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DELTA SCHOOLS

DELTA'S LEARNING COACHES' GUIDE FOR REMOTE LEARNING

At the onset of the Covid-19 outbreak, schools all over the country we are forced to resort for a temporary closure of their campuses to help curb the spread of the disease. This development stays in effect, as COVID-19, cases continue to linger and increase. Nowadays, with health and safety taking the front seat in any consideration, quarantine protocol also stands, but varies in different places. With this, schools have remained cautious as well towards a return to 'on-campus' learning mode and have recourse to remote learning so as to minimize learning interruption and ensure learning continuity.

It is in this context, that Home-Based Learning (all of the primary learning contents, activities, and instruction occur at home or where the student currently resides) takes precedence in the continuity plan of most schools at the present time. However, this set-up requires parents to step into a homeschooling role. As parents balance their own flexible work arrangement themselves, they are also encouraged in ensuring that their children receive the proper education while the virus still exists. In fact, parents and family involvement has always been essential to students' learning and success, but as more students must learn from home as a result of spread of pandemic, family involvement has taken on an entirely new meaning. Suddenly, many families are being asked to assume a lot more responsibility in their students' schooling, and teachers are seeking ways to best guide and support them.

Given that the Delta Schools have come together to craft policies and guidelines for parents and guardians on how to confront this challenge to assure parents that during this time, they are not alone. Parents, students, teachers, and school administrators are facing the same challenges as one unified team.





LEARNING NEVER STOPS!

Distance learning presents us all with formidable challenges. We are all learning how to do things differently for a while. Across our community of students, teachers and staff, there is a wide range of comfort with technology. Many important aspects of learning at Delta School may not transfer easily to online distance environments.

Just like in traditional learning environments, a parent's role and impact on student success is both critical and apparent. Parents serve as coaches for their students, at any age, and support them through their learning process. The same way parents can mentor and encourage students that travel nearby for school, a parent also plays a vital role in a student's online distance learning.

Parent's participation in the education of their children and close collaboration with the teachers are highlighted now more than ever to ensure their children receive the right education. With distance learning, parents and guardians assume the responsibility of being an integral component of the student's learning environment. They are required to be a part of the team that is responsible for the educational experience of the child. This entails working together with the teaching and support staff at the school.

PARENTS' AND GUARDIANS' RIGHTS AND RESPONSIBILITIES

In formulating necessary school programs and decisions that will affect student development, Delta Schools guarantee the rights of the parents to actively participate in matters relevant to their children's education. With this, it is crucial that parents and guardians understand their rights and responsibilities in order to ensure that the process is efficient, effective, and collaborative.

Parents and guardians have the right to:

1. Be actively involved in their children's education
2. Be treated courteously, fairly, and respectfully by school personnel
3. Receive information and communication related to:
 - Policies and procedures of the school
 - Academic progress and behavior reports
 - Prompt notification of disruptive behavior and/or disciplinary actions
 - Information about due process procedures for disciplinary action
 - Ways to improve their children's academic or behavioral performance



Parents and guardians have the responsibility to:

1. Encourage and support their children's work including finding an appropriate place to work, and checking that the core set work is completed each day.
2. Take an active role in helping their children process and own their learning and encouraging their children's compliance.
3. Ensure that their children have some structure to the working day: start and finish times and appropriate breaks.
4. Assist their children with accessing the video conference if necessary, but otherwise should not take part.
5. Ensure that their children use the equipment and technology for remote learning as intended.
6. Monitor communications from their children's teachers.
7. Work with principals, vice principals, team leaders, teachers, and school staff to address any academic or behavioral concerns or complaints their children may experience.
8. Read and become familiar with the guidelines and policies of the school.
9. In the first instance, contact their children's teacher if there are any concerns.

