

Dear Parents,

As most of you are aware, we will be teaching online from the 15th of September until we are given permission by the Ministry of Education to allow students to come to school. While distance learning, students will continue to have access to high-quality curriculum and meaningful learning experiences. Whilst this situation is not ideal and presents challenges for teachers, students and their families, we are working hard to ensure that the curriculum is presented to students creatively, thus providing a rich learning experience which ensures that progress is maintained.

As instruction will be through a virtual learning environment, we will need your support to ensure the success of our efforts! To ensure that our students benefit fully from this we have adapted our timetables so they are compatible for online learning. Classes will now be split into two groups for online live classes so that there will be no more than 12 students online at one time. These groups will be assigned by the school and are not interchangeable. Students will follow the schedule according to their assigned group. The smaller groups will guarantee that all students will have the opportunity to engage with the teacher and peers during the online class.

Classes will be 40 minutes long from 9am to 2:40pm with breaks throughout the day. Attendance is mandatory for online classes and will be included as part of the participation grade. The school should therefore be informed if a student will be missing classes due to illness or for any other valid reason.

Please find below information needed for the start of school.

### Student school emails / G suite

All returning students are required to use their current school emails. We will use G Suite applications for online distance learning. If you have any issues with your school email or Jupiter accounts please contact the Ms. Amal Amara at [amalamera@kas.edu.kw](mailto:amalamera@kas.edu.kw).

Students new to KAS will be provided with a KAS email and will have access to all necessary Google apps used for school including Google Classroom, Google Meet, Google Sites, and Google Docs.

Teachers will be using a variety of apps from G Suite to teach online as well as some external apps that will facilitate greater interactivity and knowledge of the subject. All live classes will be conducted via Google Meet.

During the first week of school, starting September 15th, teachers will go through the use G-suite apps, student live class expectations, required behavior, and other important information. Teachers will also go through the subject overview including sending a course syllabi, and supply lists for home.

**Parent/Student Workshop:** Parents of grade 6 and new students will be invited to attend a workshop on E-learning at KAS which will include training on how to use G Suite. Workshop will take place via Zoom on Wednesday 9<sup>th</sup> September at 4:30pm. The Zoom link will be sent the day before.

### Schools Hours /Weekly Schedule

- Online school hours are from 9am to 2:40 five days a week.

- Each group will have live classes every day with sufficient breaks in between.
- Each live lesson will be 40 minutes long.
- Students will receive their class schedules before the start of school. Student schedules will also be posted on Jupiter.
- Students will receive the following lessons each week:
  - 3 ELA, Math, Science and Arabic lessons per week.
  - 2 Social Studies lessons a week in Middle School
  - 3 Social Studies lessons a week in High School.
  - 2 Islamic lessons per week.
  - 2 Elective lessons per week (Art/Music/Drama/Global Studies etc.)
  - 1 ICT lesson per week in Grades 6 to 9
  - 2 ICT lessons in per week in Grades 10 to 12
  - 1 P.E. lesson per week.

**Learning and Communication Platforms**

While distance learning parents and students will need to download and access these platforms daily.

Google Meet	<ul style="list-style-type: none"> <li>- Video conferencing platform used for live class.</li> <li>- In some cases, Zoom could be used as well ( ex. orientation workshops)</li> </ul>
Google Classroom	<ul style="list-style-type: none"> <li>- All assignments, resources, and assessment tasks will be posted and submitted on Google Classroom.</li> <li>- Students will be expected to complete assignments and submit them on Google Classroom in a timely manner.</li> </ul>
Jupiter SIS	<ul style="list-style-type: none"> <li>- You may view your child’s progress regularly.</li> <li>- Whole School announcements from School Principal or Administration.</li> <li>- Please check your emails regularly to look out for emails from the school.</li> </ul>

**Flipped Classroom Model**

Teachers will use the Flipped Classroom Model. This means that they will send out a prerecorded video/independent reading on the concept prior to the live class. Students must watch this video/reading to be prepared for class, as they will be expected to participate in the live class with knowledge from the assigned video or reading.

During free periods students should be using the time to prepare for their next day classes by watching the pre-recorded videos, reading set texts or completing independent work or assignments.

## Grading

- Attendance will be taken for each class and will be part of the student's participation grade.
- Grades will be posted regularly on Jupiter.
- Students will be informed of assignment weighting by teachers.
- Students who miss due dates may expect to lose marks for late submission of work.

## Student Expectations

To promote an enriching learning environment the students are required to have:

- A strong internet connection.
- Their own device which can access the internet and G Suite.
- Headsets are preferable.

For online classes student must:

- Attend all classes
- Be on time.
- Be prepared for the lesson (they must watch the concept video/ read the set text).
- Have their cameras on.
- Be muted unless they are speaking.
- Follow dress code during live online classes. Students must be smartly dressed with a collar (polo shirt, shirt, trousers). You may also wear your old school uniform! Pajamas are strictly not allowed.
- Be in a quiet room or use headphones.
- Ensure that they have all needed supplies at hand. (Writing materials, calculators etc.) Supply Lists will be sent by subject teachers.
- Be respectful to their teacher and peers.
- Check Google classroom / emails daily.
- Keep track of assignment due dates.
- Submit assignments on time to avoid any loss in grades.
- Contact their teachers if they cannot understand their assignments or concepts in class.

## School Materials Drop Off/Pick up

### Drop off

All students who have textbooks or school materials at home that are usually collected at the end of the school year are required to drop off their books at school **Gate 5** starting tomorrow Monday 7<sup>th</sup> until Tuesday 8<sup>th</sup> of September between the hours of 9 am and 3 pm. Textbooks or other books that belong to school which have been left in lockers will be collected by the school.

### Pick up

All students will be required to pick up their school textbooks for this academic year to be used while distance learning. Pick-ups will take place at the school gate. Collection times and dates will be sent in a separate email later this week.

Students who need to collect their personal belongings that were left in their lockers may do so when they come to school to collect their textbooks.

Families with more than one student should send one representative from the family to visit the school. No students will be allowed to enter the school for drop off or pick up, all collections will take place at the school gate. Kindly await for further instructions.

We are looking forward to the start of the new school year! We trust that our school community will continue to thrive in spite of the challenges facing us. Please do not hesitate to contact the school if you have any concerns or queries.

Middle High School Department