



PARENT HANDBOOK REMOTE LEARNING

CONTACT OUR 'PARENT HELP LINE' ON
WHATSAPP:

+62(0)85100293166

'CONTACT OUR 'STUDENT HELP LINE' ON
WHATSAPP:

+6285333842548



Parent Handbook for Remote Learning Program

At ProEducation School, we pride ourselves on providing students with a high quality education. Our teachers know each of their students individually, and are passionately committed to providing them with an education beyond the physical campus during this time of temporary shutdown.

As a school, our main goal is to ensure that the educational needs of our students are being met at all times and to provide a safe learning environment for everyone within our school community. Unfortunately, due to the public health crisis, we have been instructed to temporarily close our campus. Rather than allowing the temporary closure of the school to disrupt the learning of our students, we have constructed a remote learning program. This program grants the students the ability to continue their studies from home, and ensures that they don't miss out on vital learning.

What is Remote Learning? What Resources will be Used?

Remote learning is learning using assistive technology. Students will use a combination of online tools to aid their studies in addition to the physical activities provided by their teachers. Teachers will set work and activities online for students to access in order to keep their learning practice active. As a school that believes in multi-sensory learning, we will also provide each student with a take home kit of resources that allows for their remote learning to support multi-sensory study.

The remote learning platform will be running primarily through Google Classrooms. Teachers are working harder than ever to ensure that they provide a personal service for your child, and so we encourage students to actively participate and to complete their remote learning activities. In addition to Google Classrooms, the teachers will use programs such as Zoom and Loom to record themselves and to show the work that students will need to complete. Teachers will also conference with your child to make sure that they maintain good levels of individual support in order to uphold and foster our individual education approach. Student work will be uploaded to the subject lesson for that day, and students can complete the tasks by following the instructions.

Each week you will receive personal interaction from your child's teachers. Our Case Manager (Julia) will be our parent liaison, and our Sport Teacher (Daniel) will be our Student Representative. Our Head of Primary school (Kassie) and Head of High School (Kim) will be

ensuring that our systems online are being managed well, and working towards resolving any concerns. Orlaith, our Special Needs Co-ordinator, will be assisting teachers in Towards Independence to create interactive weekly work packs.

My role will be to ensure that our school sets up and delivers a quality learning service for your child to engage in beyond our campus. I am committed to making this experience a positive and engaging learning opportunity for your child. It is imperative for parents to know that the team of teachers and staff at ProEducation School are dedicated, hardworking and 100% percent committed to successfully educating your child at all times, especially now as we prepare to close the campus for a short term.

In our school, we have a Primary School, a High School and the Towards Independence Program. Across our three different schools of study, the learning objectives are very different and vary in the way that they are taught and achieved. This is due to different programs and levels of study being undertaken. These differences have been taken into consideration, and although our handbooks may look similar they are different, so please be certain that you have the correct handbook for your child's year group. This handbook is a guide on how our school aims to deliver an education to your child whilst we are temporarily closed.

Dear Parents and Guardians,

We are about to start our final term of the year and, due to the current circumstances, it is going to be a unique challenge for our teachers and students. The challenge is one that is being embraced by our High School teachers, especially after the positive efforts made by students and families during our last days of Term 3.

We believe that these challenges push both teachers and students to work creatively, conscientiously and in a way which fosters skills which will benefit our students throughout their lives. Academically, our goals remain the same and whilst our curriculum will be edited slightly to ensure students can be successful in their remote learning, our teachers maintain the high expectations that have been instilled throughout the school year.

We have listened carefully to feedback from parents and have used that, alongside research and exemplary models from around the world, to develop a programme that I believe will meet the academic and holistic needs of our students.

This includes:

- Modified timetables to ensure progress is realistic and achievable
- Increased feedback from teachers to ensure students are supported
- Extended learning projects that are not computer based
- Daily physical activity
- 1:1 and small group sessions with subject and homeroom teachers; this will allow students to stay organised and increase their social interaction with peers and friends
- An emphasis on online collaborative work
- Student of the day certificates and a raffle for those nominated.

