



We are a Microsoft School



Cisco Networking Academy  
Academy Years of Service 2018



# GEMS New Millennium School

## Remote Learning Plan



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UAE private schools and parents have backed the government's move to close schools as a precaution against the Covid-19 virus. GEMS New Millennium School (NMS) is hugely supportive of the government's efforts to curb the spread of the coronavirus and in the event of an unpredictable school closure we are fully prepared to offer high quality teaching and learning through our **Remote Learning Plan**. Being a Microsoft Showcase School, our teachers are highly proficient and prepared to use a blend of online learning, small group collaborative learning, and live online full class teaching. It is our commitment to ensure that our students receive the best of online educational experience and learning as is synonymous with NMS.

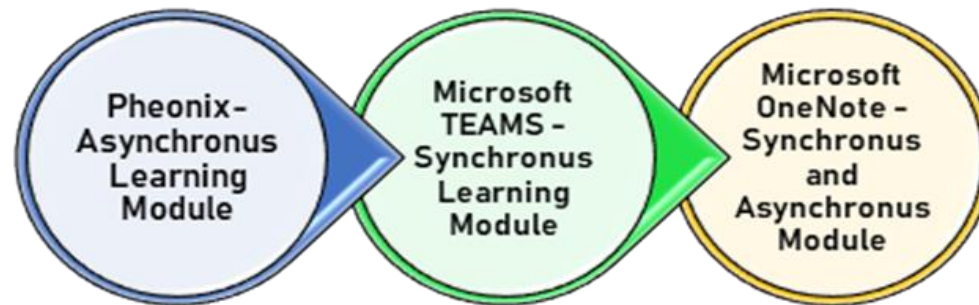
### **What is Remote Learning?**

Remote Learning occurs when the learner and teacher, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom setting. Information is typically transmitted via technology (email, discussion boards, video conference, audio bridge) so that no physical presence in the classroom is required.

Remote learning can occur **synchronously** or **asynchronously**. Synchronous learning is when teachers and learners interact in 'real time'. The instruction is live and teachers/learners interact at the same time, even if they're not in the same place. Asynchronous learning is when teachers and learners do not need to interact at the same time and learners complete tasks/activities at their own pace.

The use of Learning Technologies is not a new concept for NMS teachers and students. The Remote Learning Plan is a planned guide for these days of joyful learning in the comfort of the home. This platform will in no way reduce the quality of learning but enable students to sharpen their 21st century learning skills. The Remote Learning Plan will provide the schedule and the mode of learning used, not forgetting the personal touch of the teachers' voice. The learning module in place will possess all the key elements of learning starter, differentiated activity, AFL's through **Socrative, Kahoot, Quizziz** etc that happens on a regular school day. Students and teachers will collaborate and provide constructive feedback on the tasks and assignments uploaded.

**Phoenix Classroom and Microsoft Teams** is used across NMS and students and parents have access to them and are very familiar with the use of these platforms. These platforms provide a wealth of learning opportunities for remote learning. Teachers will be able to set home learning tasks and provide online learning in case of total or partial school closure. While an RLP cannot replicate onsite learning, our teachers can deliver powerful instruction that allows students to meet expected standards in an online environment.



**Training for Parents** The NMS EdTech team will be conducting specific training sessions for parents, grade –wise, to enable all parents to use Microsoft Teams and Phoenix Classroom with ease.



## Learning platforms that will be used by Facilitators

### 1. Microsoft Teams – Key features

#### Communication and collaboration

- Communicate one-on-one or in groups
- Channels feature -file storage, special projects, or focused topics.
- Video discussions with Flip grid
- One Note Class Notebooks -share notes and files and give feedback to individual students.

#### Assignments

- Teachers can create, assign, collect, and give feedback on assignments.
- Students and teachers can attach relevant files—Microsoft Office tools like Word, PowerPoint, Excel, OneNote
- Rubric builder -use rubrics to assess student work

#### APP Integrations



### 2. Phoenix Classroom

### 3. Learning apps





The **Remote Learning Plan @ NMS** comprises

1. **Planning** to ensure learning is effective in the remote learning environment.
2. **Quality Assurance** to ensure the virtual platform is impacting students learning, as it would face to face.  
Towards this, we welcome parents' feedback at the end of the first week to help teachers to refine and prepare tasks better.
3. **Evaluation** of students' learning to ensure that no child is left behind.

