



# **STRAUSS**

# **POLICIES**



# TEACHING AND LEARNING POLICY

ADDENDUM 1 VERSION 1 APRIL 19<sup>TH</sup> 2020

The Strauss Preparatory School existing Teaching and learning policy is focused on lesson planning, classroom practice and management of pupils in a physical classroom under the supervision of the teacher. This addendum will guide the lesson planning, practice and management of pupils in a virtual classroom and remote from the teacher. Successful execution of an online class will have to take into consideration the following:

1. **Home circumstances** associated with remote learning: including availability of comms equipment, printers, internet bandwidth etc.
2. **The Overall volume of work** for both teachers and students taking into consideration domestic situations that pupils and teachers must accommodate.
3. **Balance between interactive study and independent study** making sure that independent study sessions are interesting and engaging enough to keep the pupils motivated.
4. Ensuring that the **quality of delivery** remains at international standards.
5. Ensuring **uniformity** of teaching style across the curriculum.

In order to accommodate the above considerations and achieve our curriculum targets through online learning, teachers are mandated to adhere strictly to the following guidelines:

## Planning

1. Medium Term Plan, MTP: All teachers must break their long term scheme of work issued by the Head of academics in to a MTP showing high-level topics and units with coverage of 10 weeks of teaching, 1 week of revision and 1 week of examinations.
2. Daily weekly: All teachers are required to create weekly lesson plans for each subject, showing daily breakdown of activity by lesson unit. The weekly plans will include detail of activity for units within topics designated for week of a subject.

## Daily Weekly lesson planning:

1. Every lesson must be planned using the daily weekly template on “Strauss Brand Docs”
  - a. Each sheet must record the planning of a Unit within a topic. **Note that a Unit refers to a body of work that must be completed within one lesson.**
  - b. Each sheet must state clearly the “**Learning Objective**” for that Unit.
  - c. Each sheet must include the “**learning outcomes**” for that Unit recorded as “**I can**” statements.
  - d. Each sheet must contain **hyperlinks to activities** for the Unit.
  - e. Each sheet must contain **hyperlinks to and list of resources** for that unit.

- f. Each sheet must contain **hyperlinks to independent work** for that Unit which will be done after class hours.

### Lesson Structure:

The following guidelines govern the structure of lessons for online classes:

1. Each lesson is 60 minutes comprising of three segments as follows:
  - a. Segment 1 (15 mins): Introduction of topic and unit with teacher led tutoring and examples.
  - b. Segment 2 (15mins): Enforcement of learning using games or quizzes. Student led.
  - c. Segment 3 (25mins): Reinforcement of learning using digital worksheets.
  - d. Transition (5 mins)

### Lesson Design:

The following guidelines govern the design of online lessons:

2. **Segment 1** which is teacher led will require the teacher and pupil to be available to interact live using the Zoom platform and must:
  - a. be delivered using slides delivering a step by step introduction and concepts of the Unit.
  - b. Each slide must state clearly the Subject, Topic and Unit number and name. For example, Subject: Science/ Topic: Electricity/ Unit 1: Circuits. At the top left-hand corner of the slide.
  - c. The “learning objective” must be at the top centre of each slide.
  - d. The date must be at the top right-hand corner of each slide.
3. **Segment 2:** this segment must fulfil the objective of being creative, interactive and engaging while delivering the relevant content for the unit. It cannot be a video or pictures alone. The segment must include the following attributes:
  - a. Visual expression: use of photos and videos. Teachers are required to upload all resources to the Strauss google drive in the respective subject banks so that your colleagues will have access to your resources and vice versa.
  - b. Interactive: Must offer interaction between pupils and activity.
  - c. Audio expression: must have music or audio that discusses what is happening. Can be a voice over by the teacher.

These attributes must be combined in a single activity such as a game or quiz. Teachers are advised to explore the platforms listed above for ideas.

4. **Segment 3:** this segment must fulfil the objective of achieving independent learning during the class. The teacher will use this segment to assess whether learning has taken place using digital interactive worksheets. As much as possible we want to avoid sheets that need downloading or printing as most households are not set up for that.
5. **Independent off class learning:** In cases where the unit cannot be completed in the time allocated teacher must create independent tasks as homework which will be assessed at the end of the week.