Perhaps the biggest change for our High School students is the cancellation of exams. It is important for parents and students to know that exam entrants will still be awarded grades based on an overall assessment of their work throughout their course. If your child is part of the exam cohort, please ensure you have watched the video which explains this in further details.

We will start Term 4 with an online assembly which will explain all of the above and more to the students. Please feel free to watch this with them, or access it on the Remote Learning page of our website.

Looking forward to seeing you all soon, albeit on the screen rather than in person!

Warm wishes,
Kim Wells
Head of High School

Key Dates in Term 4

April 14 - Tuesday

Students return to online learning

April 23 - Thursday

World Book Day - student and parent event

May 05 - Tuesday

Students return to campus!

May 18 - Monday

Photo competition - student event.

Email llanareece@proed.asia before 11am!

May 29 - Friday

Sports day - student event.

June 05 - Friday

Writing Competition - email em@proed.asia to submit your entry by 11am

June 11 - Thursday

Awards Night! All School Event

June 16 - Tuesday

Learning Journeys & Moderation

June 17 - Wednesday

Learning Journeys & Moderation

June 18 - Thursday

Learning Journeys & Moderation

June 19 - Friday

Learning Journeys & Moderation

Steps to Remote Learning Success!

Step 1: Look at your timetable for today.

Step 2: Set yourself up ready to learn at 8:30am.

Step 3: Go to Google Classroom.

Step 4: Watch your daily videos and check out the work set for the day on your timetable. Start working.

Step 5: Look at your timetable. Remember that teachers are always available for support during lesson times. Use the link provided to access Google Meet. **You can work and the teacher can help you or you can turn off the Google Meet and work individually.**

Step 6: Optional Support Lessons: You can stay online for the optional support lesson or you can log off. The optional support lesson is white on the timetable.

Step 7: Submit your work.

High School

What does the Program Look like for my child?

Your child will be working towards a modified timetable in which they will have three lessons a day. Each lesson will be 90 minutes long. Each 90 minute block will consist of 60 minutes of instruction and tasks, followed by 30 minutes of optional support time in which students can receive 1:1 support from their teacher via a conference call. Each Friday will be an enrichment day where students participate in Sport, Art and Personal Social Health Education (PSHE). Students will start each day with a fitness challenge and end the day with optional extended learning projects.

Below is the timetable for each class: There may be alterations in these timetables. Some students require access to individual support services. If your child uses these services then these will be shown on their individual timetable (i.e counselling/occupational therapy/subject support etc.).



Willow Timetable (Grade 7 and 8)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|-------------------------------|--------------------|-----------------------|-------------------------|------------------------|
| 08.30 – 08.45 | Exercise Challenge | Exercise Challenge | Exercise Challenge | Exercise Challenge | |
| 08.45 - 09.45 | English Ms Em | Maths Ms Nancy | Elective Mr Arif | Maths Ms Nancy | PSHE Ms Rachael |
| 09:45- 10:15 | Optional support | Optional support | Optional support | Optional support | |
| 10.15 – 10.30 | Break Time | | | | |
| 10.30 – 11.30 | Belief and Values Mr Adhit | Science Mr Arif | English Ms Em | Science Mr Arif | Art Mr Heka |
| 11.30 – 12.00 | Optional support | Optional support | Optional support | Optional support | |
| 12.00 – 12.45 | Lunch Time | | | | |
| 12:45 - 13:45 | Indonesian | Sport Mr Dan | Computing Mr Adhit | Enterprise Ms Zahrah | Personal Fitness Goals |
| 13:45 -14:15 | Optional support | Optional support | Optional support | Optional support | |
| 14.15 – 14.30 | Break Time | | | | |
| 14.30 – 15.00 | Extended Project | Extended Project | Extended Project | Extended Project | |