**Engagement is of special** significance for conducting a remote learning plan .Engagement is a key factor in any learning environment and has a significant impact on learner motivation and effort. But this engagement can be more challenging in distance learning than in live teacher -led sessions. Sometimes distance learning can become passive, using tools like readings, videos, lectures and presentations. NMS teachers will enhance remote learning with more active tools, such as discussion, debate, problem-solving and quizzes. Integrating more active learning methods like using a web conference, chat room or forum not only helps establish dialogue among learners, but it can also enhance acquisition of knowledge, clarify concepts and promote shared understanding.

The challenge is to get and keep student's attention in the virtual classroom. The teacher will hold learners' attention on one topic for 10 to 15 minutes, not by using the lecture method, but by asking relevant questions and expecting students to type their significant takeaway in a chat pod, which is debriefed aloud. The learning process will consist of short videos, discussion questions, key concepts and self-reflection.

## EXPECTATIONS FROM NMS LEADERS

Create and distribute NMS Remote Learning Plan

Establish clear channels of communications between faculty, staff, families, and students in the event of this RLP being activated

Monitor staff and students attendance and act upon regular absences to ensure all are engaged in the remote learning expectations.

Monitor staff and student attendance and act upon regular absences to ensure staff and students are engaged in the remote learning expectations.

Support faculty and students/families shifting to a distance learning environment.

Continue to hold regularly scheduled meetings virtually i.e. grade level, department and full faculty meetings including Middle Leadership meetings and Senior Leadership Meetings.

Respond to emails in compliance with our norms of no more than 24 hours.

## EXPECTATIONS FROM NMS TEACHERS

Be available to students, colleagues, and parents during normal working hours.( 7.30 am to 1.30 pm)

Share with parents and students the Weekly Lesson schedule for Remote Learning.

Use the remote learning software and applications (Microsoft Teams, Phoenix Classroom) confidently for whole class lessons.

Upload learning materials for students to view at any time and to use as a resource.

Prepare remote learning plans for all grades including procedures for monitoring and ongoing revision/updates based on student work/outcomes

Track students' daily achievement and progress and communicate this with parents.

Provide Assessments/Feedback/Interactions to support students' learning.





## Recommendations for teachers:

When planning your learning modules you may consider the following lesson structure.

**Prepare the learner:** What is your starter? How have you linked this lesson back to prior learning?

**Input of new learning:** What is the focus of this lesson? How will you provide explicit instruction?

**Practice:** How will students engage with or process the new learning?

**Evaluation:** How will you determine what progress has been made?

As the professional responsible for student learning, individual teachers will provide input into what this looks like and how to execute it for their respective classes.

The teacher will still be the 'expert' who designs the virtual classroom learning. The online learning will most likely comprise of:

- Teacher instruction
- In-class assignment
- Research and study tasks.

## EXPECTATIONS FROM NMS PARENTS

Make sure the Virtual Classroom Learning is conducted in a quiet place that is away from distractions e.g. not too close to the kitchen, switch off mobile phones.

Provide access to a stable internet connection.

Keep your children social, but set rules about their social media interactions. Social media apps such as Facebook, WhatsApp, Snapchat or Instagram are not official, school- sanctioned channels of communication.

Keep to a school routine eg . normal school wake-up and sleep times, mealtimes and start/end school on time.

Balance 'virtual learning' with 'non-virtual' experiences e.g. provide regular reading book activities, outdoor play and concrete or hands-on activities.

Have all learning resources ready for each lesson e.g. pens, pencils, paper, books, art kits etc

Create a learning environment that helps students to focus and learn e.g. a dining table set-up will be more productive than a relaxed lounge with multiple cushions.

## GOLDEN TRIANGLE BETWEEN TEACHER-STUDENT-PARENT FOR REMOTE LEARNING SUCCESS

1 Students will have both off- and on-screen learning activities designed to engage primary learners in experiences that connect to the current curriculum.

