



**DEAR ESTEEMED PARENTS AND COMMUNITY
MEMBERS OF O.L.S.,**

As one academic year comes to an end and the planning for the coming year begins; we would like to take this opportunity to share this document outlining some important guidelines that are necessary to the success of the endeavours of the coming period.

While we remain hopeful that this pandemic will come to an end soon, the possibility of beginning the academic year of 2020/2021 normally from campus seems unlikely.

It is for this reason that we have utilized the past couple of months, and will continue to do the same through the summer, to take all the necessary measures to ensure that our students receive an optimal online learning experience during the coming academic year.

The success of online learning is highly dependent on the collaboration among the three main members of the O.L.S. community; the school, students, and parents.

From an organizational and educational perspective, the school has been extensively planning for the coming period on multiple levels including but not limited to;

- Investing the infrastructure necessary to the continuation of teaching and learning on campus or from a distance,
- Updating the online learning platform to allow for a more interactive learning environment as well as more efficient communication among stakeholders,



- Engaging teachers and staff members in rigorous professional development in areas such as online instructional strategies and the use of technology for distance learning,
- Revisiting the teaching material and updating it to make it more suitable for online learning.
- Creating online learning schedules to allow students to receive live classes in all subjects.

We are committed to making the best out of this situation in the best interest of students. In this regard, it is important to highlight that the role of the student is of equal importance. The school will provide all the necessary resources and means to support students in their learning process. Similarly, student participation and engagement is an integral element in this phase.

Students must understand the following;

- Students are required to log-on everyday to the school's online platform. This will be the school's official communication channel where teaching material will be posted and communication will take place.
- Students are required to attend all live classes as listed on their schedules. Attendance is mandatory and not optional and will be graded.
- Students must complete and submit all homework, assignments, worksheets, or quizzes assigned to them by their teachers. All assignments will be graded.



- Students must continue to follow school rules regarding behavior and discipline. Any misconduct will have consequences.

Parental support during this time will also play a significant role in the successful application of online learning. We realize and understand that this is a new situation and experience for students. Until a routine is established, students will most likely need some help at home. Teachers will do everything they can to ensure that the parental support needed will be limited to simple assistance with finishing up assignments. Parents will not be expected to explain lessons to students because this will take place through recorded videos and during the online classes.

In support of our children's education, parents are requested to;

- Ensure that students have access to a suitable device and a steady internet connection according to the following criteria
 1. A Laptop or desktop computer
 2. Headphones with microphone, and Camera (if they are not installed in the laptop already)
 3. High Speed Internet (Minimum speed 30 MB and Capsulation of 100 GB)

Note - If you have more than one child, they may need the laptop / computer at the same time for their online classes. In this case, please ensure that at least one student is using a laptop / computer, and the other student can use a tablet or large screen mobile device. It is necessary however to have at least one functioning laptop / computer in the household.



- Follow up and make sure that students are attending their online classes.
- Follow up and make sure that students are submitting their work on the online platform on time.
- After being provided with a username and password for the online platform, parents are requested to constantly check their accounts for information from the school or communication with teachers.
- Update your contact information with the school administration and provide a **valid email address** for communication.

In conclusion of this letter, we urge parents to use this time to make sure that a suitable device and high speed internet connection is available at your homes. Meanwhile, the school is continuing its efforts in preparation for a successful academic year, whether it will be on campus or online. During the summer, parents will be receiving more information regarding the upcoming period including student, teacher, and parents' handbooks. You will also be receiving information regarding the start date of our summer program which will be considered a trial before the start of the new academic year. Please continue to check the website regularly for updates.

For any inquiries or to directly communicate with the administration, please send an email to contact.us@orubaschools.edu.eg

**BEST REGARDS,
ORUBA LANGUAGE SCHOOLS - MAADI ADMINISTRATION.**