

# Distance Learning



Berlin Metropolitan School consistently aims to build an inclusive culture of learning that inspires and challenges every individual to develop to their full potential and be active and responsible participants in our global society.

Inspire each other – grow together.

We define ‘Distance Learning’ as any activity or instruction that takes place while the learner and teacher are in different locations. It can take place independent of location and time. This document provides information to all stakeholders regarding the expectations, routines, and support that will be implemented should we be required to put an emergency school closure plan into operation. Of course, there is a range of different scenarios that we may be required to respond to, so the guidelines below are designed to be inclusive of these:

## **Teacher is in quarantine**

Students attend school and a substitute teacher(s) is assigned. Co-teaching model with the teacher calling in for agreed lessons as appropriate. Substitute teacher follows plans set by class teacher/specialist teachers and supports learning in the classroom.

## **One or a group of students from one class are in quarantine**

Student’s teacher(s) reaches out on an individual basis. Learning provision is supported by the class teaching team through posting learning activities for students on the Grade Level blog/Seesaw/MSTeams. Students are assigned tasks on various online learning platforms and are required to work on these independently at home. Should a larger group of students be quarantining from a Grade level, a schedule of regular online check-ins and online lessons will be implemented. If possible, students participate in lessons and activities via MSTeams as determined by the teacher(s) and appropriate to the Grade level.

## **Students are at home due to health risk in the family, return from a high-risk area**

Student’s teacher(s) reaches out on an individual basis. Learning provision is supported by the class teaching team through posting learning activities for students on the Grade Level blog/Seesaw/MSTeams. Students are assigned tasks on various online learning platforms and are required to work on these independently at home. If possible, students participate in lessons and activities via MS Teams as determined by the teacher(s) and appropriate to the Grade Level.

## **Requested Reduction of Capacity On Site**

The schedule is adapted to accommodate a Week A /Week B rotation with students attending on site lessons on a bi-weekly basis. Students are provided with home learning assignments to work on during their offsite week of learning and/or access on site lessons remotely via Teams. This depends on the age of the students and suitability of lessons.

## **Whole class is in quarantine | Whole school is closed**

Full Distance Learning Program is implemented within two days of the announcement. A combination of online and offline learning is facilitated following a daily/weekly schedule which includes specialist lessons and reflects the regular schedule for students.

Our goal is to provide continuity of learning for all students while upholding our Community Values through the following actions:

**Safe** – use online platforms that are age appropriate and comply with our Data Protection Regulations.

**Fair** – provide activities that offer choice and balance of both offline and online options which allow all students to strive for consistently excellent learning results. We want all learners to participate and to be inspired.

**Positive** – provide learning experiences that inspire independent inquiry, challenge thinking with meaningful tasks and continuous feedback, and promote a love of learning.

**Respectful** – provide a learning and working environment for all community members which includes tailored support, empathy for personal circumstances and needs, as well as positive communication between all stakeholders to maximize learning outcomes.

Following the announcement of a partial or full school move to distance learning, students and staff will have two days to prepare the move to the distance learning schedule.

### OUR COMMITMENT

- We continue to deliver essential parts of the curriculum which is of a high quality both offline and online.
- We provide and adhere to a clear daily/weekly schedule, based on the usual schedule, that includes clear and measurable learning objectives.
- Students follow a structured learning routine that resembles their school schedule
- We take attendance for each learning session, monitor participation, and provide regular feedback to students and parents.
- We continue to connect with students individually and support wellbeing through both individual and community opportunities for personal exchange.
- We integrate all subject teachers and educators to further enrich learning and engage and inspire students.

