

# ONLINE LEARNING GUIDANCE

PRIMARY 5 & 6  
SECONDARY  
BACCALAUREATE

INTERNACIONAL  
ARAVACA



### Contents

---

- 1.- Introduction and y contacts
- 2.- Our pupils
  - 2.1.- How will we do it?
  - 2.2.- What resources will they need?
  - 2.3.- How will the Feedback be?
  - 2.4.- What do we expect from them?
  - 2.5.- 6 Recommendations for online learning
- 3.- Our parents
- 4.- Our Teaching Staff and Management Team
- 5.- Recommendations to families

### 1.- INTRODUCTION

---

Welcome to the online learning protocol at Internacional Aravaca. Over these past days we have activated our telework plan to continue the educational work as we usually do at school. We have been a referent on technological education for years, and thanks to our training and experience, we have been able to organise a successful plan of work that will keep our pupil's learning agenda active.

The Management team and Teaching Staff is continuously working and getting in touch with families and pupils to grant the proper functioning of this procedure. Our target is helping and encouraging learning, both from an academic and emotional point of view, by the time this online learning takes place. We will be pleased to listen to your proposals and needs. Find below the contacts you may address, depending on your queries:

Management: School lockdown and protocols:	Marta Martínez. <a href="mailto:m.martinez@ia.edu.e">m.martinez@ia.edu.e</a>
Technical support:	Miguel Asensio. <a href="mailto:m.asensio@ia.edu.e">m.asensio@ia.edu.e</a>
Preschool & Primay:	Valme García / Laura Oran. <a href="mailto:v.garcia@ia.edu.es">v.garcia@ia.edu.es</a> / <a href="mailto:l.oran@ia.edu.es">l.oran@ia.edu.es</a>
Secondary & Baccaureate:	Tatiana Calvo. <a href="mailto:t.calvo@ia.edu.es">t.calvo@ia.edu.es</a>
Administration:	Marta García. <a href="mailto:m.garcia@ia.edu.es">m.garcia@ia.edu.es</a>
Secretary:	Mónica Díaz de Mera. <a href="mailto:secretaria@ia.edu.es">secretaria@ia.edu.es</a> Susana Gaitán. <a href="mailto:s.gaitan@ia.edu.es">s.gaitan@ia.edu.es</a>
Academic Secretary: Admission:	Coro González. <a href="mailto:c.gonzalez@ia.edu.es">c.gonzalez@ia.edu.es</a> Valle Ramos. <a href="mailto:v.ramos@ia.edu.es">v.ramos@ia.edu.es</a>
You could get in touch with tutors and teachers via the usual mails and the school platform.	

## 2.- OUR PUPILS

---

### 2.1.- How will we do it? Here is our protocol:

Tuition will go on from home with the same timetable, via videoconference. Each department has chosen the main objectives and contents of their planning, adapting them and being flexible with timing. In Secondary and BAC 1, we have adapted our assessment criteria by giving relevance to continuous evaluation. See the 2nd term assessment letter.

#### One-to-one iPad

- Pupils have a mobile device (iPad) as a working tool. They will keep it operational and in good condition for their work sessions.
- Over this period of time the school will keep the usual management systems (MDM) to control and the devices.
- Teachers will be in charge of asking the Innovation department for the apps to be installed.
- Content filtering and the necessary restrictions will be kept for a proper digital functioning.

#### GOOGLE MEET

- On the [GOOGLE MEET](#) app, already installed and tested in devices.
- Teachers will log on at the scheduled time to talk about the task, explain the activities and answer questions and problems posed by pupils.
- At the beginning of the meeting [the teacher will keep a record of attendance](#) and absences will be typed on the [PSP](#) if they have not been excused.
- Pupils will keep the [camera and microphone off](#) during the session, waiting for the teacher to ask for their engagement or participation during the meeting.
- Pupils will dress informally but with appropriate clothing.

#### GOOGLE CLASSROOM

- Teachers will keep [GOOGLE CLASSROOM UPDATED](#) and with the [REQUIRED](#) resources for the sessions.
- All tasks demanded by the teacher will be submitted on this platform.

#### PLATFORMS

- Pupils will work on their usual online learning platforms for each subject: [SM aprendizaje](#), [MEE2 Macmillan](#), [ByMe](#).
- They will go on with documents handling via [GOOGLE DRIVE](#) to organise the resources they are creating.

### 2.2.- The necessary resources

- Internet access from home.
- School's iPad or their own one for BAC, with access to platforms: Progrentis, digital books...
- Notebooks.
- Pencils, pens, coloured pencils, rulers, etc. Basically, all the material they use at school.

### 2.3.- How will the feedback be?

- Teachers will correct, monitor and give feedback to pupils on all their tasks via [Google Classroom](#) or straightforwardly when needed, by the school's email.
- Teachers will [contact the families weekly](#) to furnish each pupil's follow-up. At this meeting families will be informed about the pupil's development and on a daily basis on the [School's platform FAMILIAS GLOBALEDUCA](#).