Maple Timetable (Grade 9)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|-----------------------------------------------|-----------------------------------|-----------------------------|-----------------------------------|-------------------------------------|
| 08.30 – 08.45 | Exercise Challenge | Exercise Challenge | Exercise Challenge | Exercise Challenge | |
| 08.45 - 09.45 | English Ms Kalana | Science Mr Arif | Enterprise Ms Zahrar | English Ms Kalana | PSHE Ms Rachael |
| 09:45- 10:15 | Calls or support | Calls or Support | Calls or support | Calls or Support | |
| 10.15 – 10.30 | Break Time | | | | |
| 10.30 – 11.30 | Maths Ms Nancy | Global Citizenship Mr Adhit | Science Mr Arif | Maths Ms Nancy | Art Mr Heka |
| 11.30 – 12.00 | Calls or support | Calls or support | Calls or support | Calls or support | |
| 12.00 – 12.45 | Lunch Time | | | | |
| 12:45 - 13:45 | Indonesian Mr Heka, Mr Adhit or Ms Lois | ICT Mr Adhit | Sport Mr Dan | Global Citizenship Mr Adhit | Sports Personal Fitness Goals |
| 13:45 -14:15 | Calls or support | Calls or support | Calls or support | Calls or support | |
| 14.15 – 14.30 | Break Time | | | | |
| 14.30 – 15.00 | Extended Project Options | Extended Project Options | Extended Project Options | Extended Project Options | |

Palm Timetable (Grade 10 and 11)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|-------------------------------------------|-----------------------------------|-----------------------------|-----------------------------------|--------------------|
| 08.30 – 08.45 | Exercise Challenge | Exercise Challenge | Exercise Challenge | Exercise Challenge | |
| 08.45 - 09.45 | Maths Ms Nancy | English Miss Kim | Maths Ms Nancy | English Miss Kim | PSHE Ms Rachael |
| 09:45- 10:15 | Calls or support | Calls or Support | Calls or support | Calls or Support | |
| 10.15 – 10.30 | Break Time | | | | |
| 10.30 – 11.30 | Science Ms Kalana | Global Citizenship Mr Adhit | ICT Mr Adhit | Business Ms Zahrah | Sport Mr Dan |
| 11.30 – 12.00 | Calls or support | Calls or support | Calls or support | Calls or support | |
| 12.00 – 12.45 | Lunch Time | | | | |
| 12:45 - 13:45 | Indonesian Mr Adhit/Ms Lois/Mr Heka | Business Mr Arif | Science Ms Kalana | Global Citizenship Mr Adhit | Art Mr Heka |
| 13:45 -14:15 | Calls or support | Maths Support Conference Call | Calls or support | Calls or support | |
| 14.15 – 14.30 | Break Time | | | | |
| 14.30 – 15.00 | Extended Project Options | Extended Project Options | Extended Project Options | Extended Project Options | |

Banyan Timetable (Distance Students)

Banyan students will have individual timetables which reflect their independent work and teacher/tutor led lessons.

If you are a parent and your child does not have access to a working computer each day, please email or Whatsapp the Parent Hotline and speak to Ms Julia. We will do our best as a school to find the best solution.

ProEducation School Parent Helpline



Whatsapp:
+62(0)85100293166

Student Helpline:
+6285333842548

Get connected
straight away
if you have any
questions or
concerns!

People I can contact for help:

| | Email |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Head of School: Llana | llanareece@proed.asia Or +6281934343222 Or Class Dojo direct message |
| Head of High School: Kim | Class Dojo direct message Or kim@proed.asia |
| Case Manager: Julia | Parent Helpline for parents: +6285100293166 Whatsapp number julia@proed.asia |
| Student Liaison officer: Daniel | Helpline for students: +6285333842548 . Students can use Google Meet as well. dan@proed.asia |
| Teaching Team Arif Zahrah Heka Adit Nancy Lois Kalana Emily Kim | Class Dojo direct message |
| Support staff English Second Language Teacher Ms Elisa | Class Dojo direct message |
| Maths Support Teacher | |

| | |
|--------------------------------------------------|---------------------------|
| Ms Nancy | Class Dojo direct message |
| Speech and Language Therapist Ms Alice | Class Dojo direct message |
| Occupational Therapist Mr Igor | Class Dojo direct message |
| Counsellor Ms Rachael | Class Dojo direct message |

General Questions

Will my child fall behind if they don't do the work?

