**TONGWEN SCHOOL (JIAXING)**

**SECONDARY eLEARNING PLAN**

**For Parents, Students & Teachers**

**OVERVIEW**

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| **Introduction** | TWS-JX looks forward to keeping our community open for learning. Our eLearning Programme is consistent, connected and challenging. These activities will involve both technology and materials readily accessible using this technology.  Please review this document carefully and address and questions to the Secondary School Senior Leadership Team:   * Mr Lee, Deputy Head of School, [lihan@pkutw.com](mailto:lihan@pkutw.com) * Ms Jessie Wang, Admin Officer, [jessiewang@pkujx.cn](mailto:jessiewang@pkujx.cn) * Ms Lynne Wang, Homeroom Coordinator, [wanglin@pkujx.cn](mailto:wanglin@pkujx.cn) |
| **Our Approach** | * Learning materials are shared via ManageBac. * Learning activities are engaging, inquiry-based explorations. * Learning activities may be completed:   + Independently online and offline;   + Collaboratively online, via chat, video conference or other. * Learning activities have a number of purposes:   + Allow students to engage with new learning;   + Practice, discuss, or apply learning;   + Demonstrate knowledge and skills in relation to learning. * Learning continues to connect to current units and curriculum. * Assessment tasks, where necessary, enable students to demonstrate their understanding. If a student does not meet a learning target they will have the extended opportunity to revise their task following a reflection and/or complete an alternative task. |

**DAILY SCHEDULE**

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| **Summary** | * Focused, synchronised classroom-based teaching and learning will happen from 8:00 until 16:50 each day via Tencent Meeting or DingTalk. We will follow our typical schedule as we have done all year, albeit slightly modified to allow for longer breaks for meals and to disengage with screens. * Monday through Thursday ends with the Office Hour period, this will be the 1v1 tutorial time between student and teacher. Homeroom teachers will help with the appointment, we recommend that each appointment is more than 15 minutes. * Asynchronous learning activities and reviews will occur each day in Night Study from 18:30 to 21:00/20:30 and in the middle of timetabled classes. Middle School students should have no more than 30-minutes of homework for each of their classes and High School students no more than 50-minutes. |

**Timetable**

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| **Period** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **HR Time**  8:00 – 8:15 |  |  |  |  |  |
| **1**  8:20 – 9:40 |  |  |  |  |  |
| **2**  9:50 – 11:10 |  |  |  |  |  |
| **Lunch Time** – 50 minutes | | | | | |
| **CORE**  12:00 – 12:45 |  |  |  |  |  |
| **3**  12:55 – 14:15 |  |  |  |  | **3**  12:00 – 13:15 |
| **4**  14:25 – 15:45 |  |  |  |  | **4**  13:25 – 14:45 |
| **Office Hour**  15:50 – 16:50 |  |  |  |  |  |
| **Dinner Time** | | | | |
| **Night Study**  18:30 – 21:00 |  |  |  |  |

**ROLES & RESPONSIBILITIES**

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| **Senior Leadership Team** | * Develop divisional plans for distance learning. * Communicate with faculty and parents. * Support faculty and parents. * Ensure effective implementation of the eLearning Plan and accountability to student learning. |
| **Teachers** | * Post one task one ManageBac by 8:00 PM before each class taught that day to provide a brief update referencing daily learning target(s) for the lesson and directing students to the required materials for class. This will clarify what students need to accomplish and establish from the previous lesson. If students are required to engage in a project or extend application of learning, the project will be broken down into smaller actions/outcomes. * Take attendance at the start of each class. * Be present with students on Tencent Meeting or DingTalk during the entire 80-minutes block, providing, on average, 50-minutes of teaching directed instruction or feedback for each timetabled class. * Require students to submit work/deliverables/check-ins for each timetabled lesson. * Provide feedback within two working days. * Respond to emails within one working days. |
| **Homeroom Teachers** | * Same as Teachers. * Communicate with parents and students. * Coordinate with subject teachers, especially the attendance checking. * Lead high-quality Homeroom Time activities. |
| **Librarian** | * Curate resources for teachers to support the development of high-quality online learning experiences for students. * Create screencasts, videos, podcasts and/or other how-to resources for teachers. * Support teachers in the development of eLearning experiences, as needed. |
| **Parents** | * Provide an environment conducive to learning (access to technology, safe and quiet space during the daytime). * Support emotional balance by providing ample room and time for reflection, physical activity, conversation and play. * Ask your child to provide a brief summary of the learning he/she is engaging in for each class. * Remind your child to email his/her teacher if your child has any questions of if he/she needs extra help and support. * Monitor time spent engaging in online and offline learning. * Mandate attendance. |
| **Students** | * Identify a comfortable and quiet space to study/learn. * Ensure own social and emotional balance by keeping healthy habits. * Check ManageBac and Email daily for information on courses, assignments, and resources; and act upon instruction. * Attend every class and notify your teacher(s) in advance if you are unable to be present. * Submit all assignment in accordance with provided timelines and/or due dates. * Engage in all learning posted with academic honesty. |