

ONLINE LEARNING HANDBOOK



As a student-centered, family-focused community, we will guide learners on their journeys towards fulfilling their individual potential, embracing their own independence and internationalism in a safe, supportive and challenging environment.

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INTRODUCTION

This handbook is designed to provide you with information and resources that will guide our partnership through any contingency that requires the school to revert to online learning now or into the future.

There is **no one size fits all approach to online learning** but all schools are united by the common goal to provide the best possible learning opportunities that their resources will allow.

Clearly, school based online learning is constantly evolving and our approach has changed and will continue to do so as we receive and collate feedback from faculty, staff, students and parents.

We always encourage all parents and guardians to be an active part of their child's education.

Now more than ever, it is critical that parents be a learning coach for their children and keep in close communication with the school updates to see how to best support learning in the online setting.

We appreciate your patience and continued support as we move forward together.

In developing this Handbook, we would like to acknowledge the work of the international school community in HCMC.

AN OVERVIEW OF ONLINE LEARNING AND HOW IT WORKS

What is Online Learning?

Online learning allows students and teachers to continue to learn journey together should no students or staff be permitted on campus.

Our online learning program has at its core, our school Mission Statement and Core Values. It is designed to ensure that all students have the opportunity to learn in a safe and healthy environment, while continuing to explore the curriculum.

How does online learning work?

Our online program provides daily instructional time with teachers and independent work tasks, as well as opportunities for collaboration with friends.

Students are given a balance of online learning experiences as well as off-screen learning opportunities and will receive feedback on both their online work as well as their independent activities.

How will Renaissance Communicate with Families if We Need to Move to Online Learning?

In the event of a school closure, parents will be notified in an email from the Head of School.

Please note, that should the government require that we move to online learning, there will be one full day allocated for transition and set-up.

During this day of transition and set-up, teachers will email parents with an updated online learning timetable, and online lessons will begin the following day.

In that case, if the closure is announced on a Monday, on the following day (Tuesday) no instruction will be provided, as this will be used for preparation. Online learning, in this case will commence on the Wednesday.

HOW TO SUPPORT YOUR CHILD/REN DURING ONLINE LEARNING

		
<p>Continue your child's normal morning routine at home</p> <ul style="list-style-type: none">• Wake up at the usual time• Eat breakfast• Brush teeth• Get dressed	<p>Print your child's timetable and display it in a visible place</p> <ul style="list-style-type: none">• Review the day's activities together• Check off tasks that have been completed• Congratulate your child on what they have done	<p>Create a suitable space where your child can learn with:</p> <ul style="list-style-type: none">• A desk and chair• Their iPad or laptop• A pencil and notebook <p><i>Note: A cool, quiet place is best suited for the learning day</i></p>

How You Can Monitor Your Child's Online Learning

It is important to maintain communication when students are engaged in online learning.

We encourage you to start and finish each day with a simple check-in.

Not all students thrive in a remote learning environment so these check-ins help keep students on track.

OKAY CONVERSATION STARTERS	BETTER CONVERSATION STARTERS
What are you doing?	How would you explain what you are working on so I can understand?
Does it make sense?	What was the most confusing part about what you learnt today?
Why are you stressed?	What has caused you to be stressed?" How can you respond when you are facing difficulty?
What don't you understand?	What questions have the lessons just created for you?
When will you be done?	What is the next step?
Well done!	You did really well just now, what is the next step?

These specific questions matter because they allow your child to process the instructions they have received from their teachers and help them organise themselves and set priorities. Older students may not want to have these check-ins with parents (this is normal!), but they should anyway.

If you or your children are finding the online learning situation emotionally or socially difficult, remember you can always contact the Counsellor Ms. Sarah Louise Rutherford at sarahr@renaissance.edu.vn for online support via email or video chat.

