



5 April 2020

Dear KG/ES Parents and Students,

We are hoping that this letter finds you and your families happy and healthy. We were all hoping that we would have a return to a normal school routine this year. However, given the announcement from the Ministry of Education that school closure has been extended until August, BIS has made further adjustments to BIS E- Learning program expectations to ensure the successful continuity of learning.

We hope you decide that your child will continue with e-learning, and we would like to highlight the following information for your child to be **successful. The plan described below begins Monday, April 12**, as the announcement from the Ministry of Education came just a few days ago. This week will be a transition from the previous plan to our enhanced plan. Your child's teacher will spend time explaining the various parts and expectations to you and your child. **Please do not worry, we are here to help and support you through this transition.**

Online workload

- The focus of our e-learning will be on the core essential standards for each subject.
- Staff will remain flexible and accommodating.
- The amount of printed material will decrease significantly with the new "live" sessions being added.
- All work given will be intentional and of high quality.
- Students who submit work late will not be penalized as long as it is submitted within a reasonable time-frame.
- There will be no quizzes or tests. KG students will still receive a skills based, narrative report card. All assignments will be used to monitor students' progress towards the essential skills. Elementary students will be graded using the following categories and weights.

POWERSCHOOL	
GRADES 1 - 3	
E-LEARNING CATEGORIES	%
Effort and participation	50%
Classwork	30%
Projects	20%

POWERSCHOOL	
GRADES 4 - 5	
E-LEARNING CATEGORIES	%
Effort and participation	40%
Classwork	30%
Projects	20%
Journaling	10%

Weekly Schedules

- Your child’s teacher will share the live session schedule this week.
- “Live” classes will be from Mondays to Thursdays.
- Work will be posted on Sundays by 12:00 p.m. for parents and students to adequately plan and prepare for the upcoming week.
 - Links to live “Zoom” sessions can be found on the weekly schedules. These links ensure secure access to Zoom under BIS’ business account.
 - All other content for the week can be found on the weekly schedules.
- 1-1 or small group support can be requested directly through the relevant teacher.

KG-Grade 2

Live Sessions (Zoom)

Homeroom	1x week
Arabic	1x week
Islamic / Qu’ran	1x week (grades 1-2)

Recorded Videos

Literacy / Math	2x week (each subject)
Arabic	1x week
Islamic / Qu’ran	1x week
Specialists	1x week

Grades 3-5

Live Sessions (Zoom)

Literacy and Math	3x week
Arabic and Islamic / Qu’ran	2x week
Science or Social Studies	1x week
Specialists	1x week

Grading

- For those students who participated from March 2, 2020 and stopped, or for students who have not participated but who wish to continue with e-learning, an opportunity to submit missing work will be offered from now until Tuesday, 14 April 2020, with flexibility for students and families who may need more time.

Grading Continued

- Teachers will identify essential assignments missing for students to submit.
- A list of missing work per grade/subject will be sent to parents/students.
 - Students will not be required to make-up every assignment
- Grades for outstanding work to be submitted by 14 April will only reflect in PowerSchool during the week of 19 April, as we expect much work to be submitted.
- Please wait until the week of 19 April before contacting teachers about grades.
- **Teachers can only grade work that is completed by students. If your child is struggling with a skill or concept, it is important for teachers to see that through their work so that they can review the topic or offer individualized support.**

Attendance:

- Attending the weekly live lessons is paramount to successful e-learning as new concepts will be introduced.
- The school will follow up if there are patterns of irregular attendance or submission of work.

Assignments:

- English / Math 2 graded assignments per week
- Science / SS 1 graded assignment bi-weekly
- Specialists 1 graded assignment per week
- Arabic and Islamic 1 graded assignments per week

To ensure quality online teaching, we kindly request your support as parents in the following matters:

- Please reinforce the online etiquette for attending live sessions. Respectful online behavior will ensure quality teaching during these sessions.
- Students who do not follow the online expectations for virtual lessons will be dismissed from the lesson.
- Please ensure that your child joins the online lessons on time.
- Set reminders for when your child's virtual lesson will be.
- Come prepared with the materials recommended by the teacher (when possible)

Teachers will communicate directly with students through PowerSchool regarding assignments, deadlines, and expectations. **Teachers will continue to hold office hours between 9:00 a.m.-2:00 p.m., Sunday-Thursday.**

We believe it is in the best interest of our students to be engaged in continuing learning even though we are not physically on campus. All teachers are committed to the e-learning program and providing the best support possible.

We wish you and your families health and safety during this time.

Respectfully,

Catie Bartley
KG/ES Coordinator

Kandas Botha
Principal