



Secondary School

Distance Learning Plan

Updated August 2020

Introduction

There may be times when it is necessary for one of our school sites to close due to unforeseen circumstances. In these cases, teachers will endeavour to follow the usual school programme as far as is reasonably possible.

Possible situations when such a measure may be necessary will usually involve concerns relating to the health and safety of members of our school community, such as:

- School facility issues (e.g. breakdown of heating in winter, flooding, etc.);
- Extreme weather conditions;
- An epidemic or pandemic illness situation in Prague or the Czech Republic.

In most cases, the school will only fully close if directed to do so by the local authorities, but the Principal reserves the right to make the decision to close the school in certain circumstances, after consultation with the Managing Board and the School Management Team.

This Distance Learning Plan is designed to provide a flexible learning framework with guidelines to support our community, should such a measure be taken. We are very fortunate to be well equipped to deal with distance learning at Park Lane; our teachers and students are already well-versed in the use of many online learning apps and resources and we are therefore confident that high-quality learning will continue to take place. However, we should also bear in mind that this adapted way of working will take some adjustment and we will offer ongoing support to students, teachers and parents during the period of school closure.



Online learning resources (Secondary):

- For registering students and face to face communication: [Zoom](#)
- KS3/4 for setting work and sharing resources: Google Classroom / Google GSuite / Drive
- KS5 for setting work and sharing resources: Managebac / Google GSuite / Drive
- For creating videos: [Spark Adobe](#)
- Subject teachers may also provide details of online learning resources to be used by students in these circumstances.

Communication

During a school closure, it will be essential for parents, teachers and students to be in regular communication. The table below outlines our various communication channels and how they will be utilised in these circumstances:

Channel	Audience	Description & Access
Email	Teachers, support staff, parents, secondary students	<ul style="list-style-type: none"> - All major communication will take place via email; - The Principal will share a weekly bulletin with parents with updated information. The frequency of this bulletin will be increased as necessary; - Teachers may use email to communicate with students but will use other platforms as well; - The Daily Planning Brief (for KS3 and 4) will be emailed to parents each morning.
Parent Portal	Parents	The Daily Planning Brief (for KS3 and 4) will also be shared here for an overview of learning.
Zoom	Teachers and students	Each lesson will require a face-to-face interaction between teachers and their students. This will involve taking the register at the very least, but may include further directions/instructions about the lesson.
Google Classroom	KS3 and 4 students and their teachers	<ul style="list-style-type: none"> - Setting and submitting work. - Giving feedback to students - Sharing resources



Managebac	KS5 students and their teachers	<ul style="list-style-type: none"> - Setting and submitting work. - Giving feedback to students - Sharing resources
Google GSuite	Teachers and students in all key stages	Docs, Slides, etc to be used in the usual manner for the completion of work and feedback from the teacher.
School website	General public	General information regarding the school's closure status will be shared here.

Guiding Principles

It is acknowledged that usual classroom based, face-to-face learning experiences cannot be replicated. However, Park Lane International School teachers will endeavour to follow these guidelines as far as possible, in the event of a school closure:

- The usual secondary timetable will be followed as far as possible;
- At the beginning of the lesson, a face-to-face Zoom register will be taken;
- Each lesson will involve **at least one offline learning activity** to avoid too much screen time;
- A Daily Planning Brief (**for each year group**) will be shared with parents in advance, including learning objectives and links to resources;
- Each morning will begin with a 'Start of the Day' (SOTD) activity directed by the form tutors.
- Students will be directed to carry out daily mindfulness tasks;
- Students will be expected to upload completed work / photographs to GoogleClassroom / Managebac and can expect to get regular feedback from the subject teacher.

Student Attendance

We will endeavour to keep attendance records as usual in the case of a school closure.