### 2.4.- ¿What do we expect from students?

- First of all and as always, an exemplary code of conduct during the online sessions, keeping the human tone and respect for the teachers.
- Pupils must [check their email](#) to make sure they get all teachers' notifications updated.
- It is compulsory to [log on on time to online sessions](#) and [participate in all the tasks and projects](#) that the teacher may give for every subject. These ones will be assessed and taken into account for the final grade.
- For any concern, need or question, they may contact the teachers if necessary via email or the school's platforms.

### 2.5.- Recommendations for working online. STUDENTS

We want to help you from school so that you can learn and get the most out of this new situation. It is important that you think of the advantages of studying at home: It's relaxing, You can have a snack or drink whenever you want. You can get comfortable, etc

Although you think that now you will have a lot of time, the greatest problem that you are going to find can be the opposite. In order to be more efficient with your study time, you must avoid distractions that are waiting for you at home: mobile, television, video games, even with the people you cohabit with and of course social media, and the internet.

We offer some advice in order to improve your productivity when you study from home:

### 1. Take care of yourself

Take care of your appearance. When you get up, have breakfast, and get ready like always. Wearing pajamas and laying on the sofa is not the best way. Having a nice organized work space enables you to study. Try to get comfortable, with good lighting, and great ambience.



### 2. Focus

Utilize the strategies that help you concentrate better. One of these is the Pomodoro technique. Their methodology, created in the '80s, is based on periods of 25 minute activities (Pomodoro) followed by 5 minute breaks. With every 4 pomodoros, the length of the breaks increases. This method was designed with the objective to improve the productivity based on organization of time in short periods. Get help with one of these applications:

- **Tomatoes:** is an online timer. It has a clock in which you can set the work time that helps you stay concentrate thanks to the tick tock sound. If you are one of those that get nervous with this sound don't worry, you can silence it. There is also an option of installing the extension in Chrome.
- **Tomatoro:** Perfect online timer for working, since it allows us to adjust the study time, a short break, and a long break. Simple and attractive interface.



You can find others options in:

<https://www.educaciontrespuntocero.com/recursos/apps-estudiar-sin-distracciones/>

### 3. Take a break

Taking breaks are important in order to oxygenate your brain and reactivate your attention. You must schedule them in and not skip any of them. At recess and breaks, try to get up. move, stretch, and above all change from up close view to far away view. If you can go out to the garden, or balcony even better.

### 4. Organize your time



There a lot of tools that can help you study and organize your time.

Momentum is a Chrome extension that provides you with a personal dashboard. Each time you open a new tab or window in your navigator, you will see a beautiful background of inspiration, a list of tasks, and a unique focus element for the day.

Each person is a world and for that, There are a lot of people finds it more useful to have relaxing music or white background noise. For those who are more sensitive to the noise around them, Noise canceling headphones could be the solution.

Other piece of advice: You should leave your phone outside while you are studying.

### 5. Take care of your family.

Be understanding, They as well are experiencing lots of changes and at the same time, many have to continue with their work obligations.

Help with house chores, spend quality time with your family (board games, watch a movie, etc)



### 6. Move.

Exercise and Sports are necessary for our emotional and psychological well-being, and reduce anxiety and stress levels. You can do some activities at home or in your patio/terrace. In You tube you have various yoga and mindfulness channels that'll be very useful (click in order to access: [CanalBienestar](#))

### 3.- OUR PARENTS

---

There is no doubt we are facing a unique challenge that is getting parents, teachers and pupils involved for the first time in such a new way, deep into the pupil's learning.

We understand and know that every family situation is unique and, in the present circumstances, we understand that parents are having an active and essential role at home, as this online learning period of time goes on.

Here are some issues we expect from our Ia parents over this period of crisis:

- Offer **technical support** to pupils for the proper functioning of tasks and classes. internet connection, materials...
- As far as possible, we would like you to join in some videoconferences together with the pupils and keep track of them.
- We urge you to **check the email** and the school's platform "**FAMILIAS GLOBALEDUCA**" **and web** to be up-to-date with announcements, updates and steps the school is taking during this educational model.
- At all times, be **responsible of the physical environment of the pupil** during videoconferences, granting a safe and appropriate environment. As far as possible, in common areas.
- Guarantee **appropriate clothing** during online sessions (for example avoiding pyjamas).
- Guarantee that **any concern pupils have may be communicated to the Coordinators**.
- **Guarantee proper pupil's behaviour**, according to school's expectations.
- Guarantee that communication between pupil and teacher is rendered via learning platforms or school's email or, via parents, if it is not possible.
- Be aware that, whenever possible, sessions will be recorded and revised by the Management team.
- You may get in touch with the Principal and tutors when deemed appropriate. We will be delighted to receive proposals, questions or meet your needs and concerns.
- Be able to send videos to the teachers as online learning evidences.