Yes. The work being taught during remote learning reflects the curriculum and focuses on the same skills and content that would be taught if the school was open. If a child doesn't complete the work, they may miss out on vital information that could appear in assessments or external exams. To make this shift in learning less daunting and more manageable for students, we have reduced the amount of overall lessons and have also provided opportunities for them to speak 1:1 to all of their teachers during the last 30 minutes of each session.

How do teachers set the lesson objectives?

The students are still following the British Curriculum. The class teachers will continue to set the learning objectives specific to your child's program, either Key Stage 3 or IGCSE. There may be some exceptions where the lessons are modified or put on hold until we return to normal lessons e.g. Sports lessons will focus on individual skills with simple equipment.

Assessment for student work:

All work completed will be marked and feedback will be provided for students. This will be done either through collaborative documents (Google Docs, Google Slides etc) or by students taking photos of their work and uploading them to Google Classroom. Teachers will also set quizzes and activities to monitor student understanding and progress using browser based apps like Quizizz and Kahoot.

We will refrain from formalised testing during our remote learning period unless it extends beyond a 3 week period. As this is a new approach to learning for teachers and students alike, it is important that we allow them time to adapt.

Delivery of Therapy - ProEducation's Support Services

If your child is receiving therapies in Speech & Language, Counselling or Occupational Therapy, they will continue to access these therapies in the following ways during Remote Learning:

SPEECH and LANGUAGE

Ms. Alice will be providing weekly appointments for all children who receive **Speech and Language Therapy**. These sessions will be live and online via Google Meet. Some children will be provided with additional physical resources to be used during these live online therapy sessions. For students who experience difficulties participating through this online method, Ms. Alice will provide physical materials and/or video tutorials to be used at home, in addition to weekly appointments with parents. Students will receive invitations to the Meets via email and a Whatsapp reminder sent to parents each week.

COUNSELLING

In **Counselling**, students continue to receive weekly 1:1 sessions with our Counsellor, Ms Rachael. These sessions will be live and online using Google Meet. The Counsellor may provide activities and/or worksheets for the student to complete and upload in the Counselling Class on Google Classroom. Group therapies continue in the afternoons Monday to Wednesday at 2:15 - 3:00pm using Google Meet. Students will receive invitations to the Meets via email and a Whatsapp reminder sent to parents each week.

OCCUPATIONAL THERAPY

For **Occupational Therapy (OT)**, students are enrolled in the Occupational Therapy class in Google Classroom. Some students will be provided physical resources to practise activities with parents or caregivers at home, and others will use digital software activities as part of their OT program. Instructions and/or video tutorials may be provided on Google Classroom in the OT class on how to perform these activities. Each week parents should upload a photo or short video of their child performing the activity for recording purposes. For the online activities, a photo of the end scores can be uploaded on Google Classroom. Parents will receive a dedicated online meeting every third week to discuss progress and feedback. These meetings will be online via Google Meet and invitations will be sent to the student's email and a Whatsapp reminder sent to parents.

Any questions regarding therapies and our Packages of Care can be directed to our Case Manager at julia@proed.asia



Guidelines for therapy sessions:

- Equipment needed for live online therapy sessions: smartphone with Google Meet App <https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en> OR computer with camera and microphone (headset optional).
- Therapy sessions will be scheduled using Google Calender which will send a reminder to the student's email or through the app 15 min before the session is due to start.
- It is important that students and parents treat their session times as **appointments**, making sure that they are **on time** and ready to meet via the online platform.
- Sessions are allocated and if you miss your session, it is unlikely that it may be re-scheduled for another time as the timetable is full.
- Setup your computer early and be ready for your appointment.
- Should you have any questions or are unable to make your session, kindly contact Julia on the Parent Helpline whatsapp number +6285100293166.