

**National Public School, Gottigere**  
**Academic Year 2020-21**  
**CIRCULAR/NPS/ACAD/2020-21/P-10**  
**(Circular for Grades - Pre-Primary to X)**

Date: 05/06/2020

Dear Parent,

Please find attached the Online Teaching & Learning Plan. Kindly ensure that you thoroughly read the plan and explain the same to your ward/wards. Microsoft Teams Tutorial links have been provided in the Online Teaching & Learning Plan to help you and your ward understand the features of this platform. We seek your co-operation towards the Online Learning process.

Regards,

Principal

NPS, Gottigere



# National Public School, Gottigere

*Our commitment to a caring, creative and progressive learning environment with quality standards has helped us evolve the NPS Online Learning Plan for the school year ahead*

## Our Plan

The plan will support the following:

- ✦ Conduct school remotely until resumption of normal school operations
- ✦ Ensure sound student learning and development of skills
- ✦ Teach according to the level for **Pre- Primary, Primary School** (Grades 1 to 5), **Middle School** (Grades 6 to 8), **Senior School** (Grades 9 and 10)

## Our Approach

As we test and trial the Learning Plan, we will balance two approaches:

- ✦ Synchronous learning experience
- ✦ Asynchronous learning experience

The **synchronous learning environment** will enable students to work with their teachers and classmates on a scheduled timetable for daily interactions in real time.

The **asynchronous learning environment** will involve independent student work, monitored by a teacher. Recorded versions of the lessons and teacher notes may be used to support the learning programme.

The twin approach of synchronous and asynchronous learning will be dictated by the following:

- ✦ Limited and/or variable online access to technology and internet for our students
- ✦ Parent inability to supervise and support young learners due to work commitments
- ✦ Flexibility of distance learning delivery options
- ✦ Parent and Student feedback on the schedule and pace of classes

## Our Tools

The tools used for managing and monitoring the classes may include, but will not be limited to:

- ✦ Office 365 Tools (Microsoft Teams for online classes, Class Notebook, OneNote, etc.)
- ✦ Email via Microsoft Outlook (Students Mail ID created by school)
- ✦ Zoom
- ✦ E-copies of textbooks
- ✦ E-resources by way of videos, reading material, tools for formative assessment

*Individual Login Email IDs and Passwords:*

As provided by the school

*ICT Acceptable Use Agreement:*

As prescribed by the school

*MS Teams Tutorials:*


<https://www.youtube.com/watch?v=vo06YhA7kSs> For beginners

<https://www.youtube.com/watch?v=OxfukizkyCA> For parents, MY, SY students

[https://www.youtube.com/watch?v=PasT3Q1ZR\\_I](https://www.youtube.com/watch?v=PasT3Q1ZR_I) For MY, SY students



## Roles and Responsibilities - Parents

- ❖ Understand the NPS Online Learning Plan and extend support wherever requested by the school.
  - ❖ Understand and adhere to the ICT Acceptable Use Agreement rules of the school. Discuss the details of the agreement with child/children.
  - ❖ Download MS Teams into the home system/s being used for online classes. Get familiarised with the platform and its various tools.
  - ❖ Provide an environment conducive to learning (access to technology, safe and quiet space to work). Ensure the work-station is organised and ready for each day's work.
  - ❖ Observe online protocols and etiquette and avoid intruding into any class session at any point.
  - ❖ Encourage regular attendance to the online classes. Attendance will be taken in each session and this will be a part of their attendance record for the year. In case of absence for any session/day, please email a leave letter to the school's Email
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- ( Check the Weekly Planner/ Time Table posted on NPSTJ app for the following week's work schedule.
- ❖ PY Learners: Support PY child to log in to class. In grades 1 and 2, remain with the child for the first week or two (near the computer, but out of camera range), for a routine to be established or as per teacher requests. Encourage PY child to work independently after the first week and step out of the room.
  - ❖ MY/SY Learners: Monitor class participation periodically, to ensure child is/children are taking notes and engaging well with the teacher. Monitor the homework assignments, Daily updates and tasks to be completed.
  - ❖ Monitor time spent in online and offline learning.
  - ❖ Engage child/children in conversations on school materials, assignments and teacher directives.
  - ❖ Monitor/support homework or follow up tasks given by the teachers using the support guidelines provided with all the homework tasks.
  - ❖ Support and encourage academic integrity, particularly during assessments.
  - ❖ Use the Chat option available in Microsoft Teams to clear doubts or seeks assistance in Academic areas.
  - ❖ Support emotional balance by providing ample room and time for reflection, physical activity, conversation and family time.