- If a student is unwell, they are not expected to participate in the lesson, but parents should email the usual office.valdstejska@parklane-is.com;
- At the beginning of every lesson students will be required to log into [Zoom](#) for the teacher to take the register and offer further instructions where required.
- We will use the '/' code for students who 'attend' the virtual lesson;
- The 'M' code for sickness and any of the other usual codes for authorised absence;



- If a student does not 'attend' the virtual lesson and parents have not written to the Office, they will be marked as code 'N' by the teacher and then 'U' for unauthorised once the admin staff have confirmed this to be the case.

Staff Attendance

- If a staff member is sick, they should contact the **Director of Studies** between 6:45 and 6:55 by telephone to report their 'absence';
- A 'cover teacher' will be assigned to register the students;
- Staff who are sick are not expected to conduct a face-to-face meeting with their class but will be expected to set cover work as usual.

Roles and Responsibilities During Distance Learning

School Management Team	<ul style="list-style-type: none"> ● Create and distribute the Park Lane International School Distance Learning Plan; ● Establish clear lines of communication between all stakeholders; ● Support staff, students and parents with the distance learning plan; ● Sharing the Daily Planning Brief (for KS3 and 4) with parents.
Director of Studies and IB Coordinator	<ul style="list-style-type: none"> ● Support staff, students and parents with the distance learning plan; ● Provide models and examples of successful distance learning approaches; ● Support teachers and subject teams with their design of the distance learning curriculum.
SENCO and C&P Coordinator	<ul style="list-style-type: none"> ● Support staff, students and parents with the distance learning plan; ● Supporting teachers and subject teams in developing strategies for differentiation.
Subject Leaders	<ul style="list-style-type: none"> ● Supporting subject teams with the creation of the Distance Learning Plan for your subject; ● Monitoring the types of activities being set in your subject area are suitably challenging.
Subject teachers	<ul style="list-style-type: none"> ● Providing meaningful learning experiences for your students using the guiding principles outlined above.
Pastoral	<ul style="list-style-type: none"> ● Support the SMT with the compilation of the Daily Planning Brief;



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Coordinators	<ul style="list-style-type: none"> ● Be available for students to communicate with you if they have any personal, social or wellbeing concerns; ● Follow up with students and/or parents who may need extra support with their social or emotional wellbeing.
Form Tutors	<ul style="list-style-type: none"> ● Planning a Start of the Day activity for each morning; ● Set a mindfulness activity for each day; ● With the support of the PSHEE coordinator, planning PSHEE learning opportunities.
Learning Centre Coordinator / Study Room Supervisor	<ul style="list-style-type: none"> ● Collaborate with colleagues to find high quality distance learning resources; ● Source online reading materials to recommend to students; ● Be available for teachers as needed.
LSA's	<ul style="list-style-type: none"> ● Communicate regularly with subject teachers to identify ways in which you can support students.
IT Systems Administrator (Director of IT for a trouble shoot slot each day)	<ul style="list-style-type: none"> ● Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in a distance learning environment; ● Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed; ● Be available in person or remotely to provide on-demand tech support help; ● Audit usage to identify students or parents who may be unavailable or out of reach.
Admin team	<ul style="list-style-type: none"> ● Monitor attendance; ● Maintain communication with the general public; ● Support teachers, students and parents as required.

Exams

In the case of a school closure, we are well equipped to support Year 11 and 13 students with their revision and preparation for examinations. Teachers will be available to support students with their individual study and will provide online revision materials for them to work on.



We will coordinate with Cambridge Examinations and the IB and inform parents and students of any updates if necessary.

Partial School Building Closure

There may be situations where only part of the school needs to close, for example, the Klárov building may be closed, but Valdštejnská and Pohádka remain open. In this case, any Key Stage 4 and 5 students will revert to learning through the DLP and Key Stage 3 students will continue with face to face learning.

Likewise, there may be occasions where some students who attend school in one building need to remain at home, while others continue with face to face lessons. For example, if a family has a medical vulnerability during a pandemic situation, they may not wish for their children to be physically in school. In this case, face to face learning will continue as usual for those who can be in school.

