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Please address all correspondence to The Director

Thursday 14th January 2021

Dear Students/Parents/Guardians

Wishing you all a Happy New Year.

As you are aware, due to the current Covid-19 situation in the country and following the Public Health Authority's advice, the school would not be opening as planned for the beginning of term and will remain closed to students until further notice. Therefore, in our commitment to the continued provision of excellent teaching and learning of all students, I would like to share with you how the School will support students during this time.

JANUARY 18th

The term will start with remote online learning from home. This will include a mix of live online lessons using either Zoom and/or Google meet, pre-recorded lessons, independent learning on online platforms (Fedena or Google Classroom) or work emailed to students. We aim to ensure that our students remain engaged with their teachers and planned schemes of work. We expect full students' involvement and support from parents/guardians. Subject teachers will monitor attendance of these sessions. Remote online learning will continue until the school re-opens.

Primary Classes

The Primary timetable and topics for the term will be accessible via FEDENA. Assignments will also be sent according to the time table via Fedena.

Kindergarten Classes

Kindergarten Year One

Topics for the term will be available on the School website plus links in line with numeracy and literacy.

Kindergarten Year Two

Teachers will send the topics via Fedena. All assignments, videos and links will also be sent via Fedena on a daily basis.

Should parents/guardians have any difficulty with accessing FEDENA, they should email the IT Administrator, Mr Herve Rath on itadmin@indsch.edu.sc or call/text **2521186**.

Subject Queries - Primary

If you have any questions about a subject, please contact the subject teachers directly through FEDENA. They will be best to assist with subject queries. Should the issue not be resolved, please contact the Primary Head teacher on htprimary@indsch.edu.sc

Secondary Timetable

Class timetables will be available to download from our school website as of Friday 14th January. The online learning sessions will run in accordance with this timetable. Teachers will teach only one full session with subsequent sessions being shorter (5-10 minutes), primarily used for follow up.

Teachers may agree alternative arrangements with their classes. **S4 and S5** groupings will be emailed to parents.

Secondary Google Classrooms

A list of all Google classrooms and their joining codes will be uploaded on the School website. Students are expected to join classrooms as per their timetable. They need to have internet access to accept any invitations sent by their teachers. Students should also create a free Google account to facilitate this process. The following YouTube video should help as a quick guide: <https://youtu.be/XlwreUawWiE>

Should a student not have immediate internet access, they will be able to access any materials at a later stage. I strongly recommend that they also contact their subject teachers to agree alternative arrangements.

S1 Parents

Please read the induction PowerPoint presentation on the School's website. It contains important information for new students progressing from primary to secondary.

Secondary Schemes of Work

Teachers will upload their schemes of work on their respective Google classrooms. Parents/Guardians are strongly advised to read them to support their children.

Subject Queries - Secondary

If you have any questions about a subject, please contact the subject teachers directly through Google classrooms. They will be best to assist with subject queries. Should the issue not be resolved, please contact the relevant Head of Section.

A Level Classes

A2 classes will start online on the 18th of January using previously set up Google classrooms and Email groups. AS classes will start in Week 2 after confirmation of enrolment. Further details will be given to new A Level students by email.

Learning Support

Our learning support team will contact students they are currently working with to liaise and make further arrangements for support during the remote learning sessions. I urge students to engage with this support.

Counselling and Safeguarding

Our counselling team will be on hand to support students during this difficult period. Students should contact our School counsellors to make specific arrangements on email address counselor@indsch.edu.sc or via phone numbers:

Ms Denise: **2606026**

Ms Ayuk: **2630013**

Any child protection issues or issues with safeguarding, should be emailed to the **School Director / Director Designate**.

Textbooks

We understand that the current Covid-19 pandemic is impacting timely delivery of textbooks. Accordingly, the School appreciates that not all students will have the required textbooks in time for their classes. Our teachers will endeavour to use other resources to compliment learning during this difficult time.

For **Secondary**, parents should contact their booksellers for updates on availability and delivery. **Primary** and **Kindergarten** pupils will be provided with textbooks/exercise books which will be available for collection from **Wednesday 20th January 2021**. Parents will be informed how this will be accomplished in line with Public Health Guidelines. Further updates will be available next week.

Online Conduct

The school expects students to adhere to its code of conduct during online learning sessions. The expected behaviour in school should be observed during these lessons. The school will take action for any breach of the code of conduct.

Working Hours

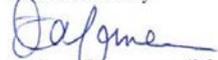
Secondary teachers will be working between **7.45am** and **3.30pm**. Working hours for **Primary** and **Kindergarten** teachers will be from **8.00am** to **1pm**. They will also be taking their normal breaks in our timetabled break time and lunchtime. To ensure their wellbeing and work/life balance during these trying times, we ask that you refrain from sending emails or queries outside of those working hours. Any communications outside of these hours may not be attended to until the member of staff in question is back at work the following day.

Should parents/guardians have an urgent query outside of these hours, they should email the Director Designate, Mr Andy Esparon on directordesignate@indsch.edu.sc for **Secondary** or the Deputy Director, Mr Ronny Charles on asstdirector@indsch.edu.sc for **Primary**.

We are making every effort to ensure that our students can continue with their learning and make progress during these trying times. It is also important for students who have external examinations to start their preparations early. There will undoubtedly be teething problems, especially at the beginning whilst students and teachers get used to the new way of working and learning. We hope that you will let the school know of anything that is not working on your side so that we can make necessary adjustments whenever possible.

I would like to take this opportunity to wish all students all the very best for the new academic year and encourage everyone to surpass the challenges posed by the pandemic. Most importantly, stay safe and look after yourselves. The school will reopen once it is safe to do so and parents/guardians will be informed accordingly.

Yours sincerely



Zotique Pragassen (Mr.)
DIRECTOR