ROLES AND RESPONSIBILITIES DURING ONLINE LEARNING

Student Roles and Responsibilities
<ul style="list-style-type: none"> • Always follow the Renaissance Acceptable Use Technology Agreement when online, making sure to take care of your device as well as maintain online politeness and etiquette. • Check your Seesaw and email accounts for announcements, activities and feedback from your teachers • Complete your assignments, always trying your best • Establish daily routines to keep yourself organized- ex. Wake up each day at the same time • Dress in school appropriate clothing during online lessons • Set-up a quiet and comfortable space in your home where you can work without any distractions • Communicate with your teachers right away when you need help • Take care of yourself- stay happy and healthy!
Parent Roles and Responsibilities
<ul style="list-style-type: none"> • Stay up to date with communications from the school and your child's teacher • Provide a calm and quiet place for your child to study • Make sure you have a computer or iPad for your child to study, or borrow one from the school • Make sure you have a strong internet connection at home • Establish routines and expectations for your child- ex. Wake up each day at the same time • Take an active role in what your child is learning • Encourage your child to engage in play and physical activities • Monitor your child's stress and wellness throughout online learning
Teacher Roles and Responsibilities
<ul style="list-style-type: none"> • Engage students in the learning process by teaching and modeling class content • Monitor student progress and provide ongoing and timely feedback on students' learning • Communicate regularly and as needed with heads of school, students and their parents • Collaborate with other members of the team to develop engaging and meaningful learning activities • Be mindful of the resources families have at home and develop independent activities accordingly • Be aware of students' and families' social, emotional and physical well being
TA Roles and Responsibilities
<ul style="list-style-type: none"> • Communicate and collaborate with teachers to support students in online lessons • Lead small group activities online • Support teacher by communicating with families and students who need support • Attend to personal and student wellness

Devices for Online Learning

Every student at Renaissance will need access to a device at home for their online learning. This can either be an iPad and Charger or a Laptop and Charger.

If you need to borrow a device from the school, please contact Ms. My Ta Thuy at mytt@renaissance.edu.vn

She will arrange a device for you as well as a technology user agreement and an acceptance of responsibility form to complete when picking up the requested device.

Logging In

Directions for logging into devices will be provided to you through email by your child's teacher. All login information can also be found in the back of your child's home school diary.

- All students will use Microsoft Teams to attend online classes with their teachers.
- Primary students will use the Seesaw Class app or website to access and complete learning activities and receive feedback on their work.
- Primary Parents will use the Seesaw Family app to receive weekly updates about student attendance and what will be taught in online sessions the following week.

Technology Expectations

Your child's device is essential to their online learning experience. It is expected that the iPad or computer is taken care of and is available each day for both online lessons and independent work. Your child's device should always be:

- Fully charged each evening so that it is ready for online lessons the next morning.
- Stored in a safe place when not in use.

TEACHING AND LEARNING ONLINE – EARLY YEARS

Learning online is particularly challenging for families with young children. Our online learning program offers a combination of daily online teacher instruction as well as a series of independent play based activities to complete at home. We are acutely aware that we cannot replicate a 'normal' day remotely. The interactions and connections we make and establish, between teacher and student, and more importantly, between student and student are not going to be able to occur as easily as they do in our classroom settings.

It is important that what we replicate in our online learning program the importance of play in a young child's life.

ALL LEARNING IS BASED IN PLAY ...

- Resources: items found around the home or commercially produced can be used in an open-ended way.
- Space: indoors or outdoors, small and cozy - a nook, under a table covered with a blanket can become a place of imagination.
- Time: extended and uninterrupted time to play allows children to become deeply involved. No need for a 'school length' day or adding pressure to ourselves or children.
- Being okay with some mess: early learning is messy and unpredictable in all respects.
- Joining in: respect children's rules and decisions; supporting and enhancing the play rather than leading it.

Online Lessons

Teachers will use Microsoft TEAMS to offer live lessons throughout the scheduled whole class and small group times. These lessons will give your child the opportunity to connect with their teachers and friends, simulating some of the interactions that would happen if we were learning in the classroom.

- Students can see and talk to their teacher
- Students can see and talk to their friends
- Teachers can host online mini-lessons
- Teachers can call families to see how they are doing

[Click here for a helpful video on how to login to Microsoft Teams](#)

Seesaw is an easy-to-use student portfolio for younger students that includes options for audio and video submissions. Parents can use the Seesaw Family app to see their child's work, read teacher feedback and send messages to the teacher in their native language.

