

The Model School, Abu Dhabi

No. 003/Acad./ 2020-'21

Circular

Date: 02.04.2020

Sub:- Distance learning – Guidance

(In conformity to Ministerial Decree No. (229) for the year 2020 regarding distance education)

As all of you are aware the Model School has joined hands with the authorities to combat and prevent the spread of COVID-19. As the school has been closed for students we have made effective plans for ensuring the uninterrupted learning process of students in conformity with reference to the the Ministerial decree. But the success of this program rests on the support and cooperation of all of the stakeholders – students, parents and teachers. We expect that the distance learning / E-learning program launched by the school will turn to be a big success. Therefore we earnestly request the support of all to work single minded to achieve the goals.

As part of distance learning, virtual classes will be launched in full swing on 5th April. The class timing is scheduled considering different factors like number of children in a family, connectivity issues, availability of devices etc. (the schedule will be shared by the respective class teacher and an online meeting with the parents will also be held for guidance).

Please be informed that we use 'Google Classroom' linked with 'Near pod' and 'Zoom cloud meeting'. This integration is essential for the assessments, track recording and exchange of resources

Expectations from the students:

Students are advised to eat healthy food sufficiently early to the scheduled classes. You must be in school uniform. Request your beloved ones to make you distraction free and occupy a workplace to engage in online lessons. Instructions will be given by the concerned teachers. After each period there will be 5 to 10 minutes (based on the grades) screen off time for stretching to prevent attention deficit and to reduce screen reading impact on eyes.

Please follow the guidance:

1. Visit Google classroom using the mail ID provided (user name: your adm. no@student.themodel.ae password your admn.no.@123). Follow the guidance given, work out the assignments and be ready for virtual classes. Login 5 minutes prior to the session and be fully engaged with the learning, planned by your teachers. Check your assignments, complete and submit what is expected from you.
2. Use headsets while in virtual classrooms. This will help to communicate uninterruptedly / free from noise outside environment.
3. Use the existing notebooks till you receive the new books from the school.
4. Students can keep their questions ready for the next class.
5. Be a reflective learner and learn from your daily reflections.
6. Always have healthy online conversations with your peers and teachers. Be compliant and maintain online decorum.
7. Please abstain from the use of offensive language, discriminatory comments, jokes etc. while attending classes. Demonstrate online behavior that will enhance the positive learning experience.

8. Submit your assignments, work sheets, etc. on time. Download or forward material only if it is educational and contributes to learning and if demanded or permitted.
9. Switch on the video mode throughout the time of virtual lessons. Mute your mic unless you want to speak / ask a valid question.
10. E-Learning classes are conducted under surveillance and fall under IT act and cyber regulations of UAE. Therefore recording and publishing of any of the videos, pictures, screen shots etc. are forbidden and violations shall be punishable under the prevailing acts.
11. Communication must be in English. Language policy has to be strictly adhered to.
12. Attendance is compulsory throughout the session. The attendance is under monitoring and shall be a parameter for formative assessments and promotion.

Pls. note:- In addition to subjects & languages, Physical education, Art & craft, Library etc. also shall be included in the distance learning.

Expectations from Parents:

Parents are requested make a complete follow up of the guidance issued from school for the success on the attainment and progress of their children. Please:

- Advise your children to eat healthy food and to attend the lessons on time and ensure their attendance in full session. Get the time table and keep it for your reference.
- Let them be in school uniform while attending classes – this will give them a feel of formal atmosphere.
- Give them a distraction free environment and occupy a workplace to engage in online lessons.
- Make sure that your children follow the Instructions given by the concerned teachers. A screen off time will be provided between each lesson for stretching to prevent attention deficit and to reduce screen reading impact on eyes.
- Ensure your ward/s make proper use of E-learning facility.
- Parents of lower classes are requested help your ward to complete assignments. However please do not do the work for them. Help them to become an independent learner.
- Monitor your child's activity during the learning time. Give them the opportunity to experience this kind of learning and exercise self-regulation and independence.
- Support the school in cultivating resilience and with a growth mindset.
- Sit with them after the class and have conversation about the classes. However do not forget to strengthen the inculcation of values, duties and responsibilities, etiquettes, social commitments, etc.
- E-Learning classes are conducted under surveillance and fall under IT act and cyber regulations of UAE. Therefore please advise your children to abstain from publishing of any of the videos, pictures, screen shots etc. without the written consent of the authorities. Violations are punishable under the prevailing acts the Govt. of UAE.
- Attendance is compulsory throughout the session. The attendance is under monitoring and shall be a parameter for formative assessments and promotion
- Please ensure that the language policy has been strictly followed by your child in all communications. All communication must be in English.
- Consider this time as a blessing for building the best relations among all. We shall overcome this situation with our confidence and strength.

Please note:- 1. Proper payment of school fee is required for ensuring the continuation of your child in classes.

2. The study materials will be supplied as per the guidance from ADEK.

Queries if any may be addressed to the Head of the Section/ Academic Supervisor, through e-mail. Kindly find the list of e-mails of HOS, Academic Supervisors, Inclusion Team and IT Support Team, for your reference.

Section	Name	Contact	email
K G (morning)	Mrs. Sunita Vaigas	0556561825	Sunitha.v@themodel.ae
K G (afternoon)	Mrs. Jasna Khaleel	0528428329	Jasnakhaleel@themodel.ae
Primary Gr 1-2 (morning)	Mrs. Harisa Beevi	0555654850	3arissa@themodel.ae
Primary Gr 1-2 (afternoon)	Mrs. Mahalakshmi K.	0552613508	mahalakshmi.k@themodel.ae
Primary Gr 3-5 (morning)	Mrs. Reetha Mathen	0508233740	reethamathen@themodel.ae
Primary Gr 3-5 (afternoon)	Mrs. Noor Aysha	0556590205	noorayisha@themodel.ae
Secondary Gr 6-9 (morning)	Mrs. Renu Pradeep	050-7806092	renupradeep@the model.ae
Secondary Gr 6-9 (afternoon)	Mrs. Yasmin Salma	0503228813	yasminsalma@themodel.ae
Secondary Gr 10-12 (morning)	Mrs. Saboora Siyad	050-3828835	Saboora@themodel.ae
Secondary Gr 10-12 (afternoon)	Mr. Mohammed Rafeek	0505215448	rafeek@themodel.ae
IT / ICT support	ICT Coordinator	0503822048	ict@themodel.ae

For students affairs (fee, TC, transfer, admissions etc.) Please contact Mr. Nasari I. J. (Manager Students' Affairs) **0505210451** email: nasari12345@gmail.com



Principal