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## A NOTE FROM THE ELEMENTARY SCHOOL OFFICE

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Dear Elementary School Parents,

Thank you for your patience and assistance as we strive to keep learning in motion under circumstances that are less than optimal. The past week has obviously been a period of uncertainty, and we have been working diligently to put a structure in place that will allow our students to continue learning, even if they can't physically be in classrooms for a while. Below you will find some information regarding the basic structure of our online learning plans, and what you and your child can expect until we are able to physically return to school.

These plans may shift a bit as circumstances change, but the parameters below will be our starting point. Any changes to these plans will be communicated to you at the appropriate time.

### **Learning Environment**

Learning at home will be new and different for your children. Some will find this easy to adjust to, while others will need some support. In order to help your child work effectively from home, it is best to set up routines and have a designated workspace for your child. You know your child best and will know how to divide up the work throughout the day into manageable chunks of time.

### **Online Classroom**

Preschool-Grade 4 teachers will use email and SeeSaw to communicate with parents about their child's daily lessons and activities. On top of this, Grade 5 Teachers will use Office 365 tools such as OneNote and Teams.

### **Posting Assignments**

Teachers will email assignments and all related material each day by 8:00 am Guangzhou time. A detailed outline of activities, resources, assignments and due dates will be provided in these communications. It is an expectation that students will complete all the assigned work, just as they do when school is in regular session.

### **Feedback from Teachers**

Feedback on assignments will be provided to students through SeeSaw or parents' email.

### **Communication with Students and Parents**

Communication will occur through school email and SeeSaw. Should you need to ask your teacher any questions, please email your teacher or request a 1-1 video conference. Emails will be answered within a reasonable amount of time.

The ES Counselors will be available to talk with parents and children. Please email your child's counselor should you have any questions or request a 1-1 video conference.

The Librarian is also available to answer questions and interact with students and or teachers to support student learning.

Specialist Teachers (including Chinese teachers) will communicate through your child's homeroom teacher.

Mr. Crabtree and Ms. Tatz will be available to answer questions as well.

Thank you in advance for your support as we work through this challenging time.

Sincerely,

Tatiana (Tatz) Lopukhin  
Elementary School Principal  
American International School of Guangzhou



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