The following plan will be in place for students following a reduced version of our DLP:

- All subjects will use GoogleClassroom (or Managebac for Key Stage 5) to set work;
- One of the co-Form Tutors will be in contact with each child for a catch up once per day;
- Those learning from home will be paired up with a student buddy who is learning from school who they will be in regular contact with;
- Each subject area will provide at least one drop-in slot during the course of the week with a subject specialist who will be available to support learning and answer questions;
- The subject teacher will be in regular (at least 2 or 3 times per week) email contact, copying in the form tutor and Pastoral Coordinator;
- All work submitted will be given the same feedback as usual.

Hygiene measures in school:

The following measures, in line with WHO and Czech government guidelines will be implemented during periods when the school buildings are open or partially-open. These measures are up-to-date as of 28th August 2020:

The logo for Park Lane International School features the words 'PARK LANE' in large, bold, white letters, each contained within a colored square. The squares are arranged in a row: 'P' (green), 'A' (green), 'R' (green), 'K' (green), 'L' (blue), 'A' (blue), 'N' (blue), 'E' (blue). Below this, the words 'International School' are written in a smaller, blue, sans-serif font.

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- All members of the Park Lane Community will wear masks when travelling around the school buildings. There will be no need to wear a mask in classrooms unless a teacher or student wishes to;
- Thermo cameras are installed at all site entrances to measure on the spot temperatures of all students and staff arriving at school – and departing from school.
- Contactless hand sanitizers are installed at the school site entrances to use on entering and leaving school;
- All staff, school bus drivers and extra-curricular club staff will be tested for Covid-19 at the end of the week preceding our re-opening;
- Our buildings and school buses are regularly disinfected including using the ozone generator;
- The school will provide regular disinfection and ensure proper airing and cleaning takes place throughout the day;
- Regular handwashing habits will be strongly promoted and sufficient liquid soap and paper towels will be available at all times with restrooms regularly cleaned throughout the school day;
- Students will be expected to wash their hands for 20 seconds with warm water and soap on arrival at school;
- Classroom windows will be opened regularly during lessons and throughout break/lunch times, to aid the ventilation of the classrooms;
- Cleaning staff will be sanitising the dining room after each use, and will thoroughly clean frequently used surfaces throughout the day.

The Czech Republic has introduced a traffic light system to establish risk level and regulations for schools. This can be found in Appendix A. We will use this, as well as updates from the Czech authorities to establish our own level of risk, including times when we may need to close one or some of our school buildings.

What will happen if a member of the Park Lane Community tests positive with COVID-19?

- The School Nurse will contact the local Hygiene Station for further advice;
- A risk assessment will be carried out by the SMT and the School Nurse;
- A decision will be made about which school buildings will be required to close
- Relevant members of the community will be required to quarantine for the regulation length of time;
- The Principal will communicate this plan with the Park Lane community.



Advice for Parents:

Be prepared by:

- Where possible trying to arrange for a printer to be available at home;
- Checking that your child's laptop has a working microphone and camera;
- Having some paper, pens and other stationery such as felt pens, glue sticks, etc. available if possible.

Take an active role by:

- Establishing clear routines and expectations;
- Helping your child to find a quiet and comfortable space at home from which to work;
- Monitoring communication from your child's teachers and checking the Daily Planning Brief (for KS3 and KS4);
- Checking in with your child and taking an active interest in their learning;
- Encouraging your child to carry out the daily physical and mindfulness activities;
- Understanding that distance learning may be stressful for your child and that they may be worried about their understanding or progress;
- Monitoring their daily online activity and trying to keep screen time to a minimum;
- Monitoring their social media usage and setting boundaries for its use.

