



MSF Online Learning Guidelines for Parents: Campus Closure

In the event of campus closure, MSF will ensure students continue to have access to quality learning experiences for the duration of the closure. The goal of Online Learning is to ensure learning continues in the event of campus closure. The goal is to carry on learning, but not necessarily replicate a traditional school day as per the timetable. Students should be able to independently extend their learning with the direction of the teacher. All of our staff are striving to do their very best to reflect what is completed in class, in order to provide your child with the best possible education in these unusual circumstances.

Quarantine for individual students

For quarantined students, teachers will share work done during class in a modified online learning programme.

Please note, this is a working document and will be updated with feedback from teachers, as well as from students and parents once the system is up and running.

Who: All EY-G12 students, all subjects

Why: To ensure that the School and Families are prepared if the campus has to close for any reason (i.e. weather / medical epidemic)

Where: Students can work anywhere (but not at MSF) with internet access

When: Learning activities will be posted by 08:00 Monday - Friday (Frankfurt time). Students and parents use Managebac, Google Classroom, Seesaw, Storypark and/or normal email to contact their teachers with questions. Teachers should be available to students online for four hours per day; this can be continuous or split into segments; in long-term situations, teachers will post consistent hours. Learning is authentic and can occur online or offline (e.g. reading, exercise, drawing, playing, constructing, writing, and etc. are perfectly acceptable virtual school day tasks that can be photographed, videoed or turned in upon return to school).

What: Teachers plan activities that relate as closely as possible to current class content or skills. The activity will reinforce existing understanding or introduce new content that will be continued to be covered in class. If your child does not complete the learning activities, it will impact their learning and assessment. Where possible, students should be able to independently carry out the tasks assigned by teachers, including access to the material. Parents may be required to support their child with their learning. Teachers will continue to offer a rigorous programme of learning and assessment by:

- providing a high level of detail for all learning experiences
- specifying formative and summative assessments submission procedures
- continuing to assess via projects and exams (exams will be posted at a specific time with the expectation to complete within a certain time period)
- where possible we encourage and will offer online group conversations (e.g. Zoom; Skype)

How: Students in EY will access their content through Storypark, students in Grades 1-5 will access their content via Seesaw, students in G6-12 will access their content via Google Drive, Classroom and Managebac.

Help: Parents and students should please contact your child's teacher via email if you have questions or trouble connecting to the various online learning platforms.

Feedback: Please do check your email regularly. We will be gathering feedback from students, teachers and parents on our online learning provision as we move forwards. Please do give us honest and constructive feedback when you receive requests from us.

Wellbeing: the WHO has these [guidelines](#) for supporting your child during such crises

Essential Agreements

Students will:	<ul style="list-style-type: none"> ● Establish a consistent daily routine to support your learning. ● Identify a comfortable, quiet space so that you can work effectively and successfully with minimal distractions. ● Engage in all tasks with academic honesty and integrity. ● Check relevant platforms for communication (ManageBac / Seesaw / Storypark / email / Google Classroom each day). ● Seek clarification from your peers or teachers if you are unsure of expectations. ● Complete tasks as instructed by your teachers. ● Collaborate online with your peers. ● Complete all tasks and assessments on time. ● Take breaks, play often, be active, and get plenty of rest. ● Be mindful of your workload and wellbeing. Communicate with your teacher, advisor, or counsellor if you need support!
Families will:	<ul style="list-style-type: none"> ● Be involved! Ask questions and talk about learning and upcoming tasks and deadlines. ● Help your child manage their workload and develop healthy daily routines in a suitable learning location. ● Encourage your child to take breaks and engage in frequent physical exercise. ● Be mindful of your child’s wellbeing by talking about their challenges or concerns. If you need support, please inform our counsellors. ● Create opportunities for your child to interact face-to-face with peers and maintain connections with their school community. Keep your children social but set limits to their social-media use. ● Ensure your child is dressed appropriately and they are in a suitable location when using video tools. ● If you have multiple children engaged in online learning simultaneously, help each child find distraction-free learning locations. ● Monitor communication from your children’s teachers and advisor. ● Establish tech-free times for quiet and reflection. Monitor the amount of time your child is spending online and looking at screens.
Teachers will:	<ul style="list-style-type: none"> ● Post all learning materials for each class that meets on a scheduled day by 08:00 Frankfurt time. ● Use reliable, school approved software to develop rich and engaging lessons to plan activities that are easily understood and implemented by students. ● Give frequent formative feedback to students on their learning progress. Craft lessons that embed frequent opportunities for students to easily demonstrate their understanding. ● Create learning plans that have students working both online and offline. ● Create learning plans that have students working with a variety of classmates, when appropriate. ● Continue to post assessments on the ManageBac class calendars. ● Provide space for personalized learning opportunities, ensuring students receive the type of instruction necessary to be successful. ● Ensure ample time to complete tasks, recognizing the diverse learning environments that our students will be in. ● Employ a “Less is More” philosophy, recognizing that planning, teaching, learning, assessing, and providing feedback could all take considerably more time than usual. ● Think differently! Recognize that online learning is an opportunity to embrace new possibilities for each student and try new things. ● Continue to follow MSF assessment and grading practices, including advanced notice for assessments and time limits to provide feedback. ● Collaborate with subject-area colleagues to ensure a consistent and high-quality experience for each student. ● EY & Primary teachers will not engage in personal one-on-one video chat sessions

**Secondary
Advisors
will:**

- Check in each day with their advisory at 08:25 to discuss pressing issues
- Maintain regular communication with their advisory group, focusing on wellbeing and peer relationships.
- Communicate with other teachers and/or parents as issues arise.

