

Dear Parents,

Liwa International School for Girls is committed to ensuring the continuity of learning for our students by looking at innovative ways to advance during distance learning; we appreciate your support in reading through the instructions below for you and your child. We use and will continue to use a variety of age-appropriate e-learning strategies that may include "direct" interaction with the students using zoom as a component of distance learning.

### **Parent – Roles and Responsibilities**

As parents to facilitate this we would appreciate your support by:

1. Establishing routines and expectations
2. Ensuring students take part in all lessons as required
3. Monitoring communications from your children's teachers
4. Taking an active role in helping your child become independent and resilient learners
5. Contacting staff at the appropriate levels
6. Providing a workspace that is quiet, safe and free from distractions
7. Making sure your child has dressed appropriately for any 'live interactions'
8. Ensuring that any face-to-face communication is only between the teachers and students. Any parent to teacher communication should be in the usual manner, via ClassDojo or teacher email.
9. Parents may not record, share or comment on public forums about individual teachers
10. Encouraging regular breaks and monitor your child's screen time

### **Student – Roles and Responsibilities**

1. Establish daily routines for engaging in the distance learning experience. Make sure you know when live sessions are happening in your class for that week
2. Try to complete all assignments in a timely manner and try to submit on a daily basis before 9 pm. Make sure you have submitted all items by Saturday evening at 9pm.
3. The same standards of behavior are expected of students whilst in remote lessons as would be expected in the classroom. For example, never talk over the teacher, raise your hand virtually, wait to be invited to speak, do not type on chat unless asked to do so by the teacher and treat all other students with respect
4. You need an appropriate space to attend lessons with a chair, desk or table within a quiet area of your home. Live lessons require no background noise and using headphones or a headset with a microphone will be useful in reducing surrounding noise
5. Communicate proactively with your teachers using the online platforms
6. Do not eat, use your mobile phone or social media, listen to music or the TV during a lesson
7. Respect the privacy of teachers and other Students. You should not record interactive lessons, take screenshots or post any element of the lesson online. This will be treated as a serious breach in line with the UAE Social Media Policy.
8. Do use your teachers' expertise and ask them questions rather than relying on parents who cannot answer all of your questions and often have many other things to do, though obviously they want to support you
9. Do let us know if you are feeling worried or unhappy so we can provide appropriate support where possible. We're here to help and we want you to get as much out of e-learning as possible. Even if it feels different, it is helping your education without any doubt.

### **Student – Behavior Consequences**

Level I: (Class teacher reminder on Class Dojo)

- Failure to submit assigned classwork
- Not attending live zoom lessons
- Disturbing the learning of others in the live zoom lesson
- Any persistent Level I behavior as indicated in our behavior policy

#### Level 2: (Verbal warning by phone from teacher or social worker)

- Consistent non-submission of classwork
- Cheating with online quiz or any other assessments
- Persistent absence during live zoom sessions
- Persistent disturbance during live zoom sessions
- Any persistent Level 2 behavior as indicated in our behavior policy

#### Level 3: (Written warning by email from Assistant Principal or Vice Principal)

- Online cyber bullying
- Non-completion of work all week without valid reasons
- Continuously cheating with online assessments
- Misuse of technology
- Recording teachers during live zoom lessons
- Any persistent Level 3 behavior as indicated in our behavior policy

### Contact us

#### **IT Support**

Email: [hotline@lisg.ae](mailto:hotline@lisg.ae)

#### **Academic Support**

1. Penni Jones – Vice Principal

[penni.viceprincipal@lisg.ae](mailto:penni.viceprincipal@lisg.ae)

2. Parie Naido – Assistant Principal Middle/High School

[pariemala.ap@lisg.ae](mailto:pariemala.ap@lisg.ae)

3. Kate Hutchinson - Head of Early Years and Elementary

[kate.ap@lisg.ae](mailto:kate.ap@lisg.ae)

4. Zereen Salmo - Assistant Principal - Head of Arabic subject

[zereen.ap@lisg.ae](mailto:zereen.ap@lisg.ae)

#### **Admin Support**

Lubna Al Zoubi – PA to School Principal

[Lubna.pa@lisg.ae](mailto:Lubna.pa@lisg.ae)

Waalaa Alahbabi - Parent Liaison

[waala.pl@lisg.ae](mailto:waala.pl@lisg.ae)

#### **Social Support**

Social Workers

Salma Noor: [salma.socialworker@lisg.ae](mailto:salma.socialworker@lisg.ae)

Mariam AlNuaimi: [mariam.socialworker@lisg.ae](mailto:mariam.socialworker@lisg.ae)

LISG Management

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