MANAGING YOUR CHILDREN'S DISTANCE LEARNING

As stated, the transition to distance learning will be challenging for families. Parents will need to think differently about how to support their children, how to create structures and routines that allow their children to be successful, and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. The guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

1. Establish Routines and Expectations

From the first day, Delta School implements distance learning, establish routines, and expectations. We encourage parents to set regular hours for their children's school work. Most teacher check-ins will begin at 7:00am. Keep normal bedtime routines for younger children and expect the same from your middle-aged children too. Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days starting as soon as distance learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

- 1.1. Build a schedule and do not underestimate its power - things like start-time, lunch, recess, and end times
- 1.2. Maintain "breaks" such as snack time and breathing spaces/moments
- 1.3. Remember to schedule time for fun

2. Monitor Communications



Communication is the key when it comes to remote learning. Teachers will communicate with parents and students through Learning Management System (Google Classroom) when and as necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. Parents are welcome to contact their children's teachers. However, we ask parents to remember that teachers will be communicating with dozens of other families, and that communication should be essential and concise. Teachers will respond within 24 hours.

- 2.1. Keep open lines of communication with both your children and their teachers.
- 2.2. Notify the teacher if unable to log in to the platform or in the student's absence due to unavoidable circumstances through the school's authorized helpline link/contact.
- 2.3. Provide weekly report of student's progress and accomplishments using checklist.
- 2.4. Be available for online conferences, if necessary

3. Begin and End each day with a Check-In

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents, but they should nevertheless. Parents should establish these check-ins as regular parts of each day. These check-in routines should be established early, before students fall behind or begin to struggle.

- 3.1. Set the mind of the student and establish study routines and learning targets.
- 3.2. Check and monitor the student's class schedule.
- 3.3. Test all class-related technology and learning aids prior to the start of the class.
- 3.4. Prepare all the necessary supplies and materials needed for the class
- 3.5. Access the specified online platform for monitoring during agreed schedule

4. Create a Home-Learning Environment

- 4.1. Set up a Designated Learning Space

Wherever you decide to let your child set up shop, create a designated workspace at home. Associate that area with learning only for the time being. Try talking with your



child about how this is their “work from home” desk, just like their desk at school but at home. You can try to set this area up like their school desk by removing any home clutter. Consider adding items to the area that the student might need like a pencil case, copybooks, and extra paper. Students should feel comfortable and have a sense of ownership to their home learning space.

4.1.1. Secure a web connectivity for online learning

4.1.2. Get to know the online learning platforms utilized by the school

4.2. Choose the Right Learning Space

It is easy to want to let your child learn from their bedroom, playroom, or the couch while you also work from home. Choose a designated learning space that allows your child to feel a sense of ownership and empowerment when they sit down to learn! You can try having them work alongside you at the kitchen table so they can see how you work from home. It is important to find a neutral space with limited distractions where you can check in periodically. When children go to school, we as parents are able to feel secure that they are being supervised. Same goes for your home. Now that our parent role has turned into a combination of parent and teacher, the responsibility lies on us to make sure they are engaged and learning. Once you choose your designated learning space, make sure your student feels comfortable learning there.

4.3. Observe Proper Dress Code (prescribed school uniform, proper hairstyle and hair cut). Remind your child/children to get ready like they are still going to school physically. They still need to be presentable and act accordingly on the whole duration of their remote learning hours. Going through their usual routine can help them wake up and establish a learning mindset.

5. Take an active role in helping your children process and own their learning

In the course of a regular school day at Delta School, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions include turning to a classmate to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Humans learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they are learning. However, it is important that your child own their work. Do not complete assignments for them, even when they are struggling.

5.1. Monitor and supervise the time on-screen online, student’s learning engagement and completion of tasks

5.2. Encourage the student to actively participate in subject-related discussions and instructional activities



6. Establish times for quiet and reflection

A challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones to block out distractions or play soft concentration background music for more focus study.

- 6.1. Minimize distractions - it is inevitable that your student will get distracted while at home
- 6.2. Prepare for distractions before they happen - put a sign on the door to inform others of the learning time taking place
- 6.3. Make sure that all toys, games, and activities are tucked away during learning hours
- 6.4. Practice the "out of sight, out of mind" mentality
- 6.5. Take it day by day, if something isn't working, try something new

7. Encourage physical activity and/or exercise

Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. The Physical Education (PE) teachers will recommend activities or exercises, but it is important for parents to model and encourage exercise. Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in.

