



Dear parents,
Assalamu alaikum

Guidelines for Online Learning - June 2020
Starter and Junior Sections

Despite the challenges presented by the Covid-19 pandemic, Generation's School remains committed to *Quality Education*. For us, that has always meant *Academic Excellence*, based on *Values*, leading to *Leadership Qualities*.

Our teams are now preparing extensively to bring this commitment to distance learning for our students, right from Playgroup to the A Levels. It is important that the following guidelines are observed.

A. Principles of Online Teaching & Learning at Generation's

1. Short-Term Measure.

Online learning at Generation's is being taken up as a short term measure, and will certainly not be a full substitute for the day to day physical interactions amongst students and teachers. However, through consistency and perseverance, we are optimistic that it will have long term positive results for everyone involved, insha'allah.

2. Beyond Books.

Learning at Generation's has always been beyond subjects and textbooks, and online learning should be no different. We will therefore continue to focus extensively on whole-child engagement and development, whether through daily routines, skill-building, student activities and much more. These experiences may be new - and challenging - for teachers and students alike.

3. Collaborative Efforts.

As always, development of children, especially if it is to be broad-based and holistic, is a collective and collaborative endeavour between the school, the teachers and the parents. Online learning will require new and enhanced methods of collaboration, especially with regards to students' day-to-day engagement, and feedback from parents. There may be gaps and challenges, especially in the early days and weeks, but do be assured that everyone involved will try their best to make.

B. Setup for Online Learning at Home

1. Physical Environment.

Please ensure that students have access to a neat and clean desk space, away from noise and distractions. If possible, please allocate a separate room for their school-work. Availability of appropriate stationery and materials must be ensured ahead to time. It may also help students to be dressed in school uniform for them to be mentally be in school.

2. Hardware & Connectivity.

- a. While all our online learning activities are designed to be smartphone compatible, we recommend that each student has access to a reliable laptop or tablet device to whatever extent practically possible.
- b. Please ensure that every device being used has a strong and stable internet connection. This could be via home WiFi, or via mobile data packages over your phone.
- c. If possible, having access to a functional printer may make it easier for students to follow and complete the online learning activities.

3. Software & Operations.

For online learning, students and parents shall be using *Google Classroom* as the “learning management system” for all learning activities, and *Zoom* for live audio-visual interaction wherever required. Please download these applications to your devices and get familiar with them. Induction videos for students and parents will be shared soon.

C. Routine & Scheduling:

1. Timetabling & Lessons: Pre-Recorded Lessons and Live Lessons

- a. Every Friday, the next week’s block planner will be shared with students and parents, including details of any specific materials and resources required. Students will be required to check in and check out of the classes every day as per the timings specified in the block planner.
- b. For students of the Starter and Junior Sections, we are conscious they will be fully or partly dependent on parental support and supervision. Moreover, multiple children at home may present challenges in terms of parental attention, as well as accessibility to devices.
- c. To make the online learning manageable for students and parents, most classes will be taking place through pre-recorded lessons that students can watch and work alongside via Google Classroom. The block planner will provide a recommended time slot for these lessons, but students and parents may engage with the lessons at any time during that day. There will be some live lessons (conducted via Zoom) that will be clearly marked on the timetable. Students will be expected to attend the live lessons at the specified time.

2. Assignments

Most lessons will involve students working on an activity or an assignment. These assignments are to be then submitted promptly as per the teacher’s instructions. Moreover, there may be some limited home assignments that can be worked on during the week, and submitted at the weekend.

3. Regularity and Consistency.

Students must be regular and consistent, and you are requested to ensure that your child is adequately prepared - physically and mentally - for his/her school day. Having a routine is of utmost importance not only for learning, but also for broader well-being, and it will give children a structure for them to have a day schedule visually in front of them (e.g. on a soft board). It will also help them to be mentally prepared every evening for next day’s lessons and activities.

D. Communication & Support

1. Communication with Teachers.

Students (and parents) may communicate with the relevant teachers via messaging on *Google Classroom*. Details will follow as part of the induction process.

2. Communication with the Front Office or Year Tutor.

For any communication with the School Administration, you may either email mail@generations.edu.pk or use the *WhatsApp* helpline 0300 0220640. Further, if you wish to communicate with the relevant Year Tutor or Coordinator regarding the student's progress, please email at the address above. The communication will be forwarded to the relevant persons, and if needed, efforts will be made to set up a meeting.

3. Tech Support.

Section-specific *WhatsApp* helplines will be in place to answer queries from parents, especially including queries regarding access to, and usage of, *Google Classroom* and *Zoom*. The helpline numbers will be shared shortly over *WhatsApp*.

E. The Next Steps

1. Physical Arrangements.

Please make physical arrangements to enable your child's online learning, including an appropriate room and desk, an appropriate laptop or tablet, and adequate internet connectivity.

2. Parents' Induction & Orientation for Online Learning

An induction programme designed for you will be conducted starting June 01, insha'allah, via *Google Classroom*! This will include short videos and presentations regarding the paradigm, as well as tools, for online learning. The objective is to get you acquainted with the modalities of online learning, to help you support your child. Please make sure that both parents go through the content, and do ask questions. Live Q&A sessions will be scheduled in the first week of June for parents' queries to be answered.

3. Classes Go Live

Once the induction phase is complete, classes will commence for students, insha'allah. A detailed schedule will be shared shortly. Thereafter, weekly block planners will be shared every Friday.

We hope and pray that students, teachers and parents all benefit from these efforts, and we look forward to your continued support and cooperation towards our children's learning and success, insha'allah.

Jazakallah khayr,

Dr. G. Siddiqui
Founder & Principal

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