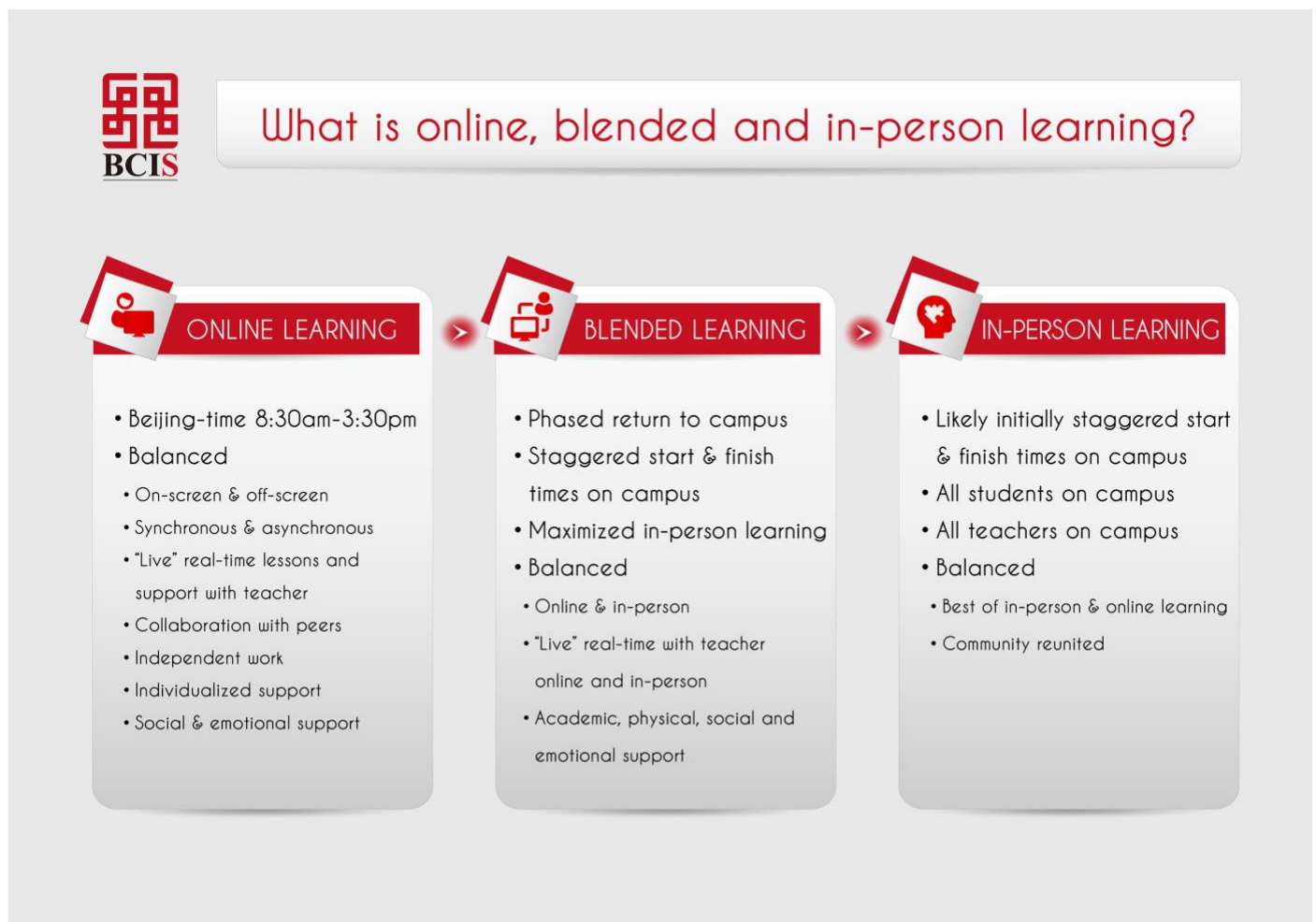


Guidelines for ES Online Learning 21-22

During Online Learning, we will be using the normal school timetable. This is to ensure minimal impact on student learning and to ensure that we are providing the correct number of school hours in the coming weeks due to the government required holiday. It will also ensure smooth transition between Online, Blended and In-Person Learning as we may be moving back and forth throughout the remainder of the school year.