2 Learning tasks and activities will provide direction to parents on how best to support student learning and the expected level of adult involvement.

3 Parents need to establish routines and expectations for health, wellbeing, and to their self-learning journey. Our physical education teachers will recommend activities and exercises, but it is important for parents to model and encourage exercise!

4 Parents are encouraged to establish a space/location where children will learn most of the time. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible. Above all, it should be a space where parents/guardians are present and monitoring their children's learning

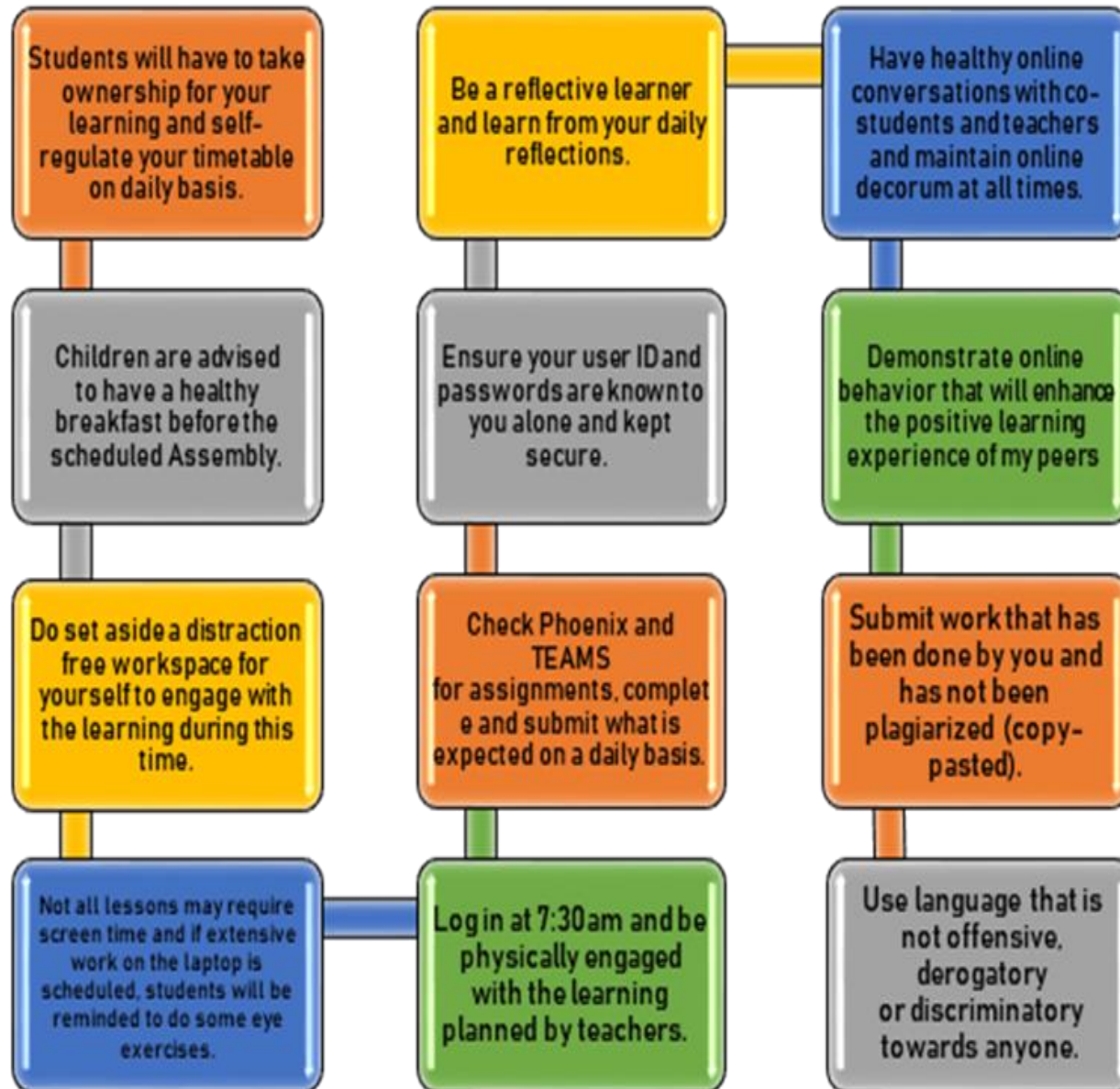
5 We ask parents to remember that teachers will be communicating with many parents and that communications should be essential, succinct, and self-aware. We also encourage parents to have their children explain the Learning Platforms/Systems (e.g. Microsoft TEAMS, Phoenix Classrooms, etc.) that teachers are using.

