



2nd April 2020

Latifa School Remote Learning Update

Dear Parents and Students

I would like to pass on my sincere thanks to all students for their excellent start to our remote learning adventure and to parents for the wonderful support being provided at home.

Thank you also for your valuable feedback in our recent surveys. It was very pleasing to see the efforts of our staff appreciated, and to see students finding their own positives in these unusual circumstances. A summary of the feedback can be found at the end of this letter.

We are keen to act upon your suggestions for improvement. With the extension of remote learning until the end of the school year, it is crucial that we work together to make our remote learning programme as successful as possible. We need the programme to:

- Be a positive and enjoyable experience for everyone
- Be a sustainable and manageable workload, over the extended time period
- Keep students on a successful learning track, in preparation for next school year

Two key feedback suggestions from many of you were: 1) reduction of workload and stress, and 2) use of a live teaching platform. In response to these suggestions we will be making two changes to our programme from Sunday 5th April.

1. The timetable will be reduced to 4 lessons each day with extended independent time in the middle of the day for students to complete any outstanding work, read, do private study, exercise, or work on their own projects. There are also regular breaks, when students should take time off-screen. The new schedule, from Sunday, is as follows:

Period 1	8.00 – 8.40	Lesson 1 Teaching time
	8.40 – 9.00	Offscreen Break
Period 2	9.00 – 9.40	Lesson 2 Teaching time
	9.40 – 10.00	Offscreen Break
Independent Time	10.00 – 10.45	Independent Study Time
	10.45 – 11.00	Offscreen Break
Period 3	11.00 – 11.40	Lesson 3 Teaching time
	11.40 – 12.00	Offscreen Break
Period 4	12.00 – 12.40	Lesson 4 Teaching time
	12.40 – 1.00	Offscreen Break

2. We will be introducing the live conferencing platform, Zoom, starting next week. This platform will allow students and teachers to connect directly and talk to each other, making instructions, questions and answers much easier. Staff are currently completing training for Zoom and will then use it in their lessons, when appropriate, to help enhance the learning process. The platform also allows for live video conferencing, where students and teachers can see each other. This extra video feature does improve the connection between teachers and students and would allow ongoing work to be shared via the camera. However, the video feature will only be used if parents give permission, otherwise we will use Zoom as an audio-only platform. If video permission has been given, students will always have the option of disabling their video whenever they wish. Please note that all audio lessons will be recorded for safeguarding purposes.

Attached to this letter is the Student Protocol for use of Zoom, outlining the regulations and expectations students must follow when using this new live online platform. Parents, please review this agreement with your daughter so she is aware of the need to follow it carefully. Please also ensure she fully understands the UAE laws regarding defamation and recording audio and taking photographs or video of others without their consent. Once you have done that please complete the approval form here <http://lsg.ae/40> so your daughter can begin to use this enhanced learning tool as soon as possible.

We do hope these two adjustments will have a positive impact on students' remote learning experience. If you have any queries with regard to use of the Zoom platform, please contact the school by email to parents@lsg.sch.ae and we will get back to you.

Thank you once again for your hard work and support as the Latifa family face this challenge together.

Yours sincerely,



MS. DEBRA FORSYTH
Principal

DBF/GL.18.RLUpdate



Zoom Live Conferencing Sessions - Student Protocol

Introduction

Online live sessions via Zoom will provide staff and students at Latifa School with the next best alternative to in-person learning.

It is optional for your teachers to use Zoom to support with lesson delivery. Teachers will be gradually introducing this from **Thursday 2nd April** onwards. It will be at the teacher's discretion when and if they use Zoom and it will only be used, if they feel, it will enhance your learning experience.

Initially, all Zoom meetings will be audio only. Your parents have been sent a link to a Google Form for their consent to you participating in live, online communication.

It is important that you read the guidelines below very carefully. These are for your safety and security.

Student expectations for remote learning

- ✓ I will be careful how I access online resources and with the language I use
- ✓ I will make sure that all my communication with students and teachers is respectful and polite
- ✓ I will not share my passwords with anyone
- ✓ I will complete and upload all homework and assignments by the deadline
- ✓ I will not browse, download, upload or forward material that is offensive or illegal.
- ✓ I understand that my use of Seesaw/Google Classroom/Zoom and other applications will be monitored
- ✓ I will not record any audio, or take photos or videos of my classmates or teachers during a live session and I understand this is illegal under UAE law
- ✓ I will speak in the target language for my lessons online
- ✓ I will be fully engaged and involved in my online classes

Online safety

The following guidelines are there to protect both staff and students:

- ✓ Your teacher will send you the details for joining the Zoom meeting room on Google Classroom/ Seesaw in advance of your lesson.
- ✓ You must click on the provided link to access a meeting room. You must not share the meeting link with anyone who does not belong to your class.
- ✓ All live sessions will take place in school lesson time.
- ✓ Online live sessions must be hosted and supervised by the class teacher at all times.
- ✓ Students should not host meetings at any point. It is against Zoom policy for persons under the age of 18 to have a Zoom account. You do not need an account to join a meeting.
- ✓ You will be asked to enter your name before you enter the meeting room. Please type your name, your father's name and your family name (eg. Nuha Salem Al Magroobi) so your teachers can identify you.
- ✓ All live lessons will be audio only in the first instance. Video may be added later, with parental approval, if it is felt this will support learning.
- ✓ Ensure you join your live lesson from an environment that is quiet, safe and free from distractions. It may help to use a headset with built-in microphone, but this is not essential.

