



HAPPY PALACE GROUP OF SCHOOLS

Play Group | Montessori | Kindergarten | Primary | Matric | O & A Levels | Intermediate

HPGS DIGITAL EDUCATION LANDSCAPE

A Virtual Education Strategy during School Closures

DISTANCE LEARNING

During school closure and uncertainty looming for the education of our future generations, HPGS has successfully implemented a digital educational landscape for its students to participate in meaningful distance learning experiences. In Pakistan, there are currently more than twenty (20) million school going children have been affected by school closures due to the pandemic. A country where, twenty two (22) million children were already out of school, this is a state of educational emergency!

At this time of confusion where parents are worried about the education of their child and children are worried about what the future holds for them, HPGS as an educational institution has outshone itself as fully equipped to deal with the education crisis for its students and has committed itself to achieving its digital learning goals.

This document is prepared to provide a guideline, as to how HPGS will effectively implement its digital learning goals effectively using different mediums.

The following four essential areas of distance learning are addressed:

1. **Digital Tools:** What medium will the teachers use to share information with students regarding instruction and assignments.
2. **Communication and Content Delivery:** How teachers will offer content to students and in what way.
3. **Organization and Structure:** How teachers will expect students to interact and how often.
4. **Assignments:** How teachers will assess student work and communicate results.

DIGITAL TOOLS

Zoom: An effective video conferencing app designed to cater to over 200 participants in one video conferencing session. Available on both IOS (Appstore) and Android (Google PlayStore)

Google Classrooms: An integrated learning management software, made specifically for educational purposes - making classrooms digital. Available on both IOS (Appstore) and Android (Google PlayStore)

COMMUNICATION & CONTENT DELIVERY

There are multiple mediums through which HPGS will continue to deliver and disseminate information to its students during the school closure. These include:

WhatsApp: WhatsApp groups will be created class wise, where all information with regards to time table, zoom meetings, assignments, classwork, homework, instructions will be given. WhatsApp is quick, effective and easy to access. Parent/Guardian's are required to share their WhatsApp numbers with their class teacher as soon as possible so that they are added to the WhatsApp group of your child's class, where the class teacher will be uploading all the work and share information.

Email: Parents are encouraged to create email ID for their child. It is strictly advised to create gmail IDs as it is will be essential in using Google classrooms and other educational applications. Parents/Guardians are requested to share this specific email ID with the class teacher, so she may send classroom invites, zoom invites directly to your email addresses.

- Portal:** It is important that parents and students know how to access the HPGS parental portal from the website www.hpgs.edu.pk. You must ensure you have the correct username and password. Please contact, school administration or email at portal@hpgs.edu.pk if you have lost or forgotten it.
- Facebook/
Instagram/
YouTube:** HPGS is proud to have a large community on its social media platforms. All academic and important information will be shared here, it is important you follow all these pages and websites, in order to be well informed at all times.
- SMS:** We will be messaging parents time and again, with regards to update on digital learning.
- Campus:** Parents and Guardians will be expected to pick up study packs and submit coursework to their respective campuses in order for the teacher to mark assignments and report on the progress of the student. Certificates will also be handed over to those students who successfully complete their online sessions and show determination towards continued learning.

Our dedicated and highly competent staff members will be conducting the Zoom online classes and also manage the study groups on WhatsApp and Google classroom. It will be just as if the student is sitting in the classroom, getting all what he/she needs to progress their academic year. Having said that, there is no replacement for a child's brain development than in the ideal school environment and face to face interactive learning.

The content of digital education will start with revision classes in the whole month of June 2020.

Academic session 2020/2021 will commence from July, 2020. All students will be promoted to their next classes. At HPGS we have transformed our curriculum into effective digital teaching mediums like video tutorials, power point slides and interactive assignments.

The curriculum has been designed based on the prescribed books for year 2020/2021. Teachers will be referring to the books in every digital lesson, so it is essential that the student has the book at hand with him/her. Books and copies are available at school campus for purchase.

Moreover, we have trained our staff to how to manage, deliver and execute learning on different platforms, so they will be available to guide your child and you along the progression of our classrooms if you have any queries. You may also schedule a meeting with the class teacher using Zoom on a date and time agreed by the class teacher. This way, student queries or those who need extra attention will be addressed. Please note: The teachers will be very busy preparing and conducting classrooms during the school closure, so schedule a meeting for a short time.

ORGANIZATION AND STRUCTURE OF DISTANCE LEARNING

The Distance Learning day via Zoom will take place on specified days of the week (look at your individual time tables for these sessions). The number of days will increase in subsequent weeks. Teachers will initiate the online class on ZOOM. Students should be ready to participate at this time.

For consistency we will be sharing and following a strict time table for the session. Teachers will post instructions on Google Classroom in the start of the week, which will provide instructions and links to resources and relevant documents for any given day of the week. As much as possible daily off-campus learning will mirror the day's schedule, with core classes posting new lessons, video tutorials every week.

Where possible, teachers will provide opportunities to schedule online interactions during the day to help students remain connected with teachers and classmates. Teachers will be available to directly respond to questions or concerns from students during scheduled session times. Outside scheduled session times, teachers will endeavour to respond to student and parent communications within 24 hours.

Students are expected to be engaged with learning activities and communication that approximates the time that would be designated for regular class, however emphasis is on meeting the learning targets, not on a fixed amount of time on task.

WHAT WE EXPECT FROM STUDENTS

First of all, students are expected to get acclimatised to the digital platforms of Zoom, Google Classrooms, and Gmail account.

Norms for chat and video conferencing:

- b) Official class chats for academic talk only
- c) Be prepared! Desktop/Laptop/Microphone/Speakers and material ready to go.
- d) Dress and environment must be school appropriate (no PJs, no inappropriate dressing)
- e) Mute your microphone before meeting
- f) Raise your hand or comment if you have any questions
- g) Do not share your screen unless asked
- h) Do not share irrelevant material on chats.

Please note that everything will be recorded while chats will be saved.

ASSIGNMENTS

School will assess the students work through weekly assignments posted on Google Classrooms. It is necessary for the parents/guardians to submit/upload the work, in order for the teacher to see the progress of your child. The teacher's role will be to mark/check the assignments and also mention comments where improvement is needed. Furthermore, the teacher will be uploading reports at the end of the month on the portal and send it on email, so that the parent/guardian and students can closely monitor the progress of the child.

After checking and marking the assignments, the notebooks will be ready for collection on a specified, pre-informed date. It is imperative for the parents/guardians to make sure that the student has books and school copies in order to successfully benefit from the digital learning.

All students are expected to participate in the distance learning program. Any learning activities or assessment not completed will need to be worked on outside of the scheduled time. In exceptional circumstances or illness, parents of students who are unable to participate should notify the school as they would for any school absence, and those students will be given special consideration.

We anticipate that during each scheduled class time, students may spend the bulk of time working independently.

ADMISSIONS POLICY FOR HPGS DIGITAL EDUCATION

If you wish to admit you child at any branch of Happy Palace Group of Schools and take benefit of the virtual education system, admissions are now open for Academic Session 2020/2021.

Without your help and assistance, we will not be able to execute the above strategy and achieve our aim of dealing with the negative effects of school closures. We at HPGS are confident that the measures mentioned above will surely continue the learning process of your child in the most efficient way available.

Yours Sincerely,

HPGS Management.