What is online, blended and in-person learning?

- ONLINE LEARNING**
 - Beijing-time 8:30am-3:30pm
 - Balanced
 - On-screen & off-screen
 - Synchronous & asynchronous
 - "Live" real-time lessons and support with teacher
 - Collaboration with peers
 - Independent work
 - Individualized support
 - Social & emotional support
- BLENDED LEARNING**
 - Phased return to campus
 - Staggered start & finish times on campus
 - Maximized in-person learning
 - Balanced
 - Online & in-person
 - "Live" real-time with teacher online and in-person
 - Academic, physical, social and emotional support
- IN-PERSON LEARNING**
 - Likely initially staggered start & finish times on campus
 - All students on campus
 - All teachers on campus
 - Balanced
 - Best of in-person & online learning
 - Community reunited

Digital Platforms used for Learning

- **Grade 1-3** – Grade 1-3 students will be provided with school iPads and chargers (parents to sign a waiver to cover damage) preloaded with all the apps they will need.
- **Microsoft Teams Meeting** – G1-5 teachers will be using MS Teams to make video calls

- students need to have their own name showing
- students should have their camera switched on
- ‘Who can bypass the lobby?’ meeting options can be changed to have students wait in the lobby before entering the meeting

Video calls will be used for the purpose of:

- o Individual 1:1 check-in, feedback or to answer clarifying questions with students
 - o A small group of students for socialising purposes
 - o Small groups to conference with or address the particular needs of students
 - o Whole grade level or whole class for a mini-lesson or tuning in activity
 - o Breakout rooms can be used for group work and discussions
 - o New content can be taught during video calls (where possible connect your video calls to posts on Seesaw)
- **Calendly** – This can be used for creating sign-ups for a range of activities including 1:1 video calls (currently, the basic plan, so only one setting can be used, we can re-evaluate if more than this is needed.)
 - **Seesaw** – All students will log in using the email sign in mode (This allows for easy switching between the Chinese and Homeroom Classes.)
 - **Seesaw Posting Guidelines**
 - o ‘**Activities**’ will be used when posting activities/assignments: both specialists and homeroom. If specialists are uploading a video about an activity/assignment, it should be posted here. (**Chinese:** All Chinese assignments will be posted in the separate Chinese Class.)
 - o ‘**Journal – Post Student Work**’ can be used if students want to upload things that are relevant to class but not necessarily an activity.
 - o ‘**Announcements**’ will be used to post a schedule or anything the whole class needs to know about.
 - o **Approving posts:** Please make sure that you only approve posts that you have posted and not for other teachers.
 - o **Blogs** are not to be used at the moment.
 - **OneDrive** – Primary storage location for sharing videos for your classes – “view here” links can be posted to Seesaw.
 - o You can upload your videos to your Homeroom/Specialist folder [here](#)
 - o Share your video as ‘Anyone with the link can view’ by selecting the video and clicking the ‘Share’ button.
 - o Make sure you use ‘Handbrake’ to compress videos prior to uploading.



Transdisciplinary Teaching

In a normal school year, we have a schedule with only specialists plugged in. The rest of the periods are up to the homeroom teachers to decide what is priority to teach that week and how it will be taught as we take a transdisciplinary approach to teaching. Some classes will be stand alone and some will be more transdisciplinary. We will not set up a schedule that dictates how many hours of each homeroom subject needs to be taught and how. We will leave that to you and your grade level to decide as we know it will look different depending on the age/needs of the students. The grade level team can discuss how many posts/mini-lessons will be done for the week and this should be consistent for each class within the grade level.