6 While we don't recommend parents hovering around while the students are engaging with the online learning, we encourage parents to regularly circle back and engage with their children about what they're learning, whenever possible.

7 A huge challenge for parents with multiple children will be how to manage all of their children's needs, especially when those children are of different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones to block out distractions.

8 Remind children to be polite, respectful, and appropriate in their communications and to represent family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others.

## NMS STUDENT ROLES & RESPONSIBILITIES





## PRIORITIES & CONSIDERATIONS

- After receiving initial notice from the Principal about school closure and timelines, parents will receive an email with grade -specific information.

- The primary tools for communication between teachers and families will be Phoenix Classroom, Microsoft Teams, email.

Students will have both off- and on-screen learning activities designed to engage Primary learners in experiences that connect to the current curriculum.

- Learning tasks and activities will provide direction to parents on how best to support student learning and the expected level of adult involvement. It is expected that students in Lower Primary (Grades 1 &2) will need higher levels of support than students in Grades 3-5.



## EXPECTATIONS FROM NMS STUDENTS OF KG & PRIMARY

- Establish daily routines for engaging in the learning experiences (7:30am start).

- Find a place that is free of distractions and quiet and has a strong wireless internet signal.

- Regularly monitor online platforms to check for announcements and feedback from your teachers.

- Be proactive in reaching out to teachers when there are doubts or assignments are unclear.

- Complete assignments with integrity and academic honesty, doing your best work.

- Meet timelines, commitments, and due dates.

- Collaborate and support your peers in their learning.

- Communicate proactively with your teachers if you cannot meet deadlines or require additional support.

Parents of Kindergarten and Lower Primary are advised to monitor the learning of their children



## Structure of the School Day in Kindergarten

7:30 – 7:40 am	Registration	Begin with Greetings, Prayer, National Anthem/Good morning song Thought for the day/Picture Talk
7:40 – 8:00 am	Prayer/ Mindfulness	
8:00 – 8:40 am	Literacy	Phonological awareness, phonemic awareness exercises, tasks and activities, pre-writing activities, etc.
8:40 – 9:00 am	Stretch Break	
9:00 – 9:40 am	Numeracy	Introduction of concepts/skills, Math challenge tasks, etc.
9:40 – 10:20 am	Snack Break	
10:20 – 11:00 am	Story Time	Read a story KG2s can be asked to create a story based on story stones, picture cues, etc.
11:00 – 11:10 am	Stretch Break	
11:10 – 11:50 am	Understanding the World	Life skills , virtual experiments, STEAM activities
11:50 – 12:00 noon	Brain Gym/ Random Acts of Kindness	
12:00 – 12:40 pm	Physical Development	Yoga/Movement to music/Cross body movement/Exercises with objects/Balance and Movement.**
12:40 – 12:50 pm	Aqua Break	
12:50 – 1:30 pm	Creative Development	Free Flow activities/ Art & Craft