### OUR PROGRAM

EARLY LEARNING	<p><b>Early Years (Kindergarten)</b></p> <p>Our staff will share with students and families daily learning engagements. With a focus on literacy, numeracy, creative and other exploratory activities, our Kindergarten students will be provided with opportunities to continue to develop their core skills, engage in stimulating and fun activities, and to stay in contact with their group teachers by sharing photos and completed tasks.</p> <p>We will set up a schedule for a regular personal check-in between teachers and students.</p> <p>We will use Seesaw as a learning platform.</p>
	<p><b>Early Years (Preschool)</b></p> <p>Our staff will share with students and families daily learning engagements. With a focus on literacy, numeracy, creative and other exploratory activities, our Preschool students will be provided with opportunities to continue to develop their core skills, engage in stimulating and fun activities, and to stay in contact with their group teachers by sharing photos and completed tasks.</p> <p>Our focus is on providing the best possible preparation for transition into Grade 1. Preschool teachers will provide a weekly overview of learning objectives connected to the engagements provided.</p> <p>We will set up a schedule for a regular personal check-in between teachers and students.</p> <p>Curriculum Coordinators for English, German and Math will provide age appropriate offline and online learning activities and materials.</p> <p>We will use Seesaw as a learning platform.</p>
PRIMARY SCHOOL	<p><b>Primary School Grade 1-2</b></p> <p>We focus on Reading and Writing as well as Number concepts to ensure that students can build a strong foundation of all basic concepts. Therefore, German, English, and Math are our focus areas.</p> <p>We will also focus on fostering a love of learning, by providing engaging inquiry, research and investigation tasks for students. Curiosity and fun are at the heart of our Grade 1-2 program as well as strong connections to teachers and peer group.</p> <p>We will work with Seesaw to exchange learning tasks and to share learning experiences.</p> <p>We will adapt the schedule to an age appropriate level. The school day will be shorter. We will adapt our normal schedule and will prepare learning activities for our students that they can access independently.</p> <p>We will set up regular check-ins with teachers and the peer group to also focus on social interaction as well as small group instruction and assessment.</p>

PRIMARY SCHOOL	<p><b>Primary School Grade 3-4</b></p> <p>In Grades 3-4 we focus on the main subjects of German, English, and Math to ensure appropriate academic development in these core areas. We will also offer learning opportunities that will encourage investigation and research connected to the current Unit of Inquiry.</p> <p>We will follow the shared weekly distance learning schedule with online and offline tasks including opportunities to collaborate with peers using digital platforms.</p> <p>We will nurture independent learning and working skills, using the learning platforms Office 365, MSTeams, and Seesaw.</p> <p><b>Primary School Grade 5-6</b></p> <p>For Grade 5-6 we focus on the main subjects of German, English, and Math to provide the best possible preparation for the transition into Secondary School.</p> <p>We will follow the shared weekly distance learning schedule, with online and offline tasks, including opportunities to collaborate with peers using digital platforms.</p> <p>We will nurture independent learning and working skills, using the learning platforms Office 365, MS Teams, and Seesaw.</p>
	<p><b>CCEP</b></p> <p>The CCEP team will work in close collaboration with the Primary School continuing to support Homeroom, German, and Specialist Teachers during the period of Continuous Learning from home.</p> <p>Our focus will continue to be on social and emotional well-being which is particularly important during a quarantine/lockdown.</p> <p>We will support students through individual, group, and snack time check-ins and remain in close contact via the online learning platform, Seesaw and online communication application, Microsoft Teams. We will offer feedback and support with how to organise time, and how to get enough physical activity. We will provide focused help with certain assignments as well as general support on how to cope and adjust to the transition.</p> <p>We will also provide a Virtual Hort with age-appropriate offers, games, and activities via Padlet in the event of a long-term school closure.</p>
SECONDARY SCHOOL	<p><b>Secondary School Grade 7-8</b></p> <p>For Grades 7-8, we focus on all non-practical subjects, including German, English, Science, Humanities, and Math to ensure our students continue to build a strong foundation of knowledge.</p> <p>We make full use of our BMS platforms, particularly Office 365 and MS Teams, as well as Managebac and the research resources of our library. We expect our students to follow their usual schedule for the above subjects and will provide daily, 'live' input from our teachers as well as setting tasks that require independent learning skills. Our staff will maintain strong connections with our students to sustain motivation and self-directed learning skills.</p> <p>Attendance will be taken and monitored. Feedback will be shared with parents regularly.</p>
	<p><b>Secondary School Grade 9-10</b></p> <p>For Grades 9-10, we focus on preparing students for the MSA and IGCSE Exams and, therefore, prioritize the relevant subjects and skills.</p> <p>Students will follow their normal schedule with online and offline tasks.</p> <p>Attendance will be taken and monitored and any concerns will be raised early.</p> <p>Assessments will take place regularly to monitor progress. Feedback will be shared with parents and students.</p> <p>Tutors and subject teachers will check in with students regularly to evaluate the students' level of preparation and confidence. Program Coordinators for IGCSE and MSA will monitor progress throughout the cohort and liaise with staff regarding any further intervention needed.</p>
	<p><b>Secondary School Grade 11-12</b></p> <p>For Grades 11-12, we focus on preparing students for their IB Diploma and, therefore, prioritize the relevant subjects and skills.</p> <p>Students will follow their normal schedule with online and offline tasks.</p> <p>Attendance will be taken and monitored and any concerns will be raised early.</p> <p>Assessments will take place regularly to monitor progress. Feedback will be shared with parents and students.</p> <p>Tutors and subject teachers will check in with students regularly to evaluate the students' level of preparation and confidence, and the IB Coordinator will monitor progress throughout the cohort and liaise with staff regarding any further intervention needed.</p>

To support our students and families, special websites have been created to help students navigate between the different tools provided.

