



VIRTUAL LEARNING GUIDELINES



LADY ANDAL SCHOOL

(An IB PYP Candidate School)

'Shenstone Park', 7, Harrington Road, Chetpet, Chennai - 600031

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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:

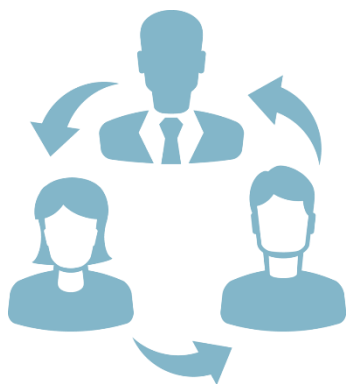
- Google Drive
- Toddle



VIDEO CONFERENCING

Platform for all online classes:

- Microsoft Teams



COMMUNICATION AND ANNOUNCEMENTS

Communication channels:

- Head of School/ PYP Coordinator/MYP 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/Synchronous Learning

Learning at the same time

Engaging and effective

Instant feedback and clarification

Collaboration through live discussion

Eg: Video Conferencing, Live Chats

Flexible/Asynchronous 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/Offline research

GUIDING PRINCIPLES

We transitioned into the virtual learning space during the academic year 2020 – 21. Last year we had an active involvement from the entire Learning Community as we dived into online learning. A symbiotic environment was created for a wholesome learning experience.

The school leadership is continuously updating all teachers, students and parents on the developments in the school and is providing necessary support to implement online learning. Further, the leadership team reflects on each virtual learning experience to inform their next steps to learn and improvise on it. In addition, the leadership team also ensures that all professional development support is provided for the teachers to ensure academic rigor during such situations.

The teachers are continuously evolving technically to bring innovative teaching strategies, to design lessons and assignments that are authentic and meaningful. They have been providing 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 guidelines set for the programme to be a success.

PYP GUIDING PRINCIPLES

Virtual Learning Etiquettes to be followed:

- Establish routines for engaging in all learning experiences.
- Identify a quiet and comfortable physical space for the student's study time.
- Ensure that the video is always on during class hours and for the student to be attentive and dressed according to the norms of a semi – formal dress code.
- Regularly monitor online platforms to check for communication from teachers.
- Complete all given tasks and assignments with integrity and honesty.
- Follow the Essential Agreements created in the class.
- 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.
- It is imperative for a student to attend all classes. Kindly avoid taking leave of absence unless it is an absolute necessity.

MYP GUIDING PRINCIPLES

Virtual Learning Etiquettes to be followed:

- Establish routines for engaging in all learning experiences.
- Identify a quiet and comfortable physical space for the student's study time.
- Ensure that the video is always on during class hours and for the student to be attentive and dressed according to the norms of a semi – formal dress code.
- Regularly monitor online platforms to check for communication from teachers.
- Complete all given tasks and assignments with integrity and honesty.
- Follow the Essential Agreements created in the class.
- It is imperative for a student to attend all classes. Kindly avoid taking leave of absence unless it is an absolute necessity.
- If a student is absent for:
 - Individual work/presentation: Students will be expected to present during the next class or the teacher will negotiate a different moment.
 - Group work/presentation: Students' information will be pulled from the group project and they will present on their own.
 - Test: Students will be expected to take the test the day they return.
- Ensure that timelines, commitments and deadlines are met. If they cannot be met, kindly inform the concerned teacher for any additional support.
- Under extraordinary circumstances and at the discretion of the teacher a student may negotiate an extension to complete the task. For the extension to be considered it must be requested in advance of the scheduled due date.
- If a student fails to submit work on time on three occasions (without prior extension) an email to the parents and the coordinator will be sent. If such behaviour continues, the coordinator and the head of school will consult with parents for further course of action.

Please note: Students are responsible for reminding the teacher upon return and arranging the presentation. Should this not happen, students will not receive a mark and the score box will be left empty.

Additionally, any grades left empty results in the students receiving a non-applicable (N/A) on their reports. N/A will affect the students' chances for promotion to the next grade.