### 4.- OUR TEACHERS

---

Teachers are pillars upholding this online learning model. Continuous training and active methodology and technology specialization make the design of this work model so effective.

What do we expect from teachers?

- They will go on with their teaching routines from home, planning, creating resources and online teaching.
- They will create a [GOOGLE MEET](#) link for every session and will share it with the pupils on [Google Classroom](#). These sessions will be just audio, except where necessary. These sessions could be recorded by a member of the Management team, who could join in to assess the tracking and learning process of the pupils.
- They will keep [GOOGLE CLASSROOM UPDATED](#) and with the [NECESSARY](#) resources.
- During class time, logging on will be [COMPULSORY](#). We follow our [DAILY TIMETABLE](#).
- Teachers will prepare online classes. Resources, tasks and projects will be adapted and assessed bearing in mind this work model.
- During the first 10 minutes the teacher logs on, says hello to the pupils, checks attendance, types on [LC IBERICA](#) pupils who have not logged on and explains what they will be working on. Pupils will be warned if the session is going to be recorded. These ones will switch the camera and microphone off unless the teacher tells them to switch them back on.
- At the end of the session the teacher gives a feedback and remembers all the assignments or tasks that pupils have to do and deliver.
- All tasks will be assessed and taken into account for the final grade.
- The teacher may create online tests for the correct assessment of contents.
- Teachers will attend [a weekly meeting with their Coordinator](#) to assess the online learning process, suggest improvements, concerns or doubts over the week. They will also revise pupils' follow-up, commenting on possible special needs material to improve teaching.
- [Department meetings will be hold](#) at the usual time.
- A dress code will be required for online sessions and usual care while talking with students.
- The teacher should inform the Coordinator about pupils' [disruptive behaviour](#). The teacher may ask the pupil to log off if necessary.
- He will use the ordinary channel of communication with pupils and families ([LC IBERICA- mail - classroom](#)).



# ONLINE LEARNING GUIDANCE

(Primary 5- BAC 2)

INTERNACIONAL  
ARAVACA



## What do we expect from tutors?

- Each TUTOR will phone parents at least once a week to get the family's feedback, gather possible difficulties or concerns, solve questions and give support. A call record will be kept on [DRIVE](#).
- They will revise the plannings and gather feedback from pupils and families for future improvements.
- They will keep the Coordinator or Management team informed about incidents or students' needs.
- They will have a weekly online session with pupils to talk with them and gather observations, questions or needs.

## Management team and Heads of department

- They will get frequently in touch to communicate messages to teachers in their team and try to solve problems as they happen. They have to guarantee that the teaching staff may meet expectations.
- The stage Coordinators will send an email every day to the teaching staff, giving a feedback on protocols to be followed.
- The Principal will email a report every week.
- The Management team will meet every day to catch up with the overall functioning.
- They will facilitate collaboration between peers to organise activities and materials to be shared. All the courses should follow the same procedure.
- They will rethink the objectives of the subjects to be taught together with the teachers.
- They will hold meetings with teachers, departments, as they used to do, to evaluate online teaching and implement the necessary improvements.
- 

## Personal welfare

- Communication channels will be as usual, via email, telephone, stage WhatsApp. The Management team remain at your disposal at any time.
- If we have to work from home, it is important for us to be in touch with colleagues and friends as often as possible making use of the usual channels of communication.

### 5.- RECOMMENDATIONS FOR FAMILIES.

---

We want to support you from the school so that you can live this moment the best way possible.

There will be a lot of advice you will be receiving this next couple of days and the things you will be learning about this experience. We just want to help you with some suggestions and a message we deliver to you from your Internacional Aravaca School **"YOU ARE NOT ALONE"**

Even though you are focused on assisting your children and your regular job, we want you to remember that also as parents this is the first time you are finding yourself in a crisis situation like this, be kind with yourself if at any moment you believe that you cannot handle this situation as well as you would like to.

### **¡BE FLEXIBLE!**



<https://www.youtube.com/watch?v=IXTuFeTdX8I>

**In this fragment of the film Kung Fu Panda, We can learn about the importance of believing and having faith in the things that come up and will have a solution.**

### 1. INFORMING YOUR CHILDREN

Explain to the child the situation according to their age and maturity level. You can find some suggestions about how to inform them through the Official College of Psychologists of Madrid Psychological [recommendations to explain to children the Coronavirus outbreak](#).

Protect them from misinformation and above all the lies or unjustified social alarm. Address their worries and make sure that they are not constantly receiving information about the state of the coronavirus by way of the news, hearing you talk on the phone...

