



Information for Parents

As the start of the 2020/21 academic school year approaches, we are sharing the following information to ensure a smooth transition. Given the current circumstances, it is clear that lessons will be delivered either online or through a hybrid online combination. This necessitates clear and coherent plans, both at home and at school. Following these steps now will prepare your son or daughter for a successful educational experience.

Where and how do I join the online sessions?

To download Microsoft Teams - follow the link: <https://bit.ly/3lv4jm2>

For Microsoft Teams – follow the link: <https://youtu.be/OiDm5C9Ayz0>

For technical support – follow the link: <https://youtu.be/FLl35awJgew>

Students should have a working camera that is on during lessons and assessments.

I. Materials and Resources

- **What are the basic requirements that my child needs to engage in remote learning?**

Internet access – Greenfield College classes are synchronous, live sessions and require a reliable internet connection.

Electricity – Ensure that you have planned for energy outages so that your son or daughter can attend all classes and avoids missing lessons, quizzes, and tests.

Device – It is particularly important to install Microsoft Teams immediately to make sure that the program runs smoothly. A PC or laptop is the preferred method of access to ensure that all features of Teams are available to your child.

Learning Environment – Students should study in an area of the home that is quiet, organized, and is dedicated to schoolwork. Ideally, students should have a desk or table as well as stationery and tools needed for lessons.

II. Academics

- **How should my son or daughter study online?**

Utilize the textbooks, pdfs, e-resources, and documents to complete lessons.

Prepare for sessions by referring to the resources sent by teachers.

Study the extra notes that teachers add to the subject folder or Class Notebook.

Complete assignments and homework.

Use a notebook or copybook to organize notes and assignments.

Use the resources in the electronic library or those sent by subject teachers.

Review daily to prepare for ongoing assessment.

Contact teachers during assigned office hours and should refrain from sending messages late in the evening. Schedule appointments 24 hours in advance.

- **Where can I access my son or daughter's class schedule and timetable?**

Schedules will be posted in your child's Teams class and on the Greenfield College application under the *Schedules* icon.

Timetable – In the event of a hybrid learning plan, lessons will be given at school three days a week and two days online. Timetables vary per department and will be shared through Teams and the Greenfield College application.

- **How will my son/daughter be assessed? How will tests and exams be administered?**

Teachers will use a combination of formative and summative assessment techniques including oral discussion, performance tasks, projects, quizzes, and tests. Attendance, participation, homework/assignments, quizzes, and tests are graded. Grades be accessed through the Greenfield College application.

Students are expected to follow the Academic Honesty and Digital Citizenship Policies and cases of plagiarism will result in extra assignments and oral or written warnings.

- **How will my son or daughter complete homework and class assignments?**

Homework, projects, and assignments are mandatory for all schools: elementary, middle, and secondary.

Notifications regarding assignments are located on the Greenfield College application. Assignments can be accessed and completed directly through the Microsoft Teams application. Students can also complete work in a copybook and attach the photo in the Assignments section of their online class.

Students must submit homework and classwork on time. Late submissions will result in extra assignments and a grade reduction.

III. Online Assessment Policy

1- How is my final grade distributed?

The final grade in every subject is based on the following criteria

Attendance and participation (15 to 20%)

Orals, homework, and assignments (20 to 30%)

Projects, Activities or Lab reports (15 to 30%)

Quizzes through Microsoft Forms (25 to 40%)

2- What steps should I take **before** quizzes and tests?

- a- Join the TEAM a few minutes before the start of the exam. Delayed starts will not be compensated with extra time.

- b- Join the meeting with your PC application to avoid bugs and issues; make sure that your device is fully charged.
- c- Make sure to update your application by following these recommendations from Microsoft:

- Always check for updates:

The desktop app automatically updates so you do not have to. You can still check for available updates by clicking your profile picture at the top of the app and then selecting **Check for Updates**. The web application is always up to date.

To update the Teams mobile application, delete it, then download and install it again from the iOS App Store or Google Play Store.

- Clear your browsing history two times per week:

For Google Chrome check this link:

<https://support.google.com/chrome/answer/95589?co=GENIE.Platform%3DDesktop&hl=en>

For Edge - check this link:

<https://www.whatismybrowser.com/guides/how-to-clear-cookies-browsing-history-and-cache/edge>

Google Chrome and Edge are the best web browsers to use.

Download link:

https://www.google.com/chrome/?brand=CHBD&gclid=EAIaIQobChMI9IKBkqT86QIVU53VCh1sPQldEAAYASAAEgKUXPD_BwE&gclsrc=aw.ds

- d- Make sure to fix your camera settings since you will be asked to turn on your camera. This can be done by following the Microsoft instructions given below:

For computers click on this link:

<https://support.microsoft.com/en-us/help/4468232/windows-10-camera-microphone-and-privacy>

For Android phones :

To start, go to Settings → Privacy → Permission manager, then tap on "Camera" or "Microphone". Under each option, you will see how many apps in total have requested permissions, and how many of those apps you have approved. Approve the **MS-Teams** application.

