



## Orouba Language Schools

### Orientation Letter

#### **Dear Parents**

We would like to begin this letter by extending a warm welcome to our students and parents for the academic year 2020-2021. We hope that our students are ready to resume a successful journey of learning. This summer, we have dedicated our planning and development efforts that are guaranteed to enrich the students' learning experience in school. Even though this academic year is different, we are all excited for it to begin. Under these new circumstances, teachers have been thoroughly planning in order to make the best out of the time that students are present on campus. At the same time, we have been creating rich online interactive content through our school's online platform.

Our experience at the summer course has allowed us to familiarize ourselves, and our students, with many aspects of online teaching and learning. We are therefore committed to providing our students with the best learning experience possible, while maintaining their safety and health throughout this pandemic. That is why we will follow the Regulations of the Ministry of Education and the recommendations of the Minister to implement Blended learning model of schooling that combines learning in school with distant learning. We have also developed a backup plan for full online learning in case of school closures.

This letter outlines

1. Our main plan for blended learning.
2. Our backup plans for E-learning.
3. Safety measures that will be applied on school campus.

We urge you to carefully go through these documents as they contain important information that will help in the learning process.

## **Main Scenario - Blended Learning Model**

Blended Learning refers to education that occurs partly online and partly on school campus through face-to-face instruction. Effective on the official start date of the new academic year (Saturday, October 17, 2020), OLS will begin implementing a blended learning model.

In a blended learning classroom, both online and in-class teaching methods are used to provide a more effective learning experience for the students. The online material does not replace face-to-face teaching, but rather is used as additional support. This means that teaching and learning process will still take place in the classroom. The only difference is that students will be required to review online courses recorded on the school's platform before coming to class. This frees up more class time to allow teachers to spend more time on explaining difficult concepts, and giving feedback on the student's performance, as well as allowing the student to have a discussion with their classmates and this is called "active learning". Students are not expected to learn independently or with the parent's help at home, but it means that students share the responsibility of learning and developing their self-reliance in which they only need to come to class "prepared" by completing their online tasks as the teacher instructed, and the teachers will take it from there during the on-campus lesson.

### **Plan Outline**

- In order to maintain social distancing, the number of students in each class will be limited to 20 students per classroom.
- Whenever possible, each student will be seated at an individual desk to limit contact on shared spaces.
- Strict safety measures will be applied across the school. In this regard, please review the Safety document that will be sent to you later on.

The plan follows in accordance with the directives of the Ministry of Education:

### **Kindergarten to primary 3**

Students of Kindergarten to Primary 3 stages will attend school on campus for 4 school days a week. They will also be given online work and homework to support their learning at home.

### **Primary 4 and 5**

- Students in Primary 4 and Primary 5 will attend school on campus for 3 school days a week.
- On the remaining days, students will follow a strict schedule for online work through the school's online platform.
- Online work includes video lessons, quizzes, homework, educational games and instructions will be uploaded regularly on the school's online platform.
- Students must also attend live sessions as scheduled.

### **Primary 6 to Secondary 3<sup>rd</sup>**

- Grades' students will attend school on campus for 2 school days a week.
- On the remaining days, students will follow a strict schedule for online work through the school's online platform.
- Online work includes video lessons, quizzes, homework, educational games and instructions will be uploaded regularly on the school's online platform.
- Students must also attend live sessions as scheduled.

Note: Students will receive their books from the school as usual. In addition, students will receive access to additional online learning material through the school's official platform.

### **Backup Scenario - E-learning**

This backup plan will be activated in case of schools shutting down again. While we do not hope to have to implement this plan, we have to be prepared for all possible scenarios. In this case, online learning will take place through the engagement of both teachers and students in online activities that serve the purpose of learning and assessment.

### **Plan outline**

- E-Learning days are implemented instead of normal school days. Logging in, interacting with teachers and classmates, and completing assignments will be obligatory and will be counted in the student's final grade and attendance records.
- Teaching and learning will take place through the O.L.S. online platform through one or more of the following ways:
  - Online lessons and learning materials
  - Live Sessions
  - Recorded Videos by teachers
  - Educational and Informative Videos from different online sources (teachers will prepare and post the material and links)
  - Online Assignments

- Online academic or extra-curricular activities
  - Online Quizzes of various types
  - Attendance will be counted and graded based on timely assignment completion and/or submission.
- The student's tasks may be as follows:
- A worksheet to upload.
  - A live session between the teacher and the students.
  - Or any other form of interaction that the teacher decides to use.
- A fixed online schedule, similar to that of the school day, will be followed.

### **Safety and Sanitization inside the school**

Before the academic year begins, the school will issue a detailed plan for safety and sanitization on the campus. The plan will be based on the following guidelines;

- All students, teachers, and staff members must be wearing a mask at all times. Younger students may wear a face shield.
- Social distancing must be maintained.
- Classroom windows and doors will remain open for proper ventilation and air circulation.
- The temperature will be measured for all individuals before entering the school.
- An isolation room will be allocated for suspected cases of Covid-19. A detailed protocol for dealing with cases will be published soon on the school website.
- Upon the school's request, The Egyptian Armed forces units will Sanitize the entire school on Wednesday, October 14, 2020.
- All facilities including classrooms, bathrooms, offices, busses, and shared spaces will be regularly and efficiently sanitized throughout the day

### **Home Support**

All staff members at O.L.S will collaborate to lessen the load on parents at home.

Teachers will provide students with all the support needed to learn well. However, there are a few things that would help make this experience more successful for all parties;

### **Technological requirements:**

In order to ensure that students receive the best online learning journey, we are updating our learning platform to allow for a much more interactive experience. We would therefore like to remind you of the basic tech-requirements needed for a fully functioning online or blended learning environment

- A Laptop or desktop computer
- Headphones with microphone, and Camera (if they are not installed in the laptop already)
- High Speed Internet (Minimum speed 30 MB and Capacity of 100 GB)

### **Preparing for the return to school**

Upon our return, the school will inform and train students on our new operating procedures. Parents are also requested to remind their children of the importance of social distancing, washing hands, wearing a mask or face shield at all times when in school.

The following will be uploaded to the school's website in due course:

- School Text books handing over schedule
- School days for all grades
- Class schedule of online live streaming (virtual classes)
- Name lists of each grade classes
- Official start date of each grade
- Detailed safety and sterilization plan within the school
- Detailed protocol for dealing with the suspected cases of COVID-19

**Finally, we ask you to be part of this journey and to support us to ensure that the learning process continues and succeeds for our students.**

Thank you

Best Regards

School Administration