Distance Learning Plan

XCL Education Malaysia

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Distance Learning Plan Unexpected School Closure

Unexpected School Closure

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Purpose

Sri KDU International School Subang Jaya is committed to ensuring the continuity of learning or students under exceptional circumstances that may require full or partial closure of the school campus. In the situation where the schoolis directed to close for the safety of the community, alternative means for students to access instruction remotely will be initiated. It is our priority to provide students with high- quality instruction to ensure the continuity of their educational programme to meet the learning expectations in an online environment. Sri KDU International School Subang's distance learning platforms align with the same standards and expectations for learning as in our classroomenvironment.

Scope

This document will outline the roles and responsibilities for students, teachers, parents and leaders to ensure the ongoing delivery and success of high-quality instruction and assessment. The success of our Distance Learning endeavor is a partnership and is dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction

Policy Statement

GIM distance learning plan will p*rovide students access to their educational program to ensure continuous learning during expected school closures of 2 or more days, until regular schooling resumes. Detail the expectations required of all members of the learning community for the successful continuation of learning. Divisional Plans that will provide developmentally appropriate and meaningful learning experiences. The following Online Platforms support both Distance Learning and faculty/student/family collaboration* to ensure a quality student learning experience when planning and delivering remotely:

Secondary - Phoenix Classroom, Microsoft TEAM, Office 365,
Primary - Class DOJO ,Education City, Matholia, , BUG Club

In addition to the above resources, we encourage faculty, students, and parents to contact info.subang@srikdu.edu.my for any tech related question and to expect a response within 24 hours. This email account is managed by our Online Support Team

Actionable Items

Feedback:

- Timely feedback is essential to student learning; this is especially so in online learning environments when/where students are unable to ask questions as they normally would in classroomsetting.
- Clear communication regarding where/how students should ask questions and seek clarification specific to learning targets, task requirements, and/or deadlines (email, Phoenix Classroom, document, ...).
- Active monitoring of your email for questions and communications fromstudents/families.
- Avoiding, unless carefully scheduled and limited, real-time chats as "help" sessions for students as they are in different time zones.

Offline work:

- Avoid requiring printing. All tasks must be completed on a device or uploaded as apicture.
- Consider including offline activities in your lessons such as reading, engaging in discussions with a family member or friend remotely, writing in a journal, taking pictures, and/or making a video.

Work time:

- Strictly follow the divisional guidelines for time and schedule.
- Consider varying the activities you normally plan in a graduated way, from very different to slightly modified.
- Offer alternative opportunities for reading, research, online discussions/peer-feedback, and producing written work.
- Seek the support of colleagues and others who have specific interest and/or expertise in delivering online Distance Learning experiences.

Deadlines:

- Provide students ample time to complete assignments. More time than you would usually provide in class may be necessary for students.
- Keep tasks simple and directions clear to make sure students understand what they are required to do.

Bandwidth:

- If you embed videos, keep the size of the files small and avoid HD quality.
- Consider the size of the files to be downloaded by students; students' WIFI access may have limited bandwidth.

Files:

1. Try to post only PDF or Office 365 documents as they are universal and are often easier to convert.
2. E-mail submissions from school e-mail account. Or through Phoenix Classroom and MS Teams

Responsibility

School – Roles and Responsibilities	
Leadership Team:	• *Create and distribute GIM's Distance Learning Plan, or DLP* • *Establish clear channels and expectations of communications between faculty, staff, families, and students in the event of this DLP being activated* • *Support faculty and students/families shifting to a distance learning environment* • *Help teachers implement DLP and ensure high-quality learning experience for all students*
Subject specialist *Classroom* *Teachers:*	• *Develop high-quality student learning experiences.* • *Collaborate with other members of your team or department to design distance learning experiences for your students in accordance with divisional plans.* • *Develop and deliver high-quality student learning experiences.* • *Communicate frequently with your students and, as needed, with their parents* • *Provide timely feedback to support your students' learning* • *Register student attendance through learning activity submission by specified time and date.* • *Reflect on the 10 Guidelines for GIM's Teachers shared in the DLP and how you can implement them* • *Provide guidance and support for students to aid in monitoring and supporting student wellbeing*
ELL Teachers:	• *Collaborate with co-teachers to design learning experiences that teach the students on your caseload* • *Provide supplementary learning activities for ELL students, either in the curriculum or with additional targeted learning needs* • *Communicate regularly with students on your caseload and/or their parents to ensure they have success with distance learning* • *Monitor the progress of students on your caseload and provide timely feedback*

