING ENGAGEMENTS AND DOCUMENTS

Portals for uploading documents:

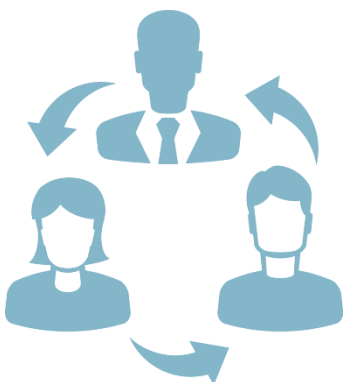
- **Google Drive**
- **Toddle**



VIDEO CONFERENCING

Platform for all online classes:

- **Microsoft Teams**



COMMUNICATION AND ANNOUNCEMENTS

Communication channels:

- **Head of School/ PYP Coordinator – Email**
- **Teachers – Email, Toddle**

TOOLS & STRATEGIES

We will be implementing various strategies to ensure learning is meaningful, relevant and authentic for our young learners. We have structured our online learning programme in a way wherein both synchronous and asynchronous learning play important roles.

Organized Learning

Learning at the same time

Engaging and effective

Instant feedback and clarification

Collaboration through live discussion

Eg: Video Conferencing, Live Chats

Flexible Learning

Learning at different times

Convenient and flexible

Students work at their own pace

Self-paced and self-regulated

Eg: Recorded Videos, Padlet, Blog posts/Comments

GUIDING PRINCIPLES

The transition to virtual learning will require the entire learning community to unite and think with a common vision. A synergetic approach to provide all the necessary support for our students will lead to a successful virtual learning.

The school leadership will continuously update all teachers, students and parents on the developments in the school and provide necessary support to implement online learning. The leadership team will further reflect on each virtual learning experience to inform their next steps to learn and improve. In addition, the leadership team will ensure that all professional development support is provided for the teachers to ensure academic rigor during such situations.

The teachers will be well-equipped to bring innovative teaching strategies to design lessons and assignments that are authentic and meaningful. They will provide regular constructive and timely feedback, and ensure that students continue to collaborate with their peers.

As members of the learning community at Lady Andal School, we encourage students and parents to support our virtual learning experience by ensuring the below guidelines are followed:

- Establish routines for engaging in all learning experiences.
- Identify a quiet and comfortable physical space for the student's study time.
- Regularly monitor online platforms to check for communication from teachers.
- Complete all given tasks and assignments with integrity and honesty.
- Ensure that timelines, commitments and deadlines are met. If they cannot be met, kindly inform the concerned teacher for any additional support.
- Ensure students are provided with enough time to reflect on their work and set goals for their learning.
- Encourage physical activity and/or exercise to ensure student health and well-being.
- Parents need to take an active role in helping children through the learning process.

TIME ALLOCATION

The following time frames will provide an outline on how much time is being allocated per day for each of our classes.

SUBJECT	DURATION	FREQUENCY
UOI	45 mins	5 days
Mathematics	45 mins	4 days
English	45 mins	2 days
Hindi/German/Tamil	45 mins	2 days
Music	45 mins	2 days
Arts	1 hour	1 day
I Minds	1 hour	1 day
PSPE	10 - 20 mins	5 days
Reading Time	45 mins	3 days
Creative Time (Flexi)	45 mins	1 day