8. Remain mindful of your child's stress or worry

These are unsettling times for all and it is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may be experiencing. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide. Our school counselors and learning specialists will also be available remotely to conference with you to help support your child's well-being.

- 8.1. Stay positive - none of us could have predicted that we would need to transition to e-learning this school year but we are Delta warriors and we thrive with smart compassion when we are challenged.
- 8.2. Recognize the difference, but metamorphosis is also an opportunity.



9. Monitor how much time your child is spending online

Delta School does not want our students staring at computer screens for 6-7 hours a day. We ask parents to remember that distance learning during this time can be considered an uncharted territory for many teachers who have been so used to old school learning mediums and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. This is an unexpected learning experience for students, parents, teachers, and school administrators. School Principals, Vice Principals, Team Leaders and Teachers, though, are always open to hear from you about what you are seeing at home and what we need to adjust. Give us constructive and well-meaning feedback to help us understand what we can do better to deliver the best educational experience and let us also know when we are doing a good job. We appreciate in advance your patience and active partnership!

9.1. Keep a record of attendance, other online consultations and follow-ups

10. Keep your children social, but set rules around their social media interactions

There is always excitement when school closes. However, the initial excitement of school being closed may already be fading as students start missing their friends, classmates, and teachers. Help your children maintain contact with friends through appropriate channels. Older students will rely more on social media to communicate with friends. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others.

10.1. Allow them to interact with classmates and friends via video chats

10.2. Keep an eye on your children's social media use especially during an extended school closure.

OTHER TIPS FOR YOUR CHILDREN'S DISTANCE LEARNING

1. **Start with fun.** "Try to have some fun before you get started." Run around the house or do some fun exercises.



2. **Build a routine.** Kids do best when the world is predictable, according to psychologist and author Lisa Damour. Start with “aspirational” practices—everyone up by 6:00 a.m., class starts at 7:00 a.m.—and refine them as needed. Think of them as provisional routines, Damour added, which over time can become sturdy.
3. **Trust the teachers.** The child’s teacher is providing all they need in the best way they can. Teachers are trying to figure out the best system for doing this without overwhelming kids and their families. For the meantime, as we go for this temporary shift, stick to what the teachers requires.
4. **If you’re stumped, turn it over to the teachers.** Making sense of and then explaining concepts that parents (might have) learned 30 years ago could be impossible. This is the time for kids to contact their teachers. Teachers have office hours built into each day for consultation, so students have the opportunity to **Google Chat, Google Meet, Google email** their teachers or call the School Reception.
5. **Take frequent ten-minute walks, without a phone.** Managing kids and their schoolwork at home, sometimes while juggling a job, will be frustrating. It also may be boring. If possible, retreat to the outdoors and walk, unburdened by smart phones.
6. **It requires the whole family.** This might take some creative juggling of schedules, but the at-home learning cannot be left to one parent. Children crave their parents’ attention during the best of times. Though not a peaceful period, this odd disruption in ordinary life might provide a rare window for some parents to spend quantity time with their children.
7. **Remember to wait.** Children take more time to process questions than adults might realize, especially if the question is not in writing. You have to pause and give them time to consider an answer and resist the urge to jump in giving them clues to get to the right answer. Being patient with a child’s answer encourages thinking and builds confidence. Consciously waiting for kids to respond will also prevent parents from doing the work for them.
8. **Stifle your own perfectionism.** Stay positive, offer upbeat feedback with as much specific detail as possible—not just a generic “good job”—and the child will be more apt to keep practicing. Repetition will lead to improvement which will inspire intrinsic motivation. Remember that their work won’t look perfect. They are kids and are learning. They need to learn to find their own mistakes.
9. **Reinforce positively.** Parents forget how powerful praise can be. It is the best way to motivate and teach. Being upbeat during a global crisis might be unnatural, especially when parents themselves feel like freaking out, but highlighting what’s right works for kids.



10. **Keep it low-key.** It is OK if your child does not finish something. Distance Learning is something new for all of us. Everyone is grappling with it and feels the same way. There is something comforting to know that we are ALL in the same boat.