For iPhone IOS :

Open Settings, then swipe down and tap Privacy.

Next tap Camera and toggle on the MS-Teams application.

MS-Teams computer application:

After opening the application click on your profile and go to settings. Check the privacy

for your camera and microphone.

Attention :

Older versions of phones may not support VOIP , which is technology to control many applications at the same time such as camera, MS-Teams, Forms, etc.

It is better to use a PC in this case.

Use the Teams application and open MS-Forms in your browser.

- e- It is advisable to connect your internet router to a UPS to avoid being disconnected if you experience electricity problems.
- f- You should have a phone with a WhatsApp connection. You will be asked to record and share any problem you encounter while taking the exam.
- g- It is advisable to use 3G to upload your answers on **Assignments**.

3- Where can I find the exams?

All exams are scheduled in your class TEAM **Assignments** section with specific postdates, due dates and close dates.

4 - How should I submit the exams?

-Multiple Choice Question (MCQ) exams: Just click on the submit button 3 minutes before the submission deadline. Make sure to answer all of the questions as you will not be able to submit unless it is fully completed.

-Subjective exams: Write your answers on a piece of paper. **Write your name on work and scratch sheets.** Take a clear photo of the exam and the scratch sheets. Upload the photos to Assignments in the section “My work (+Add work)” and then click “Turn-in”. It is easier to upload your work using your phone, so keep it connected to TEAMS.

* Taking a screenshot of your photo will result in a faster upload. You may photograph scratch sheets together.

5- When should I submit the exams?

All MCQ exams should be submitted 3 minutes before the submission deadline.

All Subjective exams should be submitted 5 minutes before the submission deadline.

Note: Exams will not re-open for submission unless proof of the problem is provided.

6 - Will I be penalized for late submissions?

Any late submission that is not justified with the proctor will be penalized as follows:

MCQ Exams

- A late turn in up to five minutes will result in a 30% deduction from the student’s grade
- A late turn in between five and ten minutes will result in a 50% deduction from the student’s grade
- A late turn in over ten minutes will put the student at risk of receiving a mark

of zero.

Subjective Exams

- A late turn in up to five minutes will result in a 10% deduction from the student's grade.
- A late turn in between five and ten minutes will result in a 50% deduction from the student's grade.
- A late turn in over ten minutes will put the student at risk of receiving a mark of zero.

7. What do I do if I cannot access TEAMS or cannot open the exam link on Assignments?

You should not face this problem unless you have browser problems which can be avoided by following the recommendations described in part 2c.

You should record the problem and send the clip to your teacher or proctor. They will guide you on the steps that you should follow to complete the exam.

IV. Textbooks

- What books and manuals will my son or daughter use this year?

We have worked diligently to develop an affordable book list that also maintains the high quality of our curriculum. Books will not be sold at school this year. You can purchase the books and workbooks at the locations noted on the book list. Where possible, an electronic version of the manual or book will be used in classes and shared with students.

Manuals distributed by Greenfield College will be sold upon return to school. Materials will be provided as electronic files during online lessons.

V. Uniforms

The school uniform is required for lessons given at school and details are available through the administration. Please ensure that your son or daughter is properly dressed in presentable clothing for online lessons.

VI. Rules of Conduct

Our Greenfield College Discipline Policy is clear and comprehensive and shared with parents upon registration. Students are regularly informed of the school rules and the consequences for violations.

It is necessary to clarify the online rules of conduct as we enter an online or blended platform:

Attendance – students must attend online classes regularly and must inform the supervisor if there is a problem joining an online session. Unexcused absences will result in an oral warning.

Tardiness – students must be on time for all classes and enter the channel five minutes before the session begins.

Participation – students should be ready to answer questions and participate in group

activities. Teachers will inform supervisors in the case of students who do not respond during online sessions.

Behavior – students should use the *raised hand* icon to indicate that they would like to contribute to the discussion or to ask questions.

Language – students must use appropriate and respectable language when addressing teachers, classmates, and supervisors. Language in chats should be related to lessons and the general post area is to be used for academic purposes only. Unrelated comments, disrespectful language, and inappropriate posts will result in oral or written warnings.

Online Behavior – students should remember that respect for others is extremely important in the online environment. Without visual context, jokes and comments can easily be misunderstood. This is an area that we will continue to focus on during the development of the hybrid online teaching program.

Academic Honesty – students must follow the Academic Honesty Policy of Greenfield College.

Warnings – violations of the online policy will result in oral and/or written warnings.

VII. Emotional Support

We know that remote learning can be stressful for parents and students. Please inform your son or daughter's head of department, supervisor, or teacher if you feel he or she needs additional support and/or guidance throughout the online or blended lesson process.