



Learning Protocols- Full online/distance model Early Years and Primary Years Programme

1.- Communications:

Digital:

- Teams – digital meetings, chat, messaging, calendar
- ManageBac –messaging
- Telephone calls
- Weekly plan made available to families at the beginning of each week with general description of the daily activities
- Monthly Newsletter with updates about the students grade level & events
- Family handbook or guides on how to use key apps/platforms
- Workshop for students/parents on using ManageBac/Teams/HyFlex

2.- Student collaboration and self-direction:

- Students organized in pairs or groups which rotate to encourage whole class collaboration and socialisation
- Self-directed projects related to the Units of Inquiry, where students can have some choice over their learning

3.- Evidence for Learning and feedback:

- Students, teachers and parents collect evidence of students learning(i.e. assignment submissions, work created by the student...) in Managebac/Teams folders/OneNote
- Live feedback given to students as teachers enter channels on Teams
- Guidelines for documenting evidence from parents/carers
- Introduce parents to online portfolios
- Online teacher-student conference sessions
- Online student-led conferences with parents
- Online teacher-parent conferences

4.- Lesson Structure:

- Lessons are a blend of synchronous and asynchronous learning, with the purpose to ensure a balance of screen time
- Learning using both online resources as well as manipulatives, books, and concrete materials provided by the school

5.- Schedule:

- Differentiated total times depending on each grade level
- Flexible schedules that are developmentally appropriate

6.- Implementation of Intelligent Classroom

The *Intelligent Classroom* is a learning framework that puts the learner at the centre. It states a particular learning sequence, which is used as a general guideline for planning, and organises the different dimensions of learning and teaching, including the learning goals, the role of the student, the role of the teacher, learning tasks and methods, assessment, and learning contexts.

After our experience with online learning and teaching, this model has been revised and updated to fit the needs of our students now and in the future.

7.- Resources to be sent home:

- Innovative ‘Wonder boxes’ with resources for students to use, related to curriculum goals, i.e. manipulatives, activity sheets, activity resources
- Essential agreements/guidelines to support students in being ready for learning (i.e. no toys, no food, during synchronous lessons)

8.- Key Learning Apps:

- ManageBac
- Microsoft Teams