Other Information

- Attendance needs to be taken daily on PowerSchool (Teachers will take attendance in the morning but can modify the attendance if student misses more than half the school day. Use your professional judgement.)
- Each period will be 40 mins as normal: a homeroom teacher has the flexibility to combine periods to make longer teaching sessions as you would do on a normal school day.
- Will be more flexible depending on your day schedule as in a normal school day
- 1:1/small group call expectation for homeroom and EAL teachers:
 - o minimum two small group calls a week per student. (small group: 2-12 students)
 - o minimum one 1:1/1:2 with a student every 2-3 weeks this includes conferring for math, reading, writing, etc. as well as social check ins
- Daily class meetings with class (homeroom)
- Specialists – will teach lessons as normal and ‘meet’ with classes this way
- No recorded lessons needed at this time, as students are required to be “at school” and participating in class during Beijing time.
- There will be no additional homework for students.
- Students will have their physical notebooks and materials as needed.

Clarifications

- Between 8:30- 3:30 whether a teacher is live or not, there will be a teacher/TA who is available for students (this includes: class morning meetings, whole class lessons, small group lessons and one to one lessons and independent work for homeroom and specialists - Art, Chinese, PA, PE, Music, Library)
- We know everyone will be as accommodating and flexible as possible but remember that the school is operating from 8am – 4pm. Please do reach out to ESLT if you cannot find a solution, your well-being is important, and we want to help find a way to make it work for your individual circumstances.
- Expectations for teaching whole grade level or 2 classes together - of course there will be times where a mini-lesson may be given to a whole grade level or larger number of students but remember that the support that



students require will need to be at a regular classroom ratio. Whole grade or multiple class groups are not the norm. e.g. 15 minute mini-lesson for whole grade introducing a provocation for UOI, then each class goes into their own video call or works with only their teacher.

- Remember with more live feedback, there will be less of a need to do this written on Seesaw. We will make this clear on the parent guidelines.

- Seesaw Activities may be used if really needed, but because students have more access to their notebooks and materials, it may not be relied on as heavily. Remember to balance screen time for students.

Example of a day

8:30	Class Morning Meeting
8:50	UOI provocation mini lesson
9:05	group activities (breakout rooms) to sort the pictures for the provocation and come up with a reason to include on Padlet
9:20	whole class has discussion (5 mins), then give students time to read through the Padlet once students get off video call
9:50	Writing mini lesson (10 mins) using the prompt that was given, students will be continuing to add ideas about their explanation text they are currently brainstorming for
9:50-10:30	Students will write independently and will come back onto Teams call if they need help, EAL teacher will be taking a group of kids to give extra support. Teacher will take the three students who struggled last class to brainstorm any ideas and have a small group session
10:30-11:10	Break- social call with 4 girls who wants to chat with TA
11:10 Chinese	Chinese meeting/mini lesson and intro to activity posted on Seesaw
11:20 Chinese	students work independently using the Seesaw post to help them- students will do the work in their notebook. Students can get back on the video call if they need help. Chinese teachers have a 1 to 1 call with a student who needs support in writing characters
11:40-11:50 Chinese	Chinese whole class- use a prompt and put students into breakout rooms for think pair share and have a whole class discussion using the whiteboard to talk about the specific characters that were discussed
11:50- 12:05	Word sort routine
12:05-12:30	Students work independently offline to finish their spelling activity in their notebooks and choose new spelling words.
12:30- 1:30	Lunch
1:15-1:30	Open recess call with TA for 2 classes (optional for those students interested)
1:30-2:10 Music	Music Whole class- mini lesson (10 mins), Independent work offline (teachers meets with two small groups)
2:10-2:50	Math neighboring class together- two classes, whole class mini lesson (15 mins) and then independent work on creating a word problem that is multi step and then sharing with someone else. Partners assigned from a different class.
2:50-3:10	Normal class meeting to share reflections from the day, small game to play
3:10-3:30	Read aloud



Feedback

- Verbal feedback: As students will be participating in more synchronous learning, the majority of feedback they receive will be verbal. This will happen during conferences, 1:1 and office hours.
- Recorded/written feedback on Seesaw: Some feedback can still be given on Seesaw, but due to the new schedule and increased video calls and office hours, more feedback will be given verbally than written.

