

GUIDELINES FOR “EX SITU” (DISTANCE) LEARNING - Nursery and Primary Cycle 2020-2021

1. INTRODUCTION

The following guidelines which are based on the regularly updated system guidelines, are set out to clarify the arrangements and expectations for distance learning at all levels of the Nursery and Primary Cycles in the event of a temporary suspension of lessons.

In line with the guidelines from the national authorities and the RIVM, Nursery and Primary pupils are expected to be in school. However, “in situ” lessons could be suspended – for example in the case that a class and/or group of pupils should need to go into quarantine following the identification of a positive case of COVID-19. In this case, teachers could be forced to move from classroom instruction to online instruction for a definite period of time as defined by the Dutch protocols.

2. PRINCIPLE AND OBJECTIVES

The objectives mainly aim to:

- Ensure pedagogical continuity via distance learning
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- The unusual and stressful (family) situation (stress, sick family members, pressure of working parents, isolation, ...)

The learning environment may make it difficult for children to complete their work on time. It is therefore recommended to avoid strict deadlines and to offer flexibility to individual pupils where needed.

The quality of the pedagogical relationship with the pupils has priority over a strict deadline for assignments.

Teachers are asked to monitor the work and follow up on the communication with pupils/parents. Individual 'channels' have been created to assure the privacy of each child and parent.

If there are doubts about the communication with families, teachers can connect with the Primary secretary who will get in touch with the parents via phone to check whether or not communication is open and/or support is needed. It is the aim to reach all pupils and to involve all in the distance learning program of the teacher(s).

4. ORGANISATION OF WORK

4.1. Programme, tasks and activities

Teachers are asked to include a variety of exercises and tasks into the "ex situ" learning programme

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Teachers consider the domestic environment and are ready to handle requests for extensions fairly.

The time-frame of the daily workload for Nursery/Primary level is linked to the age and year level:

M1/2	P1-P2	P3-P4	P5
Max 1,5 hours	+/- 2 hours	+/- 2,5 hours	+/- 3 hours

The programme for the week is communicated via sms announcement. Attachments (overviews, worksheets, etc.) will be stored in the TEAMS class environment.

4.3. Instruction

Some tasks are clear and appeal to the students' acquired knowledge and skills.

For more specific assignments, new learning topics or learning strategies, teachers share instructions with parents and/or pupils to guide them in how to approach the task or which strategy to use.

In a short daily instruction video, the class teacher explains the work for the day.

Depending on the age and level, the instructions can be detailed and addressed to the pupils rather than to provide a clarification for the parents.

The following tools for (direct) instruction are used:

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5. COMMUNICATION WITH PARENTS/PUPILS

All (class) teachers make use of TEAMS as the default tool to share the planning and assignments with the pupils and their parents.

- Teachers can reply/respond to questions in the TEAMS application
- All video and audio messages are shared via TEAMS.
- The TEAMS application is used for conference calls with individual pupils or groups.

Personal contact between the class teacher and his/her pupils is of utmost value.

The organisation of online meetings by video, audio and written chat is therefore seen as a crucial option to contribute to the pupils' well-being.

- ! Microsoft TEAMS online meeting is the only official tool approved by the European Schools. WhatsApp, Zoom, etc... are not allowed as conversation/online video meeting tool for reasons of data privacy concerns. Exceptionally, if a teacher needs to use another resource than TEAMS online meeting, he or she must contact the school's DPO for advice.
- ! Teachers may post videos of themselves for their students or may organise video, audio or chat meetings where pupils may or may not appear on the screen.
A live streamed lesson must not show images of any pupils in the classroom.
- ! It is not allowed to record video or screenshots of children by both teachers and pupils. The record button in the TEAMS application is disabled for all in Teams lessons so that nobody can record the lessons.
- ! A teacher can only **request** a pupil to use the camera – the pupil is not obliged to switch it on.
- ! TEAMS must not be used by parents to communicate with each other.