Useful contacts

<p>I have a question/concern about my child's learning.</p>	<p>Director of Studies KS3/4 richard.maclean@parklane-is.com IB Coordinator KS5 jan.cihak@parklane-is.com Deputy Head of Secondary erica.warne@parklane-is.com Challenge and Potential Coordinator Jennifer.hutton@parklane-is.com SENCO kim.godman@parklane-is.com</p> <p>Subject leaders/teacher email addresses can be found in the parent guidelines shared at the beginning of the school year.</p>
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<p>I have a question or concern about my child's wellbeing, safeguarding concern or a behaviour issue to report.</p>	<p>Designated Safeguarding Lead erica.warne@parklane-is.com iveta.slavetinska@parklane-is.com</p> <p>Pastoral Coordinators Y7 sue.gifford@parklane-is.com Y8 & 9 lauren.castello@parklane-is.com Y10 & 11 thale.herbertson@parklane-is.com Y12 & 13 erica.warne@parklane-is.com</p> <p>For tutors email addresses can be found in the parent guidelines shared at the beginning of the school year.</p>
<p>I have an IT related problem</p>	<p>jakub.syrovy@parklane-is.com</p>

Advice for Students:

Be prepared by:

- Making sure Zoom is set up on your laptop - Computing teachers at KS3 and form tutors at KS4/5 will help with this;
- Making sure your laptop microphone/camera is working and if not, letting your form tutor and parents know.

Be responsible by:

- Establishing a daily routine. Get up and dressed ready for an 8.05 start. Be online and ready to learn by 8 am;
- Find a comfortable, quiet space to work;
- Check GoogleClassroom / Managebac / your email regularly for updates;
- Complete all tasks to the best of your ability and with academic honesty in mind;
- Take care to meet deadlines and communicate in advance with your teacher if you do not think you will be able to complete a task on time;
- Collaborate with and support your classmates;
- Comply with the Park Lane International School Network , E-Safety and Acceptable Use Policy.



What should I do if...?	
I have a question about my learning?	Email your subject teacher for advice.
I have a technology-related problem?	Email jakub.syrovy@parklane-is.com
I am worried or concerned about myself or one of my friends?	Email your form tutor or pastoral coordinator for advice.
I have another issue related to distance learning?	Email one of the following members of the Secondary Leadership Team: KS3/4 richard.maclean@parklane-is.com KS5 jan.cihak@parklane-is.com erica.warne@parklane-is.com

Advice for Teachers:

- Download and test [Zoom](#)
- Speak to JSY (BZ will offer a daily 'drop in' service to be advised) if you encounter any technical problems;
- Use the following links for further technical support: [Zoom video tutorials](#); [Zoom for iPads](#); [Online teaching tips](#).
- Remember that this new way of working may cause some anxiety for some students. Please make note of any wellbeing concerns you may have about students and share these with Pastoral Coordinators;
- Keep it simple. We may not know how long the school will be closed for and it may be necessary to take a longer term approach;
- Seize new opportunities - while distance learning can prove challenging, there are also plenty of opportunities to explore new ways of learning. See some suggestions below;
- Factor in some teething issues - while we will attempt to be as prepared as possible for such a situation, there may be some initial problems with the technology and other aspects of distance learning.

Appendix A

Level of Emergency	Epidemiological criteria	Specific recommendations for schools and school settings	Level of warning
0	Zero or negligible risk	Standard operation of the facility in accordance with hygiene requirements and emergency measures of Ministry of Health for the operation of schools and school settings	0
I	Presence of the virus in the Czech rep. without community transmission	<p>Same as level 0, and additionally we recommend:</p> <ul style="list-style-type: none"> - To avoid unnecessary presence of third parties in school settings - Group consultations with parents (parent meetings) to be organised and held on-line if possible - To reduce the number of people on mass events - To reduce the organisation of mass events 	1-3

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II	Beginning of community transmission in the Czech rep.	<p>Same as level 0 and I, and additionally we recommend:</p> <ul style="list-style-type: none"> - To reduce activities beyond the standard school activities which are not necessary for fulfilling the school educational programme - To organise arrivals of clients in school advisory/consultancy settings so that their meetings in common areas (waiting rooms) are held at the minimum. 	4-7
III	Increasing or persistent community transmission in the Czech rep.	<p>Same as level 0, I and II, and additionally we recommend:</p> <ul style="list-style-type: none"> - Probable restriction of service of schools, school settings and other educational/free-time activities, and setting a restricted regime of education with a preference of distance learning 	8-10