What does feedback look like?

- Social interaction
- Praise
- Voice notes to provide feedback
- Answering clarifying questions
- Conferring: compliment, teaching point, next steps
- Using the 'Like' button on Seesaw
- Video call feedback

Specialists: On the basis that every student gets constructive feedback every two weeks, plan which grade level(s) you will be focusing on each week. Throughout the week, give the other grade levels 'likes' for their work and the odd praise/social interactive comment as needed.

Approving posts on Seesaw

- Homeroom, Chinese and specialist teachers to approve student posts within 24 hours.

Video Call Expectations:

- Set schedule with call links embedded for the duration of Online Learning to be given to parents.
- EAL and Student Support teachers will connect with individual students and small groups according to need.
- On video calls, students need to ensure that the name on their call is their own (not changing it to other names), e.g. Chantelle Parsons, not Cat Lady. Please tell your students that, for security reasons, you cannot admit them from the waiting room unless the teacher knows who they are by name.
- For Child Protection purposes, a member of BCIS teaching staff or a TA should supervise a call at all times. Students must not be left in a call once the teacher or TA has left. Children may be in Breakout rooms on their own so long as a BCIS teacher or TA are present in the central meeting and check in on the individual rooms regularly. Lobbies need to be utilized. At the end of a Teams Meeting, please press "end meeting for all" and not "leave" so that students are not left alone in the meeting but 'kicked out' of the meeting for the next class.

EAL Teachers

This description is meant to be general enough to adapt to different grade levels but also structured enough to provide consistency within the EAL department.



- The EAL teacher's main role is to scaffold language objectives, allowing students to access content taught in the homeroom (and specialist classes, if support is needed).
- During Online Learning, the EAL teacher can ensure activities are appropriately designed for EAL students.
- The EAL teacher should participate in all grade-level meetings and contribute to the discussion topics, collaboration, and lesson planning. During meetings, the EAL teacher should act as advocate for EAL students while coaching teachers on best practices and strategies. The EAL teacher is expected to communicate and plan with the homeroom teachers regarding student needs.
- The EAL teacher should provide support material where needed to assist student learning (not additional tasks, but support for the tasks already set by homeroom teachers). This could look like:
 - o scaffolded/differentiated activities
 - o resources to support student achievement of the task (sentence frames, vocabulary lists, graphic organizers, recorded mini lessons, translations, etc.)
 - o alternative tasks may in some cases be needed for the students who are unable to access class activities due to their level of English
 - o making themselves available to students who may be in need of assistance while working on any homeroom tasks
 - o coordinating small group or 1:1 video calls to provide students with extra assistance
- The EAL teacher should provide feedback on student work with a focus on the four language domains (reading, speaking, writing and listening). This could look like:
 - o a written comment or voice recording on student work (on SeeSaw or Teams)
 - o individual emails
 - o individual video/audio conference calls
 - o group conference calls

PE (Swimming)

David and Dannielle will be collaborating to provide PE classes for students. There will be connections made back to swimming where possible, but focus will be on staying active, being healthy and general well-being. Normal schedule will be adhered to where Dannielle will take students for the swim class periods.

Learning Support Team/Counselor

Please do continue to reach out to them if you need any support; they will also be keeping in touch with teams.

- G1-3 Learning Support: jose.tapia@bcis.cn
- G1, 4-5 Learning Support: sara.wylie@bcis.cn



- ES Counselor: lee.cassidy@bcis.cn

Teacher Librarian

Teacher Librarian, Sandy, will be having library time with all homeroom classes. She will be helping with locating resources and sharing read-alouds, book recommendations, and tips for Epic and Capstone. Please reach out if you need any support, and she will also be keeping in touch with teams. sandy.sackrison@bcis.cn

