



PARENT HANDBOOK



Pro Education
SCHOOL *Plus*

REMOTE
LEARNING
TOWARDS
INDEPENDENCE



CONTACT OUR 'PARENT HELP LINE' ON
WHATSAPP:

+62(0)85100293166

'CONTACT OUR 'STUDENT HELP LINE' ON
WHATSAPP:

+6285333842548

Parent Handbook for Extend Learning Program

At ProEducation school we pride ourselves on providing students with a quality education. Our teachers know their learners and are committed to providing our students with an education beyond the physical campus.

Because we know our learners and we have strong relationships with our students we know that our community can provide an extended learning program for students while the school is temporarily closed. As soon as our school can open given minimal risks to students and staff we will reopen.

What is Remote Learning? What resources will be used?

Remote learning is learning using assistive technology. Students will use online tools to study as well as some physical activities provided by teachers. Teachers will post online for students to access their learning. Because we believe in multi-sensory learning we will also provide each student with a take home kit of resources.

The remote learning platform will be run primarily from Google Classrooms. Teachers are working harder than ever to ensure they provide a personal service to your child so we can encourage them to learn at home. In addition, to google classrooms the teachers will use programs such as Zoom and Loom to record themselves and show the work students need to do. Teachers will also conference with your child to connect on a personal level to make sure we maintain our individual education approach. Student work will be uploaded to the lesson and students can complete the instructions.

Each week you will receive personal interaction from your child's teachers. Our Case Manager Julia will be our parent liaison and Daniel our Sport Teacher will be our student representative. Our Head of Primary Kassie and Head of High School Kim will be ensuring our systems online are being managed well, problem shooting 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 our school sets up a quality 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 parents know that our team at ProEducation is dedicated, hardworking and 150% percent committed to successfully educating your child while we close for a short term.

In our school we have a Primary School, High School and the Towards Independence Program. In the Primary School, teachers have different teaching requirements to support the children's learning compared to the High School. This handbook is a guide on how our school aims to deliver an education to your child while closed. In Towards Independence teachers also have different requirements when creating the student work packs.

Dear Parents and Guardians,

I hope you had a wonderful holiday at home with your children and are ready for Term 4. Last term, it was lovely to see all the effort and engagement from both the children and their families with the remote learning provided and we are very grateful for the feedback you provided. We have listened carefully to feedback from parents and have used that, alongside research and exemplary models from around the world, to further develop the programme so that we meet the academic and holistic needs of our students. Going forward into term 4, the following will be implemented:

Timetables:

Each child will receive a timetable with their therapy sessions on as well as suggested times that your child could complete the lessons. This gives a clear indication of where teachers are available and online for support. Lessons will go online on a Monday morning. Ms Julia and myself will send you a copy of your child's timetable via email. If you are abroad or have other commitments, you do not have to follow this timetable and you can continue with the lessons in your own time.

If your child cannot attend the therapy session provided, due to being abroad, please contact Julia on the parent helpline or at julia@proed.asia

Synchronised Learning:

Students will continue to have access to lessons online in the same format however the teacher will be online in a Google Meet Classroom at the same time, which is indicated on their timetable. Students can log in to a Google Meet and complete the work with their teacher present. They can ask for help and show their work as they go along if they need the extra reassurance. The teacher will be online for the entire lesson and support session.

I hope this will alleviate some of the pressure parents are feeling to supervise their children's learning at all times. There will of course still be a role for parents to play and children will need guiding, especially to get online and set up.

To access the correct Google Meet, you simply need to use the teacher's name who teaches that lesson. For Example, if I am your child's English teacher, you would use my name. Students can login to Google Meet using the code 'Orlaith'. I will be online waiting. Students must still watch the videos and attempt the class work. The teacher will not repeat the live lessons. On your child's timetable it will say who teaches your child.

New Learning Packs:

We have created new, individualised packs for the children, which include a range of the following:

- Fine motor skills activities
- Activities linked to their online learning
- Equipment for the children to use
- Number cards
- Pattern cards
- Games

Also included in the packs are extended learning projects. These are a range of optional project based activities that your child can complete. The extended projects are based on many of the British International Curriculum statements and therefore we encourage children to complete some of these. You can collect these packs from school on Monday 13th April, after 1pm.