Learning Support Teachers:	• *Communicate regularly with the subject or classroom teachers who teach the students on your caseload* • *Offer to scaffold or modify assignments, as necessary, for students on your caseload to support subject or classroom teachers* • *Help subject or classroom teacher differentiate lessons and activities for the students on your caseload* • *Communicate regularly with students on your caseload and/or their parents to ensure they have success with distance learning* • *Provide supplementary learning activities for students on your caseload who may benefit from additional practice to close academic and curriculargaps*
Arts and PE	• *Physical Education – Develop a bank of exercises, physical activities, and competitions for students and share these with classroom teachers and families* • *Art – Staying mindful of the resources and tools families may not have in their home develop a bank of projects and activities for students and share these with classroom teachers and families* • *Music – Staying mindful of the instruments or resources families may not have in their home, develop a bank of activities for students and share these with classroom teachers and families* • *Communicate regularly with your students and provide timelyfeedback*
HOD's:	• *Remain in contact with the SLT* • *Communicate information from the SLT to teachers, parents and students, as it becomes available.* • *Collaborate with other members of your team or department to support the design distance learning experiences for your students in accordance with divisional plans.* • *Collaborate and support member of your team and provide guidance regarding the implementation of quality assessment.*

Counsellors:	• *Serve as liaison for communication with students/families in crisis* • *Create developmentally appropriate videos regarding self-regulation,* • *Anxiety and/or wellness strategies that students can practice during this time of Distance Learning.* • *Host Office Hours at set times for students to access counselling sessionsvirtually* • *Students, parents, and guardians encouraged to schedule thesemeetings as needed*
Librarians:	• *Collaborate with colleagues to find resources for high-quality distance learning experiences and research* • *Regularly check in with subject and classroom teachers to identify ways to support their design of distance learning experiences* • *Maintain and update online library site for obtaining resources* • *Be available for teachers and students as needed for support* • *Where appropriate contribute to the school development plan*
Teaching Assistants:	• *Communicate regularly with classroom teachers to identify ways you can support students and contribute to this DLP* • *Monitor student learning and provide feedback to students, as requested by the teachers and teams you support*

Online Tech Support Team:	• *Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in a distance learning environment* • *Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed* • *Be available in person or remotely to provide on-demand tech support help* • *Audit usage to identify students or parents who may be unavailable or out of reach*

Students – Roles and Responsibilities

- *Establish daily routines for engaging in the learning experiences (e.g. 8:00am start)*
- *Identify a comfortable, quiet space in your home where you can work effectively and successfully*
- *Regularly monitor online platforms (Phoenix Classroom, TEAM, Education City, email, etc.) to check for announcements and feedback from your teachers*
- *Complete assignments with integrity and academic honesty, doing your best work*
- *Do your best to meet timelines, commitments, and due dates*
- *Communicate proactively with your teachers if you cannot meet deadlines or require additional support*
- *Collaborate and support your GIM peers in their learning*
- *Proactively seek out and communicate with other adults at GIM as different needs arise (see below)*

For queries about …	***Contact***
A subject, assignment, or resource	*Your classroom or subject teacher*
A technology-related problem or issue	*Online tech support info.subang@srikdu.edu.my for any tech related question and to expect a response within 24 hours.*
A personal, academic or social-emotional concern	*Your assigned counsellor or form teacher*

Other issue related to distance learning	info.subang@srikdu.edu.my

Parents – Roles and Responsibilities

Provide support for your children by adhering to the 11 Guidelines for GIM's Parents as well as you can:

- *Establish routines and expectations*
- *Define the physical space for your child's study*
- *Monitor communications from your children's teachers*
- *Begin and end each day with a check-in*
- *Take an active role in helping your children process their learning*
- *Establish times for quiet work and reflection*
- *Encourage physical activity and/or exercise*
- *Remain mindful of your child's stress orworry*
- *Monitor how much time your child is spending online*
- *Keep your children social, but set rules around their social mediainteractions*
- *To use social media in a respectful manner at all times*

For queries about …	*Contact*
A subject, assignment, or resource	*The classroom or subject teacher*
A technology-related problem or issue	*Online tech support ~~for any tech related question~~ and to expect a response within24 hours.*
A personal, academic or social-emotional concern	*Your child's assigned counsellor*
Other issue related to distance learning	info.subang@srikdu.edu.my