**Primary School:** <https://metropolitanschool.sharepoint.com/sites/PrimaryStudents>

**Secondary School:** <https://metropolitanschool.sharepoint.com/sites/BMSSecondaryLibrary/StudentsCorner>

We recommend adding the corresponding website to your browser's favorites.

## STUDENT GUIDELINES

### Primary Students (Grade 1-6)

- Follow the daily/weekly schedule provided by teachers
- Join scheduled online learning sessions
- Fulfill learning assignments and upload/share learning activities
- Be ready and on time for all learning sessions
- Follow our Acceptable Use Policy

### Secondary Students (Grade 7-12)

- Follow the schedule provided by teachers
- Be online via MS Teams for all scheduled classes and appointments.
- Adhere to deadlines and any expectations set by your teacher
- Monitor Outlook emails and Teams daily
- Comply with the BMS Acceptable Use Policy
- Adhere to the BMS Academic Honesty Policy
- Set up your IT infrastructure so you can participate in all online sessions
- Use the communication channels provided by BMS to reach out for support if needed and to participate pro-actively

## FAMILY GUIDELINES

As part of Distance Learning, it is crucial for students to stay connected to learning, their teachers and classmates. We understand that these circumstances are challenging and that many parents and caregivers may also be juggling work while supporting children at home. Providing encouragement and talking positively about learning activities with your child is of huge importance during this time.

- Ensure your child(ren) has a designated learning space and access to a device
- Implement the schedule and routines as outlined by the teachers and support your child in establishing these at home
- Monitor communication through Seesaw/MSTeams/Email/Managebac
- Check in regularly with your child about their learning, dependent on the age of the student, at the beginning and end of learning sessions or the distance learning day
- Communicate with the school when your child is unable to attend scheduled online learning sessions
- Monitor and support your child with managing screen time
- Support your child in the Early Years and Primary School with online activities
- Encourage regular breaks and a daily routine of physical activity and exercise
- Especially in Grades 9-12, be aware of deadlines and help your child to meet them

BMS uses the following tools to facilitate distance learning:

PLATTFORM	PURPOSE	AUDIENCE
Managebac	To share learning tasks To provide academic feedback To share the calendar	Grade 7 - 12
Microsoft Teams Video Conferencing	To enable instruction, feedback, and communication between student and teacher.	K - 12
Microsoft Teams Virtual Classroom	The main online platform for sharing and documenting learning.	Grade 4 - 12
Seesaw	The main online platform for sharing and documenting learning.	K - 3
iSams	To document attendance of all students.	Grade 1 - 12

BMS staff are trained in all these platforms as well as in the BMS policies and GDPR regulations. Therefore, we expect all staff members to adhere to the published rules and regulations and to follow the instructions of our IT Department. There are some regulations that parents also have to adhere to in regards to the use of IT:

- Distance Learning Participants are strictly forbidden from recording live online interactions or sharing of those interactions
- When conducting Distance Learning live sessions, participants should maintain the privacy of such sessions by acknowledging all persons that are present. Sessions should not be conducted in public places, broadcasted, or break the privilege and confidentiality of such communication.

## QUESTIONS

During Distance Learning, if you have questions about...

**An assignment, resources, learning activity or class?**

Contact the teacher of the class.

**A technology-related question or issue?**

Email: [support@metropolitanschool.com](mailto:support@metropolitanschool.com)

**A personal, pastoral or academic concern?**

Contact the class teacher or tutor as the first point of contact.

**Academic or program/curriculum concerns?**

Contact the relevant Curriculum or Program Coordinator.

**Data Protection?**

Email: [privacy@metropolitanschool.com](mailto:privacy@metropolitanschool.com)

**Other issues related to distance learning?**

Contact the Principal of the division.