

17th March 2020

Dear Parents

Distance Learning at The Grammar School Nicosia: Guidance for parents and guardians

We would like to inform you further about the online learning system we have implemented so that we (students, teachers and parents) can collaborate to ensure that we achieve our objective: to continue to provide a very high standard of education for our students. In order to do this, we need the full co-operation of all members of our learning community. We are therefore asking you to assist your child in understanding the requirements of this type of learning which includes talking to them to make sure they understand what is expected of them.

It is an anxious time for all and we seek to provide a routine and sense of stability for our students during this period. It is also imperative that everyone understands that this is an unprecedented situation and therefore some flexibility may be required while we all get used to working in this manner.

Below you will find a set of guidance from the Grammar School Innovation Department for parents and guardians. We suggest that you read them carefully and make sure that your child is following procedures correctly and abiding by the expected online behaviour code:

- Your child's learning can happen anywhere with our online platform from a range of devices. Make sure your child accesses the platform **daily during school hours** as lessons will be conducted according to their regular timetable. There may be the odd exception if a teacher is ill but work will normally be assigned if this happens
- Students' data remains a top priority and will be protected at all times within the Microsoft Teams platform
- Students communicate with their teachers and classmates through Microsoft Teams which is an online classroom hub, where they can chat with their whole class, in groups with other students and one-on-one with their teachers. Teachers have live chats during regular class hours.
 - Points to Note:
 - We expect students to behave with the same level of politeness to their teachers and classmates as they would in the physical classroom. **NO rudeness or insubordination (verbal or written) will be tolerated in any way**
 - Student communication and activity is monitored in the platform and it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely
 - Through Teams students can study, work, and complete assessments. With the **Assignments** app built right into Teams, students can see work their teachers have assigned them, submit that work, and see their grades and feedback
 - For other ongoing work, every class team has a **Class Notebook**, where each student has their own private notebook space to take notes, reference resources, and even practice exercises

- Students can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams
- Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**
- Students can see grades for their assignments in the same **General** channel where they'll find their **Assignments** and other essential tabs, students can select **Grades** to see their points on past work
- It must be emphasized that students are accountable for all work and assignments administered during this time
- Absences will be noted by teachers to ensure that students are following their lessons and do not fall behind with their work. Parents of students who do not regularly attend will be notified
- It should be noted that some teachers have young children at home with them or may be otherwise preoccupied with family issues and are doing their absolute best to teach under challenging circumstances

It is of paramount importance to consider the students' well-being at this time and if any parent has concerns, they should email the Educational Counsellor, Yiannos Theophanous: Yiannos.Theophanous@thegrammarschool.net

If parents or students have queries of a practical nature relating to the Teams platform, please email **one** of the following:

Mrs Tonia Galati Tonia.Galati@thegrammarschool.net

Mrs Helen Savvidou Helen.Savvidou@thegrammarschool.net

Mr Alexis Mikellides Alexis.Mikellides@thegrammarschool.net

Thank you for your patience, support and co-operation, it is greatly appreciated at this time.

Andreas Afamis
Headmaster