- Daily video updates guide students on how to get ready for the day's learning.
- Independent work activities allow students to work at their own pace and offer a variety of ways for students to show their learning.
- Real time translation facilitates communication between home and school

[Click here for a helpful video on how to login to Seesaw Class \(for students\)](#)

[Click here is a helpful video on how to login to Seesaw Family App \(for parents\)](#)



SAMPLE EARLY YEARS TIMETABLE

TIME	MON	TUE	WED	THU	FRI
8:00 -8:30	Staff and children getting ready for the day	Staff and children getting ready for the day	Staff and children getting ready for the day	Staff and children getting ready for the day	Staff and children getting ready for the day
8:30 - 9:15	TEAMS Call – Grp 1 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 learning task found on Seesaw
9:15 - 10:00	TEAMS Call – Grp 2 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include a Morning meeting and a focus activity Activity 1: Children not on a call to complete Activity 1 Learning task found on Seesaw
10:00 -10:3	Morning break time				
10:30 -11:15	Specialists Lessons PE - Live	Specialists Lessons Music - Live	Specialists Lessons Library - Live	Specialists Lessons Music - Live	Mindfulness Activity Posted on Seesaw
11:15 - 12:00	Activity 2: Learning Task(s) Children to complete this activity which can be found on Seesaw	Activity 2: Learning Task(s) Children to complete this activity which can be found on Seesaw	Activity 2: Learning Task(s) Children to complete this activity which can be found on Seesaw	Activity 2: Learning Task(s) Children to complete this activity which can be found on Seesaw	Activity 2: Learning Task(s) Children to complete this activity which can be found on Seesaw
12:00	Lunch Time				
12:45	Rest Time				
2:00 - 2:30	TEAMS Call – Grp 1 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 learning task found on Seesaw	TEAMS Call – Grp 1 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 learning task found on Seesaw
2:30 - 3:00	TEAMS Call – Grp 2 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 Learning task found on Seesaw	TEAMS Call – Grp 2 Conference call to follow a routine to include an afternoon meeting and a focus activity Activity 3: Children not on a call to complete Activity 1 Learning task found on Seesaw

ATTENDANCE AND ASSESSMENT IN EARLY YEARS

Attendance

Student attendance will be tracked each day by teachers. Activities that will count towards student attendance include:

- Participation in online classes- both whole class and small group sessions
- Completing assigned tasks and projects and showing evidence of this on Seesaw in 3rd bullet point
- Communicating with teachers and TAs when support is required via email.

Assessment

Assessment in Early Years is ongoing and is based on observations of our students as they engage in play. We will continue to assess children based on :

- Interaction and Engagement level we see through the TEAMS call lessons, carefully observing what your children are doing and saying.
- Videos, photos and completed examples of the learning tasks placed on Seesaw. These will be assessed using the Early Years Foundation Stage and Characteristics of Effective Learning, which is the same criteria as our Summative Assessment books in school.

It is important that parents do place evidence of learning taking place from home on their children's Seesaw pages. Teachers will see these entries and mark assessments accordingly.

TEACHING AND LEARNING IN PRIMARY (YEAR 1 - YEAR 6)

Our online learning program offers a combination of daily online teacher instruction as well as a series of independent work assigned.

Each lesson will be slightly different depending on the subject and the teacher. However, each lesson is designed to teach the curriculum, allow students to show their learning, for teachers to assess the progress and give feedback to the students.

It will allow students to know to what level they have learnt the work assigned.

Online Lessons

Teachers will use the Microsoft TEAMS and Seesaw platforms to offer live lessons throughout the scheduled whole class and small group times. These lessons will give your child the opportunity to connect with their teachers and friends, simulating some of the interactions that would happen if we were learning in the classroom.

- Breakout rooms allow for small group discussion and collaboration.
- Screen sharing is a great way for teachers to demonstrate learning and for students to display their understanding.
- Students will need to login to their Microsoft TEAMS account using their school email address and password to access online lessons.

[Click here for a helpful video on how to login to Microsoft TEAMS](#)

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- Daily video updates guide students on how to get ready for the day's learning.
- Independent work activities allow students to work at their own pace and offer a variety of ways for students to show their learning.
- Real time translation facilitates communication between home and school

[Click here for a helpful video on how to login to Seesaw Class \(for students\)](#)

[Click here is a helpful video on how to login to Seesaw Family App \(for parents\)](#)

Sample Primary Timetable

TIME	MON	TUE	WED	THU	FRI
8:00 - 8:30	Staff and children getting ready for the day	Staff and children getting ready for the day	Staff and children getting ready for the day	Staff and children getting ready for the day	Staff and children getting ready for the day
8:30 - 9:30	English	Maths	English	Maths	English
9:30 - 10:30	English	Maths	English	IPC	English
10:30 - 11:00	Morning break time				
11:00 - 12:00	VLC	IPC	Music	Music	Library
12:00 - 1:00	Lunch Time				
1:00 - 2:00	PE	MFL	PE	VLC	MFL
2:30 - 3:00	Mindfulness Session				