Any questions related to only MS Teams login or password (not personal gadget related issues):

[info@npstj.com](mailto:info@npstj.com)



## Roles and Responsibilities - Students

- ❖ Understand and adhere to the new online school routine as described in the NPS Online Learning Plan.
- ❖ Understand and adhere to the ICT Acceptable Use Agreement rules of the school.
- ❖ Understand and be familiar with the MS Teams platform.
- ❖ Identify a comfortable and quiet space at home to study/learn.
- ❖ Log in on time in semi-formal attire for the online classes.
- ❖ Use parent assistance to log in and manage classes, if in Pre-Primary or Primary classes.
- ❖ Regularly attend the online sessions for maximum benefit. Attendance will be taken in each session.
- ❖ Observe class timings and classroom protocol.
- ❖ Adhere to all house rules shared by the teacher and maintain online etiquette.
- ❖ Observe due respect and regard for classroom processes and maintain discipline and decorum. Do not invite family members or neighbours to your online classes.
- ❖ Check the Weekly Planner/Time Table in NPSTJ app for the following week's schedule and plans.
- ❖ Check MS Teams daily for information on class work, assignments, resources, other teacher instructions.
- ❖ Dedicate appropriate time to study, comparable to a school day, and/or as guided by teacher/s.
- ❖ Submit all assignments in accordance with provided time-line and/or due dates.
- ❖ Engage in all learning tasks, formative assessments, class tests and assessments with academic integrity.
- ❖ Discuss school work with parents or guardians and take help from teachers, whenever needed.
- ❖ Catch up on any missed classes by studying the recorded classes and lesson summaries and completing any revision work posted online by the teacher.
- ❖ Maintain confidentiality of information shared and avoid sharing school notes or lesson recordings with others.
- ❖ Maintain social and emotional balance by keeping healthy habits.





## Plan of Action

The first week of school would involve setting online routines and familiarising students with the platform. From the second week onwards, regular classes will be held as planned in the Programme of Work.

## Assessment and Progress Monitoring

- Formative assessments administered during daily classes in each subject.
- Formal one-on-one assessments administered through online mode, as and when planned by the school.

## Before a session

- Make sure you are on a wired internet connection with an internet speed of 20Mbps or more.
- Plan for contingencies against power outages/internet fluctuations.
- Do conduct a thorough equipment check before a session.
- Check the online session schedule / Weekly Planner at least a day before. Any pending assignment (for the previous session on the same subject/topic) must be submitted as advised by the teachers. Any lesson/concept revision must be done in time.
- Make sure the class reminders are set on your phone or on your personal notice boards.
- Make sure you are attending the session from a calm and quiet place/room with good WiFi reach.
- Make sure you have good lighting.
- Make sure you are appropriately dressed, as instructed, in semi-formal attire.
- Keep your water bottle next to you.
- Washroom visits must be completed before class commences.
- Keep your doubts and questions ready in the form of snapshots / images /PDFs to be shared with the faculty member during Q & A time.

## During a session

- Join the session by logging in to the MS Team web/app (app is recommended) by using the login credentials given by the school.
- Make sure when you join the session, your mic is muted and camera is in OFF mode. Unmute your mic only when you are addressed by the faculty member. (If you are using head-phones for the session, make sure the audio settings are changed on the online platform (MS Team), if required.)
- Join the session at least 10 minutes before the scheduled time so that you have ample time to resolve any technical issue that may come up.
- Make sure all your conversations are addressed to the host.
- Inform the faculty member, through a friend in your class, if you get dropped off from the session.
- Be mindful and professional. Set a respectful tone for the faculty member and the peers.





## After a session

- Make sure you are aware of the homework or follow up tasks for a session.
- Complete and submit assignments, as instructed by the teacher, before the deadline.
- Class recordings will be stored on MS Teams. Await more instructions on the details from your teachers.
- Keep your notes neatly recorded in soft or hard copy and in the correct folder, with date, subject and topic duly noted.

## Remember

- **Do not attend** the session over a mobile data network. (Dropping of data may result in a bad session experience.)
- **Do not use mobile phones** or any outdated system (with insufficient processing speed and RAM) for attending online sessions.
- **Do not join the session late** as you may miss out on the agenda set for the session by the faculty member.
- **Do not forget** to have your required notebook /stationery items ready before joining the session.
- **Do not attend** online session from the comfort of your couch or bed. A table chair set up is recommended for the same.
- **Do not panic** if you lose connectivity with the teacher. If there is a major technical error, you will receive an SMS through Microsoft Teams. If not, please wait.



*"Technology can become the "wings" that will allow the educational world to fly farther and faster than ever before if we will allow it."*

*- Jenny Arledge*