Guidelines for Parents EARLY YEARS

Storypark

The main way of linking the teachers, parents and children will be through Storypark. Each class in a year group will have the same tasks, to provide consistency across the year group but we will try to provide some differentiation so that all children will be challenged. You can also use email to contact teachers, and as is the normal procedure, they will reply in 24 hours.

Frequency

Children will be given a series of tasks posted each day across all areas of the curriculum to reflect the normal schedule as much as possible.

Feedback

We will do our best to be available for any questions about tasks that are set within 24 hours and to give qualitative feedback following a series of activities.

Websites

We will try to avoid extensive use of websites so as to avoid too much screen time.

Resources

Every home is different in terms of what it contains but if you don't have some of these resources, listed below, it may be a good idea to try and get them. *Child's scissors, pencil, coloured pencils or felt-tips, paper, glue stick, sellotape, a ruler and dice.* There are also resources, that as part of a task, you could make at home as well, like a number line, 100 square or alphabet list, and playdough.

Printing work

We are aware that not all homes have access to a printer so we will take that into account when creating homework tasks.

Language

Communication will in the first instance be in English. We will request your feedback after a few days of online work at home and where we can, we will try and make adjustments. If you have any questions please let the EY team know.

Guidelines for Parents PRIMARY SCHOOL

Seesaw

The main way of linking the teachers, parents and children will be through Seesaw. Each class in a year group will have the same tasks, to provide consistency across the year group but we will try to provide some differentiation so that all children will be challenged. You can also use email to contact teachers, and as is the normal procedure, they will reply in 24 hours.

Frequency

Children will be given a series of tasks posted each day across all areas of the curriculum. Specialist subject staff will also share work regularly to reflect the normal provision, as much as is possible (German, PE; PA and ICT).

Content

All areas of the curriculum will be covered with daily postings for most subjects. Maths, Reading, Writing and Phonics for example, will be covered in an age appropriate way.

Feedback

We will do our best to be available for any questions about tasks that are set within 24 hours and will be available to give qualitative feedback rather than quickfire answers following a series of activities.

Websites

We have tried to avoid too much use of websites to reduce screen time.

Resources

Every home is different in terms of what it contains but if you don't have some of these resources, listed below, it may be a good idea to try and get them. *Child's scissors, pencil, coloured pencils or felt-tips, paper, glue stick, sellotape, a ruler and dice.* There are also resources, that as part of a task, you could make at home as well, like a number line, 100 square or alphabet list.

Computer / Printer

Student access to a computer / laptop at home is important. We are aware that not all homes have access to a printer so we will take that into account when creating homework tasks.

Language

Communication will in the first instance be in English. We will request your feedback after a few days of online work at home and where we can, we will try and make adjustments. If you have any questions please let your child's class teacher know.

Online learning options in Primary

- A weekly session with the class teacher. This could be set up as a whole class session or smaller groups. Each class teacher will create a session, for example, an end of week summary session with the class/a chance for feedback/class story/wellbeing session (circle time) etc. The teacher will decide on what is most appropriate and publish it on Seesaw.
- Our SOS (ALN & EAL) teams may post small group or individual activities via Seesaw

*All these sessions are to be scheduled during the operating hours, 08:30-15:30, unless otherwise arranged with the individual teacher.

Guidelines for Parents SECONDARY SCHOOL

Frequency

Learning will be posted daily for all of your child's subjects (unless otherwise stated). Teachers will also be posting a weekly overview with expectations/deadlines/feedback opportunities etc. Your child's teachers can be contacted via their individual email addresses.

Content

All areas of the curriculum will be covered through online learning via Google (Suite+Classroom) and Managebac. We are striving to ensure the right balance of learning is created and where possible, maintaining your child's timetable.

Feedback

We will do our best to be available for any questions about tasks that are set, matters arising and feedback. As communicated, we are striving to maintain the opportunities for high quality communications during normal working hours.

Websites/screen time

We have tried hard to avoid the use of too much technology, but I am sure you can all appreciate that the use of a device and technology is hopefully the one thing we all can readily access in these circumstances. In

addition, for your child's wellbeing, please monitor the use of screen time and if you feel this is becoming excessive, please provide breaks, exercises and physical movement throughout.

Wellbeing

Even when working virtually, we take the wellbeing and mental health of our community seriously. Please provide your child with appropriate breaks, time to play, time to be outside (if possible), down time, time to relax, time to get plenty of sleep, do things they enjoy.

We appreciate that 'online learning' can not replace being in the classroom with the teacher, however we will endeavour to ensure the content is of high enough quality to replace what would usually be taking place during a normal school week.

Computer / Printer

Student access to a computer / laptop at home is important. We are aware that not all homes have access to a printer so we will take that into account when creating homework tasks.

Language

Communication will in the first instance be in English. We will request your feedback after a few days of online work at home and where we can, we will try and make adjustments

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