Subject	Time Allocated
English	6 blocks
Maths	3 blocks
IPC	2 blocks
Vietnamese	2 blocks
Chinese/French	2 blocks
Music	2 blocks
PE	2 blocks
Library	1 block

Attendance and Assessment in Primary

Attendance

Student attendance will be tracked each day by teachers. Activities that will count towards student attendance include:

- Participation in online classes- both whole class and small group sessions
- Liking the daily teacher video update on Seesaw
- Completing assigned tasks and projects
- Communicating with teachers and TAs when support is required

[Click here for a list of all teacher email addresses](#)

Assessment

Student progress will be assessed using 3 areas of assessment:

- Assessment FOR learning- teachers will assess what students already know about a topic to plan meaningful and engaging lessons
- Assessment AS learning- teachers will assess students as they work through a lesson to see what they are understanding and what they need more support with to plan the next day's lesson
- Assessment OF learning- teachers will use final assignments and projects to see what knowledge and skills students have mastered

Student progress will be monitored using the following strategies:

- Personal interactions with teachers in online lessons
- Completing assignments through Seesaw
- Completing reading tasks through Oxford Reading Buddies
- Completing Maths tasks through Active Learn games

Note: You will receive a weekly update from your child's teacher through Seesaw. This update will outline your child's active participation in lessons, completion of activities assigned, feedback on your child's work and an outline of what will be taught the following week.

TEACHING AND ONLINE LEARNING IN SECONDARY (YEAR 7 - YEAR 13)

Microsoft Teams is the main platform for interaction with our students.

This platform allows for chats, online meetings, face-to-face lessons, assigning work, give feedback and mark the work handed in. It also allows students to interact with each other and the teachers.

Students will follow their normal in school timetable and curriculum whilst online. Some things will need to be adapted or changed, but for the most part learning will stay as close as possible to in school learning.

Attendance and Assessment in Secondary

Attendance

Student attendance will be tracked each day by teachers. Activities that will count towards student attendance include:

- Checking in for the day during form tutor sessions
- Participation in online classes
- Completing assigned tasks and projects
- Communicating with teachers when support is required



Assessment

Teachers will assess work returned by students and their work during the lesson. It is therefore very important that students complete the work set for them and that they return their work to their subject teacher. Assessment in the Secondary is ongoing and work that is assessed will be included in the overall grade for the term.

Note: You will receive a weekly update through email. This update will outline your child's active participation in lessons, completion of activities assigned and an outline of what will be taught the following week.

IMPORTANT CONTACT DETAILS

The following email contacts will be useful during the period of online learning.

Please note that these people should only be contacted during the course of the normal school day – from 08:00 through 16:30

Person	Email	Contact For
Ms Jennifer Longmuir	jenniferl@renaissance.edu.vn	Matters related to Early Years & Primary
Ms Sarah Nichola Campbell	sarahc@renaissance.edu.vn	Matters related to Secondary
Ms Sarah Louise Rutherford	sarahr@renaissance.edu.vn	Counselling
Mr Nicholas Wilding	nicholasw@renaissance.edu.vn	Questions related to Student Support Services
Mr Luke Turner	luke@renaissance.edu.vn	Questions about EAL learning
Mr Carlos Javier Diaz Morillo	carlos@renaissance.edu.vn	Questions about the Library
Mr Dinh To	dinhvt@renaissance.edu.vn	Questions about Technology
Ms Catherine Low	catherinel@reniassance.edu.vn	Specific questions about Early Years
Mr Jeremiah Wright	jeremiah@renaissance.edu.vn	Specific questions about Lower Primary
Ms Daniella Raposo	daniella@renaissance.edu.vn	Specific Questions about Upper Primary
Mr Stephen Isaacs	stephen@renaissance.edu.vn	Specific Questions about MYP
Ms Kathryn Holland	kathryn@renaissance.edu.vn	Specific questions about IG & DP
Ms Jane Slade	janes@renaissance.edu.vn	Specific questions about the pastoral care of students
Ms My Ta Thuy	mytt@renaissance.edu.vn	Accessing a Device in the Primary students

