

Delivering a Personal, Independent Education with Digitally Integrated Learning

Face-to-face learning is still the best method

It is incredible that we are able to use our platforms for learning during lockdown. However, the value of face to face learning is still the number one method to educate children. The younger the children are, the more significant the daily contact with teachers becomes. We will do our best to keep up the connection between teachers and children that maintains the process of developing values, character and respect. **Our main aim will be to open the school and conduct classes as normally as possible, as soon as possible.**

Connectivity, internet access and flexibility

We understand that you may have quite limited internet access at home. In addition, devices may need to be used for work and shared with Primary School children. We have also taken into account that some parents are working in essential services and need to access the information in times that suit *them* and their particular family circumstances.

All the material can be accessed on a cell phone, tablet or laptop so that every family should be able to have access to the assistance that will be provided during the remainder of the lockdown period.

Important: **some connectivity, at least once a day, is needed** to gain access to lessons and resources.

You have *free access* to Microsoft Office 365 software

Primary School boys will need supervised access to a computer *or* a supervised cell phone. As a parent, you will receive an email from our IT Manager, Mr Knatten with the instructions on how to set up Teams and One Note on the device(s) of your choice. Please follow these instructions and contact Mr Knatten directly if you have any problems: itmanager@scc.co.za .

Those parents of **boys in the Senior School** have no extra work to do - your sons are already connected and set up, so you can stand back and let them get on with it. Each family has free access to an additional four licenses for Office 365 which you may load onto any devices you wish.

Please read ahead for more information specific to boys in each school.

Junior School Boys

Pre-Primary School

Method of delivery of digitally integrated learning

Teachers will work with Microsoft Teams and One Note and will make contact with you and your son as personal as possible.

You should still have some activities in the packs you received before the lockdown commenced. Additional activities will be placed in folders for parents to access at a time that suits you.

Once you are **connected** and are comfortable using the software, you will be able to upload examples of your son's work into **One Note** using a **free app called Office Lens**. Read on to find out how to do this.

Junior Primary School

Teachers will work with Microsoft Teams and One Note and will make contact with you and your son as personal as possible.

You should still have some activities in the packs you received before the lockdown commenced. Additional activities will be placed in folders for parents to access when they are able.

Once you are **connected** and are comfortable using the software, you will be able to upload examples of your son's work into **One Note** using a **free app called Office Lens**. Read on to find out how to do this.

Senior Primary School

Teachers will use their laptops with stylus to connect and work with boys through the day in **Microsoft Teams** and **One Note**. We will not strictly follow the timetable but it is a guide to help boys with familiar routine.

Boys in the Senior Primary School can access their work which will be placed in folders in One Note. They can do the work on paper with a pen. **Using Office Lens**, the work is easily scanned and can be uploaded directly back into One Note. Read on to find out how to do this. **The teachers have the ability to mark submitted work using the stylus and to give feedback to each boy.**

Important protocols for safe digital spaces

While parents are welcome to email their teachers, the communication between teachers and boys is strictly via **Teams** and **One Note** only. All interaction is directly with the teacher.

Senior School Boys

Teaching time

We are very mindful of the need to meet the required recommended guided learning hours required to adequately prepare our boys. While digitally integrated learning will provide some relief during the lockdown period, it is not an adequate substitute for face to face instruction. To make up lost teaching time, **the second term has been extended by one week to 26th June and the Exeat Weekend for the second term has been cancelled.** In addition, we will be considering **the extension of the fourth term by one week** for Grade 000 to Grade 11 boys.

Preparing to recommence learning and teaching

Starting on **Wednesday 15th April**, teachers will begin placing activities and learning material into One Note for their classes. Your son will need to have **internet access at least once a day** to update and gain access to this material.

On **Monday 20th April**, formal teaching and learning will begin.

The timetable can be used by boys to regulate their day and to stay on track. Work can be submitted as per normal in One Note and teachers are able to mark it and give feedback.

Important information for parents of Grade 12 boys

We understand that of all the parents at St Charles College, those who have a son in matric are the most concerned by the disruptions of this year. We share your concern and will put in as many necessary measures as it takes to ensure that our boys in Grade 12 are taken care of, and are well-prepared for their end of year examinations.

Our key objective is to ensure the required number of face to face teaching hours are in place. This may mean some sacrifice for boys and staff, but these are extraordinary times. The main objective remains: to assist boys to achieve examination results that reflect their ability, and enable their access to appropriate tertiary studies.

We have set a full series of mock examinations in place of the cancelled examination series. These will play a significant part in the moderation process led by Cambridge Assessment to provide our boys with a verified final result from school-based evidence, and will carry a guarantee of international currency. This option offered by the highly capable Assessment team at Cambridge, is **a very good reason for boys to work hard and prepare well** and will ensure that boys studying towards A Levels can proceed to finish A Levels in November as planned.

Because of the lockdown extension, the **mock examination timetable** will need to shift forward and the updated version will be sent out by Mr Holcomb. ***This obviously is based on the assumption that the lockdown will end as expected on April 30th.***

Preparing for digitally integrated learning

Four Steps before we get started

STEP ONE



Go to the Play Store and **download Microsoft Office Lens** onto a designated cell phone.

Try it out – it is better than taking a photo.

STEP TWO



Load Microsoft Office 365 onto the device(s) of your choice using the instructions, password and user name from the email sent to you by our IT Manager, Mr Knatten. itmanager@scc.co.za

STEP THREE



As part of Microsoft Office 365 is a program called Microsoft Teams. You son is already a part of a 'team' - a safe virtual classroom. Microsoft Teams **meets our online safety requirements.**

STEP FOUR



With Microsoft Office 365 you also get a program called One Note. If you open One Note you will find a set of labelled folders where your son will find his work and into which he can upload his completed work using the **Lens App.**

Please ask for assistance. itmanager@scc.co.za