

# Pride International School Myanmar - Mandalay

Academic Year 2020 - 2021

## Guidelines for Reopening of Secondary School



### School Schedule

#### **Plan A: Blended Learning Programme**

- Pride ISM Secondary Physical classes will start from 8:00 AM to 12:00 PM, Monday to Friday, followed by Home-based Online Classes (Zoom) at home from 2:20 PM to 3:00 PM, Monday to Thursday (except on gazette holidays). Since there is teachers' meeting on Fridays, there will be no Zoom face-to-face class on that day.

**Physical Classrooms - Year 7 to 11 (Monday to Friday - 25 periods per week) at school**

**Home-based Online (Zoom) – (Monday to Thursday – 4 periods per week) at home**

**Total – 29 periods**

Physical Classroom	Physical Classroom	Physical Classroom	Break	Physical Classroom	Physical Classroom	Home-based Online (Zoom)
8:30 – 9:15	9:15 – 10:00	10:00 – 10:45	10:45 – 11:00	11:00 – 11:45	11:45 – 12:30	2:20 - 3:00
Period 1	Period 2	Period 3		Period 4	Period 5	Period 6

## Plan B: Online Learning Programme

- Depending on the Covid-19 situation and following the Myanmar government guidelines and directives, we may have to continue the Academic Year (2020 – 2021) with Home-based Online Learning Programme which will be from Monday to Friday (except on gazette holidays).
- The following Online Learning Platforms will be used for the programme:
  - Zoom Meeting
  - Google Classroom

### Year 7 to 11 Home-based Learning (Zoom face-to-face) (Monday to Friday – 25 periods per week)

Home-based Learning (Zoom)	10 minute break	Home-based Learning (Zoom)	10 minute break	Home-based Learning (Zoom)	BREAK	Home-based Learning (Zoom)	10 minute break	Home-based Learning (Zoom)
8:30 – 9:10		9:20 – 10:00		10:10 – 10:50	10:50 -	11:05 – 11:45		11:55 – 12:35
Period 1		Period 2		Period 3	11:05	Period 4		Period 5

- The **Online Learning Programme** involves live face-to-face synchronous lessons (via Zoom Meeting) as well as asynchronous lessons, videos and worksheets (via Google Classroom) for students to work in their own time to develop their understanding of what has been taught during the live sessions. The lessons, worksheets and assignments will be uploaded daily through Google Classroom from Monday to Friday accordingly.
- Students will need to complete and upload the given work on Google Classroom for the teachers to do marking. After marking, feedback will be given and the students' work will be recorded.

## Rules and regulations for Online Learning Programme

### Parent/Guardian's Guide to Online Learning

- Students should have Wifi/Internet access at home.
- Parents and guardians should make sure that the electrical equipment is safe to use.
- Electronic devices such as laptops and desktops with webcams and microphones should be provided at home.
- Student attendance during online classes is equivalent to physical classroom attendance. Therefore, online attendance records will directly impact the academic year's report card.
- Students are expected to dress appropriately during online classes.
- If the students are not able to attend the Online Learning Programme, parents/guardians are requested to notify the school. The reception will inform the respective subject teachers about the absence.

## Student's Guide to Online Learning

- Students should double check the teacher's Zoom Meeting ID and Password if they cannot join their Zoom Meeting Classroom.
- As Zoom is a live video and audio communication between teachers and students, students are expected to turn on Microphones and Video Cameras at all times during class.
- Students should not make noise and refrain from talking to each other while the teacher is teaching. They are encouraged to raise their hands if they want to ask any questions.
- If there are Wifi connection issues, students are expected to join the Online Learning Classroom using Personal Hotspot from their mobile phones.
- It is strictly prohibited to share any of the following information and resources such as usernames, passwords, email addresses, lesson materials, assignments, screenshots, images, recordings or videos of students and teachers with any other person.
- Disabling the video camera or muting the sound during lesson time will result in the student being considered absent and recorded as such.
- If there are any technical problems or errors, please contact **School** Phone numbers: 02-2848873 , 02-2848874, 09-799333970, 09-953333966.