Individual Education Plans (IEPs)

This term's IEP meetings will take place via Google Meet. Each parent will be sent an invite to separate meetings with Ms Alice (Speech and Language Therapist), Mr Igor (Occupational Health Therapist), Ms Rachael (Counsellor) and myself, where we will each discuss your child's targets for term 4. These meetings will take place between Tuesday 14th April 2020 and Friday 1st May 2020. As a team, we have discussed and developed a method of assessing each child's progress whilst we are learning remotely. Ms Julia and I will be in contact with you shortly to explain this process.

Contacting Teachers

Please continue to contact our teachers for support where needed. You can do this via Class Dojo or email and Ms Julia will continue the parent helpline this term for general enquiries. In addition to this, Towards Independence parents will also be able to contact me on the following number +62(0) 819 9343 4636, if you need support with Remote Learning.

If you contact us, we would be grateful for your patience and we will get back to you as soon as we can. Please continue to provide us with your feedback on how your child is doing with Remote Learning as we want to continue to provide an individualised program that supports your child to achieve the best of their ability.

Warm wishes,

Orlaith O'Hanlon

Special Needs Coordinator

Key Dates in Term 4

April 14 - Tuesday

April 23 - Thursday

Students return to online learning

World Book Day - student and parent event

May 05 - Tuesday

May 18 - Monday

May 29 - Friday

Students return to campus!

Photo competition - student event.

Email llanareece@proed.asia before 11am!

Sports day - student event.

June 05 - Friday

June 11 - Thursday

June 16 - Tuesday

June 17 - Wednesday

June 18 - Thursday

June 19 - Friday

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

Awards Night! All School Event

Learning Journeys & Moderation

Learning Journeys & Moderation

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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: Know when I have therapy scheduled

Step 6: Look at your timetable. Where you see colour (green) on your timetable your teacher is available online to help you with your lesson on Google Meet if you would like this option. Use the name of your teacher as the password for Google Meet. **You can work and the teacher can help you or you can turn off the Google Meet and work individually.**

Step 7: Submit your work.

General Questions

How do I access my child's Remote Learning Online?

Login to Google using your child's ProEd email address provided. Select Google Classrooms from the options in the top right corner of the Google homepage. You will then see all of your child's 'Classes'. Within each class you will find their assignments, video instructions and lesson materials.

How do I contact the teachers?

You can chat online on Class Dojo with teachers from 8am - 4pm, Monday to Friday. If you would like a face to face call, you can arrange a time with the teacher and they will call you using Google Meet.

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

Yes, if your child stops learning for any length of time they will not only halt progress but they may begin to forget previous learning. It is important to find time to help your child complete at least the English, maths and phonics segment of their remote learning. They should also continue to read their reading books on Active Learn.

How do teachers set the lesson objectives?

The students are still following the British International Curriculum. The class teachers will continue to set the learning objectives specific to your child's program. There may be some exceptions where the lessons are modified or put on hold until we return to normal lessons, for example, a science lesson that requires lots of equipment to do an experiment.

Assessment for student work

Students will be assessed through Google Classroom. You will be asked to 'submit' their work, usually by taking a photograph of their school book and adding it to the assignment online. The teachers will then mark the work and send feedback through Google Classroom.

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 video / photo 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.

People I can contact for help:

	Email
Head of School: Llana	llanareece@proed.asia Or +6281934343222 Or Class Dojo direct message Or Google Meet
Special Needs Co-ordinator: Orlaith	Class Dojo direct message Or orlaith@proed.asia Or Google Meet Or +62 81993434636 WhatsApp
Case Manager: Julia Therapy Support	Parent Helpline for parents: +62851002931666 Whatsapp number julia@proed.asia
Student Liaison officer: Daniel	Helpline for students: +6285333842548 . Students can use Google Meet or Class Dojo as well dan@proed.asia They can also direct message their subject teachers through Google Classroom.
Teaching Team Starlings Ms Joan Ms Ayu Ms Indah	Class Dojo direct message

Teaching Team Doves Ms Novi Ms Juli Mr Adi Ms Odit Ms Dian	Class Dojo direct message
Teaching Team Oak Tree Ms Inggit Ms Nabila Mr Bayu	Class Dojo direct message
Teaching Team Pine Tree Ms Sari	Class Dojo direct message
Sport staff English Second Language (ESL) Teacher Ms Elisa	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

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ProEducation School Parent Helpline



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

My child's timetable

Inclusive of the Google Meet Passwords

*In my child's program they receive individual timetabling and support. My child's timetable is unique to another child's. You will receive your child's timetable by email. If for some reason you are having problems with the pack given to you at home please contact Orlaith so that modifications can be made. We understand each child working at home may need ongoing support and the program may need further development.