



ON-LINE DISTANCE LEARNING

The College is taking its first tentative steps in on-line Distance Learning due to the present lockdown. This is likely to be followed, when schools reopen, by a high degree of social distancing. The school systems are bound to be strongly affected due to the natural vulnerability of our children.

I have already shared with you the objective behind what we plan to do in the College in my earlier message. This message is designed to put in place a basic system of the teaching-learning transaction. This is likely to be revised from time to time, as this medium is still new. Together, we will be successful!

1. All teachers have been assigned their classes/sections/subjects by Section Heads.
2. All teachers have received their timetables indicating work allocation.
3. All teachers have been provided with a record of number of periods per week/per subject to facilitate the division of the syllabus in each class per week/month/term.
4. The break-up of the syllabus for each class is given on the College website.
5. Preparatory Class shall follow a separate system to ensure skills in letters and numbers.
6. The target date to commence this system is 4 May, 2020.
7. Junior and Middle School shall focus exclusively on English (Language and Literature) and Mathematics till 18 May, 2020. This shall provide us the opportunity to get used to the system and make appropriate changes before introducing other subjects.
8. Section Heads shall be appointing a coordinator for each subject for each class for the preparation of the module. This is similar to the system that is employed regarding inspection of exercise books when regular classes are in progress. The coordinator shall be the key person to collect, select, edit, format and forward a module to the Head of the Section. Teachers teaching the particular subject in the particular class shall actively assist in this preparation. The Section Head shall supervise and encourage complete participation. Your cooperation is required for this.
9. Teachers of English and Mathematics are required to submit modules to cover ONE week of academic work by 2 May, 2020. Thereafter, further modules are to be presented on the Friday of each week. This shall ensure that there is no delay in the process of uploading material for 14 classes at a time, with the limited personnel available.
10. Teachers of subjects **other than** English and Mathematics are to present THREE weeks of modules in their particular subject, according to the procedure and format described below by 12 May, 2020. This shall include ALL subjects that are taught and marked. Thereafter, further modules are to be presented on the Friday of each week. Value Education, Library, Singing, Physical Training and SUPW are dealt with in Point No. 20 below.

11. Teachers are reminded that this process is likely to continue until schools reopen for regular classes.
12. Section Heads will guide you regarding the format for modules to be prepared. Please keep in mind that we are not only teaching our boys, but addressing their parents in an attempt to guide study. Instructions should be clear and the format of presentation common to all subjects. Heads of Sections have proposed that the format of each module be as follows:

- a. Class _____ Section _____ Subject _____ MODULE NUMBER _____
- b. Topic
- c. Learning Objective/Projected Learning Outcome
- d. Content (Eg. Text or explanation of a concept)
- e. Notes for Guidance (for pupils and parents)
- f. Written Exercises
- g. Additional Resources (Eg. URL or YouTube links for understanding a concept more clearly)

13. Please keep in mind that pupils do not have books and stationery as in normal circumstances. Text and teaching material is to be uploaded. Where material is available in digital format, the teacher shall include this. As an alternative, pdf format, photographs, scanned documents, etc. may be used for text. Be resourceful! Think of the best option that can be used.
14. Pupils may use a digital format for completing exercises and tasks. Those pupils who can or must use paper may do so. Either medium shall be acceptable.
15. All pupils are to maintain a regular record of work done either in hard copy or in digital format. This shall be reviewed when regular classes recommence.
16. Project work is already an integral part of the School academic programme. Under the lockdown situation and thereafter, this medium of learning can be used effectively. A separate list of instructions for this will follow shortly.

17. CORRECTIONS

- a. Teachers shall prepare a marking scheme for the exercises/tasks submission in each module. This shall be sent to the Section Head for safe keeping and shall be uploaded upon the conclusion of a unit of work (Eg. Chapter/lesson/topic). The Section Head will seek your advice on when this is to be done.
- b. Parents shall use this marking scheme to assess the work of the child. It is only the unwise parent who will change the child's work to make it seem correct! Self-monitoring and self-assessment is to be encouraged. Teachers shall not have the burden of correction of a backlog of work when regular classes commence. A pupil should be made aware of mistakes before proceeding to a new concept/body of work.

18 Special Instructions for Senior School

- (i) Classes 9 to 12 follow the syllabuses of the Council for the Indian School Certificate Examinations. From 4 May ALL subjects shall be dealt with in the manner described above for Classes from 1 to 8. The modules shall be prepared strictly following the prescribed syllabus AND the *Scope of the Syllabus* for those subjects for which they are available. Both these reference documents can be accessed from the Council website.

- (ii) Class 9 pupils shall move to the same section they were in Class 8, DESPITE THE CHOICE OF SUBJECTS MADE BY THEM. Subject material can be accessed from ANY Section.
- (iii) Instructions for on-line Distance Learning classes for pupils of Class 11 shall be provided when instructions for the same are received from the Council.

19 A Note on Modules:

The curriculum and syllabus of La Martiniere College has evolved almost to the level of it being a distinct brand. This must not be diluted. Please think ahead: when regular school reopens, we must be able to integrate what we have done on-line with the regular teaching. The process of teaching itself is likely to change. We are likely to be focussing and concentrating on life skills in interactive classrooms. The dissemination of knowledge/information is most likely to follow this system of modules which can be accessed at anytime and anywhere. Let us prepare for this.

- (i) There must be a sufficient number of modules to match the extent of the syllabus.
- (ii) The modules should ideally be completed within a specific time period so that pupils don't linger indefinitely over a task.
- (iii) The number of periods per subject/per week should be kept in mind so that the modules do not become excessive in content or may, conversely, be lacking in sufficient challenge.
- (iv) To begin with, we are likely to make some errors in the quantum of work. This can be adjusted when other subjects are introduced on 18 May, 2020. Teachers are requested to be conscious of the pacing of the course.
- (v) Proper documentation of content, tasks and assignments need to be maintained. This will bring organization into the pupil's work and scrutiny/accountability of a teacher's work will be facilitated.

20 A Special note on Value Education, Library, Singing, Physical Training and SUPW:

These elements are equally important to combat stress in times of lockdown and quarantine. Teachers concerned are required to devise creative methods that can be uploaded for this. Once again, this should be devised keeping in mind what is possible in a particular week. These elements are beyond school-hours and can include innovative exercises.

Value Education: Clips, Quizzes, Stories with values, etc are to be recommended. Some task should also be included.

Library: A reading list for Library services for material that is age-appropriate and available on the internet is required by the Junior, Middle and Senior Librarians.

- Singing:** This may include a playlist of suitable songs/music genres as provided in the Music Syllabus prepared by the teachers.
- Physical Training:** Regular exercises and video material for this. suitable for the age is to be provided for uploading.
- SUPW:** This, currently, shall be in the form of projects. Project Work shall be described and set out in the next message from the Principal.

C. A. McFarland

(C. A. McFarland)
Principal

Lucknow
Thursday, 30 April 2020