PYP TIME ALLOCATION

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

SUBJECT	DURATION	FREQUENCY
HRT Hour	7 hrs	5 days
Standalone Hour	60 mins	5 days
Reading Time	60 mins	2 days
Music	60 mins	1 day
Arts	60 mins	1 day
I Minds	60 mins	1 day
PSPE	60 mins	1 day
Asynchronous learning	60 mins	2 days

MYP TIME ALLOCATION

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

SUBJECT	DURATION	FREQUENCY
Mathematics	60 mins	4 days
Science	60 mins	4 days
Language and Literature	60 mins	4 days
Individuals and Societies	60 mins	3 days
Design	60 mins	3 days
Language Acquisition	60 mins	2 days
PHE	60 mins	2 days
Visual Arts	60 mins	1 day
Music	60 mins	1 day
Reading	60 mins	1 day

PYP CONTACT DETAILS

You may contact the following personnel for any further clarification.

PURPOSE	NAME OF THE PERSONNEL	CONTACT DETAILS
Academic Programme	Ms. Michelle Teresa Noronha	pypc@ladyandalschool.edu.in
Administration	Ms. Shivangi Tiwari	admin@ladyandalschool.edu.in
IT Support	Mr. Arul Kumar	techsupport@ladyandalschool.edu.in
EYP I	Ms. Nandita Iyer Ms. Akshara	eyp1a@ladyandalschool.edu.in
EYP II	Ms. Madhulika Ms. Vijaya Priya	eyp2a@ladyandalschool.edu.in
PYP I	Ms. Nisha Wilson Ms. Manjusha S.	pyp1a@ladyandalschool.edu.in
PYP II	Ms. Purnima Sharma Ms. Reena Sethi	pyp2a@ladyandalschool.edu.in
PYP III	Ms. Cymren Fernando Ms. Yamini Priya	pyp3a@ladyandalschool.edu.in
PYP IV	Ms. Ishwarya S	pyp4a@ladyandalschool.edu.in
PYP V	Ms. Anita Menon Ms. Vaishali R	pyp5a@ladyandalschool.edu.in
Reading Programme	Ms. Anita Kurian	english@ladyandalschool.edu.in
Hindi	Ms. Manjula R	hindi@ladyandalschool.edu.in
Tamil	Ms. Cindrella J	tamil@ladyandalschool.edu.in
German	Ms Sangeetha	german@ladyandalschool.edu.in
PSPE	Mr. Senthil Kumar	pspe@ladyandalschool.edu.in
Visual Arts	Ms. Sandra L. Vincent	visualarts@ladyandalschool.edu.in
Image MInds	Ms. Meera Balakrishnan	technology@ladyandalschool.edu.in
Music	Mr. Giftlin Shaju	music@ladyandalschool.edu.in
Resource Centre PYP	Ms. Jayashree	resourcecentre@ladyandalschool.edu.in

MYP CONTACT DETAILS

You may contact the following personnel for any further clarification.

PURPOSE	NAME OF THE PERSONNEL	CONTACT DETAILS
Academic Programme	Ms. Shalini M Easwardas	mypc@ladyandalschool.edu.in
Administration	Ms. Shivangi Tiwari	admin@ladyandalschool.edu.in
Mathematics	Ms. Divya R	mypmaths@ladyandalschool.edu.in
Science	Ms. Jayarani Sankar	mypscience@ladyandalschool.edu.in
Individuals and Societies	Ms. Lavanya Murali	mypiands@ladyandalschool.edu.in
English	Ms. Nivashini Manivannan	mypenglish@ladyandalschool.edu.in
Hindi	Ms. Neelavathi Pillai	myphindi@ladyandalschool.edu.in
German		mypgerman@ladyandalschool.edu.in
PHE	Mr. Christopher Immanuel	mypphe@ladyandalschool.edu.in
Design		mypdesign@ladyandalschool.edu.in
Visual Arts	Ms. Sandra L. Vincent	myparts@ladyandalschool.edu.in
Integrated Dance and Drama	Ms. Aparna	mypdrama@ladyandalschool.edu.in
Music	Mr. Giftlin Shaju	mypmusic@ladyandalschool.edu.in
Reading Programme	Ms. Anita Kurian	english@ladyandalschool.edu.in
Resource Centre	Ms. Jayashree	resourcecentre@ladyandalschool.edu.in