Make sure that they understand that their health is not at risk, but that they have to take preventative measures and stay at home in order to take care of the elderly and those that are sick. Staying at home helps the people who work at the hospitals do their job, and that they are conscious of their important work. Remind them daily that thanks to staying at home there are less sick people.

### 2. HELP THEM TO EXPRESS THEIR EMOTIONS

Adolescents and Preadolescents can express their discomfort in distinct ways: nervousness, anxiety, nightmares, mood swings... Ask them how they feel and maintain active listening and comprehensive attention, without taking away the importance of their worries. You can show them relaxation strategies.

### 3. KEEP CALM!

Provide a calm and affectionate environment. Adolescents and Preadolescents learn from us how to deal with their emotions that disrupt them, and surely they need more than your attention, your time and your affection. To be able to show them emotionally available, you will need your own space as well, with which you will try and establish turns with your partner or other responsible if possible.

In stressful conditions and even more confined at home is it possible to appear more demanding, or that anger is harder to control. It is the time to be more tolerant with some behaviors that we normally don't allow without forgetting the norms and basic boundaries.



### 4. REDESIGN YOU HOME

Agree on defining spaces. In addition, if we can turn to these different spaces, it can be a way to find moments for ourselves when necessary, to calm down or work without being interrupted.

### 5. HOUSE CHORES FOR EVERYONE

Working together and sharing goals is one of the best ways to establish and deepen family ties.

This, furthermore encourages your kids to take responsibility of daily chores that involve a common goal.



### 6. SCHEDULES AND ROUTINES



Daily routine planning helps prevent conflicts that may arise. It is important to establish a schedule from Monday to Friday and the weekend with the time that everyone gets up, goes to bed, leisure time, Time to use mobiles (also parents set an example) video games, tablets, physical exercise, etc.

We cannot forget to maintain the habits we've had, getting ready in the morning, changing clothes, only wearing pajamas for bedtime, and maintaining a healthy and balanced diet as possible, etc.

Being at home continuously can lead us to stop paying attention to certain habits that we carried out before: washing up in the morning, changing your clothes, and only wearing pajamas to bed, work routines, exercise and rest.

We can try to take moments of rest in different places where we don't work. Spending many hours looking at an ipad or a notebook (up close), it becomes more necessary than ever to look through a window (far away), go out to the balcony or the garden, breathe in fresh air, etc.

### 7. TIME TOGETHER

All of us can get into "creative mode" to design leisure activities for the family. Board Games, Arts and Crafts, Cooking Workshops, Dance Competitions...

Family movie sessions can be another interesting leisure option and popcorn to go with it is even better.

Movies with a message for adolescents

<https://www.compartirenfamilia.com/10-peliculas-con-mensaje-para-educar-a-adolescentes>

Movies that help work with resiliency

<https://www.educaciontrespuntocero.com/recursos/peliculas-abordar-resiliencia-clase/>

Movies for young people and adults

<https://www.lifeder.com/peliculas-educativas-jovenes/>



### 8. MAINTAIN THE CONTACT

Talk to family, friends, acquaintances, and colleagues is very beneficial, We can make video calls in these moments to facilitate contact and closeness. For this, there are different platforms like Google Meet, that we use at school, we have already sent you the manual on how to use it.

### 9. TAKE CARE OF YOUR BODY AND MIND

In order to maintain your physical and mental health, it is important to make time in our routine to practice some physical activity, take breaks, take turns going shopping when necessary (if possible, on foot). For physical activity and relaxing, we've left some resources in the attached document.



### 10. JOIN THE BALCONY APPLAUSES TOGETHER AND THINK COLLECTIVELY.

Help children think in others from a place of love and generosity. Avoid information or attitudes that contribute to stigma, such as the virus having been brought from outside, etc. Show them the contrary positive examples from society ( Health Professionals assisting the whole world, neighbors offering their help to the elderly...) examples of generosity and kindness and how other countries that have more experience with the infection are offering us their help.

## Remember:

**There is always an opportunity to show yourself and others,  
that you can make the most of every moment.**

**"... today is a gift, that is why it is called the present" Kung Fu Panda  
Movie**



<https://www.youtube.com/watch?v=JRyE7Cm302M>

## ¿IN WHAT SITUATIONS SHOULD ONE ASK FOR HELP?

Be aware of the behavior and signs of distress from your children. Although it is normal that they are somewhat more upset, above all in the face of confinement at home, there are certain behaviors that should not be overlooked:

- Verbalizations of not wanting to live or self harm.
- Drastic changes in their behavior that can turn out to be dangerous towards themselves or others.
- Decrease in appetite or anomalous behavior regarding diet (vomiting, compulsive working out).
- Hallucinations or strange thoughts.
- Excessive Obsession regarding the infection or other circumstances, with compulsive washing of hands and other irrational hygienic measures that are causing them distress. In any of these situations if you have any questions, contact your primary care pediatrician or a mental health professional.