

1 ONLINE LEARNING ARRANGEMENTS

We are committed to ensuring that your child's education remains seamless and engaging, even when severe weather keeps us away from the classroom. Our goal is to maintain academic momentum and provide a sense of routine and connection for all students during school closures.

2 KEY EXPECTATIONS

To support preparation for online learning, please find the key expectations for our online provision below.

- Online learning provision includes 4 daily lessons (minimum 30-minute duration)
- Students are expected to attend all scheduled live lessons and complete assigned coursework.
- Teachers will record attendance for every session. This data helps us monitor engagement and ensure every child is supported during the closure.
- Teachers, Educational Assistants (EAs), and other school staff will be available online to facilitate lessons and provide guidance.

3 ONLINE LEARNING TIMETABLE

To allow our staff time to finalise digital resources and ensure a well-organised start, online lessons will begin at 09:30am.

Students will participate in four live lessons as outlined in the table below. Each lesson will be at least 30 minutes long. These sessions will generally align with students' regular school timetable (including specialist subjects where applicable) to maintain familiarity.

Online Learning Timetable					
09:30 - 10:15	BREAK	10:45 - 11:30	11:30 - 12:15	LUNCH	13:15 - 14:00
Lesson 1		Lesson 2	Lesson 3		Lesson 4

4 ACCESS TO ONLINE LEARNING

Online learning is hosted via Zoom. Teacher Zoom IDs can be accessed directly through the class timetable on the ESF Hub. Each teacher has a unique ID. Users will need to switch IDs when moving between regular class lessons and specialist sessions.

Please see **Appendix A** below for detailed instructions on how to find schedule and Zoom links

5 FAMILY SUPPORT

We understand that transitioning to a digital environment can occasionally bring practical and technical challenges. We have the following systems in place to support you:



- **Teacher Availability:** Both teachers and EAs remain online throughout the scheduled lesson times to answer questions and provide real-time assistance to students.
- **IT Helpdesk:** Our IT team will operate a remote helpdesk specifically to assist parents and students with any technology or access-related issues. Please email: ict@glenealy.edu.hk
- **Enhanced Support:** We have allocated additional Educational Assistants to specific year groups (including Year 5, Year 6, and our younger learners in Y1 & Y2), ensuring students receive the attention they need.

6 STUDENT EXPECTATIONS

To help us create a smooth and supportive Zoom session for everyone, please assist your child with the following guidelines:

- **Display Name:** Please update your Zoom account name to your child's preferred classroom name.
- **Camera Status:** Cameras must be on in order for the teacher to identify users and support learning
- **Safeguarding:** Students who can not be identified by name and camera will be removed from the Zoom room for safeguarding reasons
- **Learning Environment:** Children should be seated upright in a quiet and appropriate learning space where possible and dressed comfortably for class
- **Meals:** Please save meals and snacks for before or after our live session so students can fully participate.

Appendix A

How to access the schedule and Zoom links for each class

There are 4 options for accessing the schedule:

Option 1: Home device eg iPad or desktop computer

- Using the child's diary Log in to Toddle using the child's log in details and instructions found at the back of their diary (in their stripy folder)
- Under "my classes" click on your child's class
- The inclement weather timetable with Zoom links attached can be found in both the 'class homepage' and 'class announcements'

Option 2: App on Parent phone

- Click on the Toddle button within the ESF Hub App (red T icon in the top left corner)
- Under "my classes" click on your child's class
- The timetable can be found in both the 'class homepage' and 'class announcements'

Option 3: Student email address (Years 3-6)

- The Class Announcement received on Toddle can also be accessed through Student email addresses. Email log in details can be found at the back of student diaries

Option 4: Newsfeed item (Year 1 and 2 only)



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- If you have a child in Year 1 or Year 2, the teacher will also send a Newsfeed item to families which will include the Zoom links. In the ESF App settings, parents can select for newsfeed items to go to their email.

Please note that the Toddle platform where timetables and Zoom links are shared can be accessed from any device including desktop computers, laptops and iPads. Details of how to log in using different devices can be found at the back of each child's diary.