## Structure of the School Day in Primary (Grades 1-5)

7:30 – 7:40 am	Registration time	Welcome and Wellbeing Task Children to log on to Phoenix Classroom to watch a 10-minute introductory morning video which will include:
7:40 – 8:00 am	Prayer /National anthem/ Mindfulness	<ul style="list-style-type: none"> <li>• Welcome to the day</li> <li>• National Anthems</li> <li>• Prayer</li> <li>• Special Announcement</li> </ul> Teachers Please Note: (Daily attendance to be recorded by monitoring Teams login and entering attendance on Phoenix Classrooms)
8:00 -8:45 am	Lesson 1	Lesson as per timetable Synchronous lesson on Microsoft Teams
8.45-9:00 am	Stretch break	
9:00 -9:45 am	Lesson 2	Lesson as per timetable Synchronous lesson on Microsoft Teams
9:45 -10:00 am	Snack Break	
10:00- 10.45 am	Lesson 3	Lesson as per timetable Synchronous lesson on Microsoft Teams
10.45 – 11:30 am	Lesson 4	Lesson as per timetable Synchronous lesson on Microsoft Teams
11:30 – 11:50 am	Fitness programme	Students to access the presentation uploaded on Phoenix Classroom and click on the link to play the video and follow the exercises
11.50 – 12noon	Aqua Break	
12:00 -12:45 pm	Lesson 5	Lesson as per timetable Synchronous lesson on Microsoft Teams
12:45- 1:00 pm	Stretch/ Aqua Break/ Random Acts of Kindness	
1:00 – 1:45 pm	Lesson 6	Lesson as per timetable Synchronous lesson on Microsoft Teams

- Ensure regular breaks while working on screens
- Stay hydrated!
- Try to eat healthy foods

- Ensure device-free time ( eg meal time)
- Work in a visible space
- Make time to be creative by cooking, gardening, or another leisure activity.



## MIDDLE & SECONDARY SCHOOL (GRADES 6 TO 12) PRIORITIES & CONSIDERATIONS

- After receiving initial notice from the Principal about school closure and timelines, parents will receive an email with grade-specific information.

- The primary tools for communication between teachers and students will be Phoenix Classroom, Microsoft Teams, One Note and email.

- Remote learning for our adolescent learners will focus on having a balanced, holistic learning experience. Students will have both off- and on-screen learning activities designed to engage learners.

- Learning experiences are designed to be completed independently or in collaboration with other students. Tutoring is not recommended, nor should a parent/ guardian be too involved.

- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material.

- Counselors, homeroom and subject teachers are always available to support students with academic, social, or emotional need.



## EXPECTATIONS FROM NMS STUDENTS OF MIDDLE AND SECONDARY SCHOOL

- Find a place that is free of distractions and quiet and has a strong wireless internet signal.

- Log in at 7.30 am and be physically engaged with the learning planned by teachers

- Check the device and network connection 10 min prior and if there are, any connectivity issues immediately call and inform the teacher

- Be proactive in reaching out to teachers when there are doubts or assignments are unclear.

- Comply with expectations for online etiquette.

- Regularly monitor online platforms to check for announcements and feedback from teachers.

- Complete assignments with integrity and academic honesty, doing your best work.

- Collaborate and support your NMS peers in their learning.

- Complete all learning experiences posted and adhere to the deadlines set by teachers.





## Structure of the School Day in Middle School (Grades 6-8)

7:30 – 7:40 am	Registration time	Welcome and Wellbeing Task (Assembly) Children to log into their Teams account to watch a 5-minute introductory morning video which will include:
7:40 – 8:00 am	Prayer /National anthem/ Mindfulness	<ul style="list-style-type: none"> <li>• Welcome to the day</li> <li>• National Anthems</li> <li>• Prayer</li> <li>• Heartfulness meditation</li> <li>• Special Announcement</li> </ul> <p>Teachers Please Note: (Daily attendance to be recorded by monitoring Teams login and entering attendance on Phoenix Classrooms)</p>
8:00 -8:45 am	Lesson 1	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
8.45-9:00 am	Stretch break	
9:00 -9:45 am	Lesson 2	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
9:45 -10:00 am	Snack Break	
10:00- 10.45 am	Lesson 3	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
10.45 – 11:30 am	Lesson 4	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
11:30 – 11:50 am	Fitness programme	Students to access the presentation uploaded on Phoenix Classroom and click on the link to play the video and follow the exercises
11.50 – 12noon	Aqua Break	
12:00 -12:45 pm	Lesson 5	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
12:45- 1:00 pm	Stretch/ Aqua Break/ Random Acts of Kindness	
1:00 – 1:45 pm	Lesson 6	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams



## Structure of the day for Secondary School (Grades 9-12 & Year 9i)

Sunday & Thursdays

7:30 – 7:40 am	Registration time	Welcome and Wellbeing Task (Assembly)
7:40 – 8:00 am	Prayer /Mindfulness	Children to log into their Teams account to watch a 5-minute introductory morning video which will include: <ul style="list-style-type: none"> <li>Welcome to the day</li> <li>National Anthems</li> <li>Prayer</li> <li>Heartfulness meditation</li> <li>Special Announcement</li> </ul> Teachers Please Note: (Daily attendance to be recorded by monitoring Teams login and entering attendance on Phoenix Classrooms)
8:00 -9:00 am	Lesson 1	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
9:00 -10:00 am	Lesson 2	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
10:00 – 10:30 am	Snack Break	
10:30 – 11:30 am	Lesson 3	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
11.30 – 12:30pm	Lesson 4	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
12:30 – 1:00 pm	Fitness programme	Students to access the presentation uploaded on Phoenix Classroom and click on the link to play the video and follow the exercises
1:00– 2:00 pm	Lesson 5	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams



## Structure of the day for Secondary School (Grades 9-12 & Year 9i)

**Mondays, Tuesdays & Wednesdays**

7:30 – 7:40 am	Registration time	<b>Welcome and Wellbeing Task (Assembly)</b> Children to log into their Teams account to watch a 5-minute introductory morning video which will include: <ul style="list-style-type: none"> <li>• Welcome to the day</li> <li>• National Anthems</li> <li>• Prayer</li> <li>• Heartfulness meditation</li> <li>• Special Announcement</li> </ul> <b>Teachers Please Note: (Daily attendance to be recorded by monitoring Teams login and entering attendance on Phoenix Classrooms)</b>
7:40 – 8:00 am	Prayer /Mindfulness	
8:00 -9:00 am	Lesson 1	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
9:00 -10:00 am	Lesson 2	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
10:00 – 10:30 am	<b>Snack Break</b>	
10:30 – 11:30 am	Lesson 3	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
11.30 – 12:30pm	Lesson 4	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
12:30 – 1:00 pm	Fitness programme	Students to access the presentation uploaded on Phoenix Classroom and click on the link to play the video and follow the exercises
1:00 – 1:30 pm	<b>Lunch Break/ Random Acts of Kindness</b>	
1:30 – 2:30 pm	Lesson 5	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams
2:30- 3:30 pm	Lesson 6	Subject/Learning session as per class timetable Synchronous lesson on Microsoft Teams



## Structure of the day for Secondary School (Grades 9-12 & Year 9i)

The success of our RLP requires a true partnership. Firstly, our dedicated teachers will commit to careful planning, maintaining an online presence, and providing regular feedback. Our students will need to bring motivation, presence and engagement to each session and subsequent online work. Lastly, our families will need to support this alternative mode of instruction in the home environment. NMS is fully prepared for this virtual learning and confident that systems are in place.

For queries about...	Contact...
A course, assignment, or resource	The relevant teacher
A technology-related problem or issue	<a href="mailto:Bernard.k_nms@gemsedu.com">Bernard.k_nms@gemsedu.com</a> or <a href="mailto:anita.p_nms@gemsedu.com">anita.p_nms@gemsedu.com</a> or <a href="mailto:Balaji.b_nms@gemsedu.com">Balaji.b_nms@gemsedu.com</a>
Other issues related to learning beyond the classroom walls	KG & Lower Primary- <a href="mailto:susanna.p_nms@gemsedu.com">susanna.p_nms@gemsedu.com</a> or <a href="mailto:michelle.v_nms@gemsedu.com">michelle.v_nms@gemsedu.com</a> Upper Primary <a href="mailto:sampoorna.s_nms@gemsedu.com">sampoorna.s_nms@gemsedu.com</a> Middle School <a href="mailto:venetia.j_nms@Gemsedu.com">venetia.j_nms@Gemsedu.com</a> Senior School <a href="mailto:teresa.t_nms@gemsedu.com">teresa.t_nms@gemsedu.com</a> Vice Principal <a href="mailto:Christine.n_nms@gemsedu.com">Christine.n_nms@gemsedu.com</a> Principal <a href="mailto:Fatima.m_nms@gemsedu.com">Fatima.m_nms@gemsedu.com</a>