

LEADERS PRIVATE SCHOOL, SHARJAH

GUIDELINES FOR E-LEARNING


Dear Parents,

Due to the outbreak of Covid-19 pandemic and based on the directions from SPEA, the E-Learning Program has been initiated in Leaders Private School. This is done in order to balance the Syllabus plan as well as the completion of 2020-21 curriculum so that the students don't experience any kind of academic setbacks.

Please don't have over expectation from teachers, as we are doing this for the first time. We are all doing what we can in a challenging time and appreciate all the support you give.


HOW TO HELP YOUR CHILD KEEP A BALANCE?

How you can help




Continue your child's normal school routine:

- Wake-up alarm at the usual time
- Breakfast on the table
- Set learning times each day



Print your child's timetable and display it in a prominent place

- Review the day's lessons together
- Tick off tasks that have been finished
- Congratulate your child on what they've done



Create a suitable area where your child can learn. It's best if:

- They have a desk or a table to work at
- An upright chair
- The space is quiet, well lit and cool
- Free of distractions.

Code of conduct to be adhered with during remote learning:

- Parents are requested to arrange appropriate learning environment at home.
- Students should use a clutter free table and chair during the sessions. No beds, sofas during a class.
- Student should be in decent casual attire. Night dress or inappropriate dressing is not allowed.
- Students are required to login with Zoom ID and passwords assigned by the teacher, in advance and wait for the teacher to initiate the session. The ID number or password should not be shared with anyone else.

- Profile name should be set the same as the name of the student, as per the school register. No nicknames are allowed.
- Students should keep the video mode ON by default, unless otherwise asked to.
- The study space should be quiet and free of any disturbance.
- Follow all instructions given by the Teachers.
- UAE National Anthem will be played during Morning Assembly everyday. All should stand to attention while the National Anthem is being played.
- Attendance will be registered during every session. Rules on attendance and absence stand the same as of regular school. If your ward is not able to attend the classes due to any reason, it should be intimated to the class teacher through e-mail.
- **Avoid eating while the live session is on.**
- Follow the break time as mentioned in the timetable. Eat healthy and nutritious food. Keep a bottle of water next to you.
- Have healthy online conversations with students and teachers and maintain online decorum at all times. Use English language throughout.
- Students need to note down main points they have learnt in the e-learning class.
- Students are given access to the resources like notes, worksheets, assignments, PowerPoint presentations, age appropriate activity plans etc., which will be updated through Content Management on the school website.
- All the assignments and projects should be kept safely for the purpose of evaluation at a later stage.
- Students are NOT permitted to leave the session without the consent of the teacher.
- Use of mobile phones during the zoom learning session is strictly prohibited.
- Students are NOT permitted to use screen sharing and mouse sharing options without the permission of the teacher.
- For KG to Grade 2, the parent can sit beside and help the child (preferably Mother) at the time of e-learning sessions but from Gr.3 onwards, the students should work independently
- Do not invite outsiders to the learning sessions.
- **Recording and circulating images of teachers or students are strictly forbidden.**

- Students may wear a headphone/ headset if necessary.
- Ensure usage of appropriate device with internet facility and a working camera.
- We suggest the use of digital devices to be limited to daytime only so as not to disturb their sleep patterns.
- Follow the 20-20-20 rule - After every 20 minutes, look 20 feet away from the screen for 20 seconds.
- Strict disciplinary actions, including the removal from the roll, will be taken on the students who violate the above guidelines. Please remember, Cyber Security Law is applicable to these platforms. It is the prime duty and responsibility of the parents to take care and instruct their wards to strictly abide with the code of conduct mentioned above.

Thanks & regards

Sd/-

Rafia Zafar Ali
Principal

Date : 10.04.2020