- ✓ Your teacher will be following the regular school policy regarding student behaviour in lessons. Teachers will be expecting behaviour that meets our high LSG standards and your behaviour and effort will determine your attitude to learning grades on your Progress Report.
- ✓ If you are not behaving appropriately, you will receive a private warning from the teacher through the chat function. If this continues, you may find yourself being removed from the lesson. All instances of inappropriate behaviour online will be recorded on Daybook and followed up.
- ✓ If you have any concerns about using Zoom, contact your teacher, form tutor or HOY.

Video sessions:

If it is decided to introduce video sessions, and your parents have giving approval for you to use it, the following rules will apply.

- ✓ Ensure you are in Latifa-appropriate clothing for a learning environment. Shaylas may be worn.
- ✓ Be mindful of what is in the background and what others may see if you are using the video. Zoom has a feature which allows you to set a virtual background.
- ✓ To respect your privacy, you may turn off your video in a lesson. You are still expected to be fully engaged in the live lesson and respond to questions or messages from your teacher via the audio or chat function.
- ✓ You must not record or take photos of your classmates or teachers during live, online sessions. It is against UAE law for you to take or distribute an image or recording of anyone without their consent.



ZOOM CLASSROOM GUIDANCE



1. SIGN IN

Your teacher will provide a link to your Zoom lesson. You will be asked for your name. Please type in your name, your father's name and your family name.



2. AUDIO FUNCTION

Ensure all communication through audio is respectful and polite. You must use the target language for the lesson when using audio and the chat function.



3. TO TALK

Your audio will be muted when you enter the class. Raise your hand to answer a question and your teacher will unmute you. You can also communicate with your teacher through the chat function.



4. MEETING HOST

Teachers are responsible for hosting all Zoom meetings. It is against Zoom policy for persons under 18s to create an account. You can access teacher-hosted meetings without signing up for an account.



5. BEHAVIOUR

Your teacher will follow regular school policy regarding behaviour. You must not take images or record your classmates or teacher. Remember, it is against UAE law to take or distribute images of people without their consent.



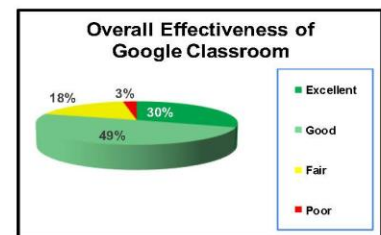
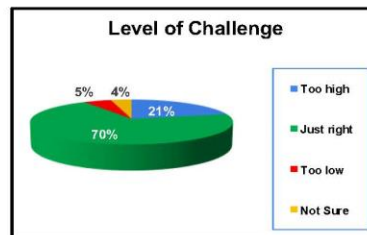
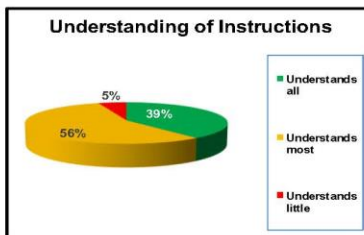
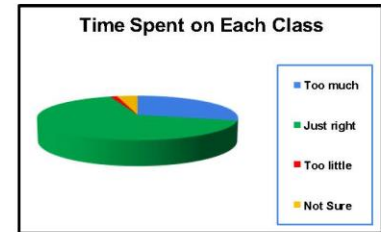
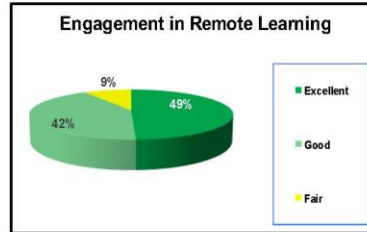
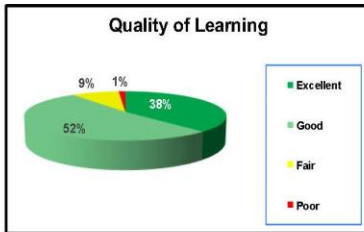
6. PARTICIPATE

The more effort you put in to your Zoom lessons, the more enjoyment you will get out. Try to participate, enjoy and have fun!



Feedback on Remote Learning - Week 1

Parents



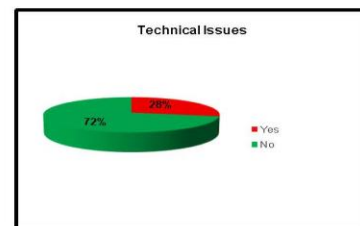
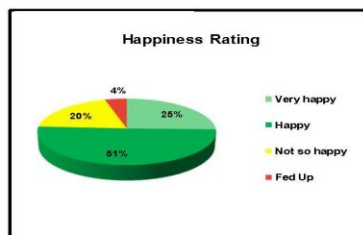
What Went Well

- Cooperation between the teachers and students
- It is fun and something new for students
- My daughter is improving her independence
- Teacher support is outstanding at this difficult time
- Tasks given are clear, with good feedback

Even Better If

- Teachers used audio or video calls to explain
- There was less homework
- There were live presentations
- The study hours were less
- Students could ask questions more easily

Students



What Went Well

- Cooperation between the teachers and students
- It is fun and something new for students
- My daughter is improving her independence
- Teacher support is outstanding at this difficult time
- Tasks given are clear, with good feedback

Even Better If

- Teachers used audio or video calls to explain
- There was less homework
- There were live presentations
- The study hours were less
- Students could ask questions more easily

I was more motivated, even my notes were neater and I put in more effort

It was encouraging to see the teacher in the recorded video

Thank you to all the teachers for the trouble they have gone through to teach the students