IMPORTANCE OF PARENT'S ENGAGEMENT WITH DISTANCE LEARNING

The Roles Parents Play in Remote Learning

With added engagement required from parents in remote learning, how can they discover the best role to play?

Students should see their parents as their greatest cheerleaders and coaches, knowing a coach would not be misleading or overly positive, but constructive and goal-oriented. They need to reinforce the bigger picture and how the responsibilities of today point to the larger intention.

Students who see their parent's role as a secondary educator will often become confused or challenged with weighted opinions. A parent who is authoritative in their approach to task-oriented actions can also rid a student of his or her independent learning style. Matching the objectives of a parent and a teacher can build hostility or demotivate. Finding the balance of grooming a performer for long-term success as opposed to seeing education as a chore is critical. In opposition, a parent who is overly supportive can strip a student of their opportunity to learn and succeed on their own. Students can become reliant on their parent's support and especially in distance learning, where the instructor is a screen or module away, can a parent more easily disrupt the learning rhythm.

Finding the appropriate parent coaching behavior can vary at different age groups and parents are required to adapt to the changing needs of their growing child in the way they learn and how they respond to learning.

Parents Set the Standard

Parents control the environment. They support setting the pace, building a physical space intended for learning, and continue to encourage in the absence of a daily face-to-face interaction.

The role of a parent and teacher are different. While a teacher or instructor serves as a guiding force in subject matter, a parent knows when to lean in and lean out of their student's experience. They are not meant to serve as the home schooler in conjunction with distance course leaders. Instead, they offer support to the learning structure, and reinforce the goals that can be accomplished in and out of school with education.



Accessibility is important. Remote/Distance learning affords students their own pace and exploration, and heightened accessibility to their instructors. Setting a monitoring schedule or allowing check-ins can keep a parent up to date and knowledgeable of when their input might be necessary. By designating an area of the home for learning, parents can also keep an eye on progress and learning styles. Noting behaviors, opportunities and barriers, allow parents to adapt or adjust the standard as necessary to create the ideal path for their child or children.

Parents Live by Example

As parents are well aware, children are quick to point out the discrepancy in their behavior with their parents. This is no different in education.

Positioning education as the incredible accomplishment it is, parents can reinforce the importance of doing well in school, regardless of their own backgrounds. Setting an increased value for education and learning can come through in how a parent dictates remote learning time, prioritizes needs and the personal attention they can provide.

Educating in an open environment like the home, children can watch behaviors in their parents. If parents push remote learners to remain committed and work hard, parents must reflect this in their own behavior. Children are apt to adopt behavior they feel beneficial. Setting a similar pace and expectation in whatever a parent's emphasis, to a child's learning pattern can build work styles and expectations for a student to follow.

The Power of Parents

Parents have a direct impact on the education their students receive, especially in a remote learning setting. Being a coach at any age and reinforcing the value through hardships can empower students and ensure that impact is positive.

Finding the balance as a parent, between instructor and fellow student, can be difficult. But, those who can master the technique will see great success from their rising stars.

DELTA SCHOOLS LEARNING FROM HOME

As students across the country adapt to remote learning, parents are creating an environment for their children to learn from home. Students, including ours, typically go to school so they can put everything aside and focus on learning. As those lines blur, it is important to



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formulate procedures for our own students to learn from home. A home-learning balance is simply drawing the line between what is learning time and home time.

What we have presented, so far, synthesize what schools around the world, including us, have been learning. Students, teachers, school administrators and families must adapt to a rapid and unexpected pivot towards distance learning.

Without after schools outdoors activities, playdates, and day care, kids and even teenagers will be looking for other ways to entertain themselves. You have made it your life goal to ensure your children are happy and busy! Without their normal activities, it is important they find other ways to stay happy, healthy, and engaged while at home. By creating a Delta's home-learning environment with the right tools and resources, you will see your child will thrive at home! The best part is that you get to watch it happen.

We hope that these guidelines help us all make the best of new and sometimes unfamiliar distance learning environments; helping everyone be ready for some of the more practical aspects of **Delta's Learning from Home Program (DLHP)**.

All the best for all Delta's Learning Coaches of
Academic Year 2020-2021!

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Firm Steps Toward a Promising Future