## Assessment and Promotion Criteria

Students will be promoted to the next year level if they meet the following requirements:

- Students are expected to join all classes and acquire at least 75% attendance.
- Students are expected to score at least 50% in the overall assessment.
- To monitor students' learning progress and to provide ongoing feedback, we will evaluate the student's performance using Continuous Assessment (CAs) and Summative Assessment (SAs).
- These assessments will be used for both Physical Classroom and Online Classroom.
- Students should submit assignments to the subject teachers on **Google Classroom** to obtain the best outcome.
- Students' report cards will be issued twice a year.

## **Steps to follow before coming to school and throughout the day**

- If a child is sick with a fever, coughing, or has any other respiratory illness, we kindly request the parents/guardians to keep your child at home and call the relevant reception to report for sick-leave.
- Both students and parents/guardians must wash their hands thoroughly with soap and water before coming in to the school.
- When coming to school, it is compulsory for students to wear their masks and face shields. It is also important for parents to pack water and some snacks for your children, as our School Canteen will not be opened.



## **Guidelines for School Drop-off and Pick-up**

- For safety measures we advise parents/guardians not to send your child/children to school before their scheduled time. Therefore, students should not be at school earlier than 7:30 AM.
- During drop-off and pick-up hours, Pride ISM would like to request all parents/guardians to comply with the instructions given by the school. Any unauthorized person will not be allowed to enter the school premises.
- Due to social distancing regulations, we would like to request parents/guardians to make a 2-day prior appointment through the reception by phone, should there be a need to meet the Vice-Principal and/or teachers.
- For the safety of our students during pick-up and drop-off time, we would like to request our parents/guardians to comply with the traffic guidelines laid by our school traffic team. All vehicles and pedestrians must follow the designated routes and gates.
- We also request our parents/guardians to remain on your vehicles during pick-up and drop-off time as our school staff will help the child/children to get on and off from the vehicle.
- According to the physical distancing guidelines and directives from the Myanmar government, anyone who enters the school premises must wear face masks and wait in designated places.



## Procedures for Students Upon Entering the School Premises

1. Upon entering school premises, all students will be assisted by our school staff who will be taking temperature.



2. Students will then wash their hands and head to their respective classes.



3. Students with a temperature above 38°C or 100.4 °F will be requested to go home. For those parents/guardians who are unable to come immediately, your child will be taken care of in isolation at our Sick Bay.



### Classroom and Corridors

- The seats in the classroom are allocated to ensure sufficient physical distancing between students at all times. Students will only be allowed to sit at their assigned seats.
- Hand sanitizers will also be provided in every classroom as part of the hand hygiene system.
- Visual guides and signs will be displayed to ensure that students keep a physical distance in all corridors and other areas of the school.



## **Break-Time**

- Students are expected to bring their own meals. Meal times will be supervised by teachers and the school staff, students must eat and stay in their assigned seats during their break time. (Our school canteen will be closed)

## **Hygiene Practices and Healthcare**

- Our school maintains a high standard of hygiene in accordance with government guidelines.
- Our school clinic will be opened as usual with our school healthcare team to take proper care of our students if there is a need.

***All statements above are subject to change depending on the unpredictable circumstances.***

## **Safety measures Parents/Guardians should practice at home for their children**

- Educate children on the proper ways to wash hands, wear masks and to dispose of household rubbish.
- Keep the latest medical records and a month's travel history of children and family members.
- Practise appropriate physical distancing behaviour and manners.
- Exercise proper coughing and sneezing etiquette.
- Be able to wear masks or face shields for the required amount of time at school.
- Practise cleaning and disinfecting their surroundings and promote personal hygiene habits.
- Change clothes as soon as students reach home, place them in the laundry basket and immediately wash their hands afterwards.