



THE BRITISH SCHOOL
OF TASHKENT
A NORD ANGLIA EDUCATION SCHOOL

Virtual School Experience: Parents' Guide

Dear BST Parents

I hope you are all well and keeping safe.

This short guide is intended to give you understanding of our Virtual School offer in the event of the physical school closing. We hope that it provides clarity and reassurance and we will keep you updated on any changes.

In the meantime, I wish you and your family well and want to encourage you to contact either the Head of Primary, Ms. Rachel, or the Head of Secondary, Mr. Simon, should you have questions or need more guidance.

Kind regards,

Dr Andre Nel
Principal



Dr Andre Nel
Principal



Virtual School at BST

Our Virtual School is all learning that occurs beyond the physical school both online, for example through synchronous 1:1 video conversations with students, whole class video calls and collaborative e-projects to asynchronous computer based activities, and offline, for example using remote through non-computer based structured activities, project-based learning and assignments.

Our approach to virtual schooling is a blended approach which takes account of individual students' preferences, students' age, their experience with, access to and availability of technology, their need for a variety of stimuli and activities to maintain interest and engagement, the need to balance physical activity with e-activity, and parental choice.

Synchronous	Asynchronous
Students learn at the same time.	Students learn at different times.
Communication happens in real time.	Communication is not live.
Possibly more engaging and effective.	Possibly more convenient and flexible.
Allows for instant feedback and clarification.	Allows students to work at their own pace.
Examples Video conferencing, live chat, live streamed videos.	Examples Email, screencasts, Flipgrid videos, blog posts/comments.

Our commitment to outstanding personalised learning and student progress is unchanged during Virtual School.

Personalised learning

Each secondary student at BST will continue with their usual timetable and have lesson at their usual time. Their teacher will be available on TEAMS at the start of the lesson to introduce the learning for that lesson. The teacher will be available for the whole of the lesson time. Senior Leaders will visit the lessons to quality assure the standard of education being delivered and the participation and engagement of all students.

Each lesson is 60 minutes long and there are 5 lessons each day. Routine is important in Virtual school as much as in physical school. Lessons will not be rescheduled without approval from the Head of Secondary and students will be notified by email.

IT Communications update

Further guidance will be sent separately to parents and students on how to use the Microsoft Office365 platform.

The school and home partnership

How will BST continue making decisions for the 2022/2023 Academic Year?

PRIORITISING HEALTH & SAFETY

The health and safety of our students, staff, and community will always be our first priority. This is why we will be implementing research-based sanitisation and hygiene measures guided by Local Authorities and International Health Organisations.

COMPLIANCE

We will take all the necessary steps to comply with mandates outlined by the Local Authorities and International Health Organisations.

ADAPTABILITY

During the upcoming months, there will be a lot of uncertainties. Subsequently, we will have to remain flexible and adaptable during our planning, preparation and implementation process.

ONGOING COMMUNICATION

We want to assure all our parents that we will keep everybody informed, address concerns, and will welcome ongoing feedback as we continue to navigate the upcoming school year.

CURRICULUM & ACADEMIC FIDELITY

Whether classes will be on campus or online, we will stay committed to maintaining our academic standards. Our goal will always be to ensure every child's education will not be compromised in any way during this challenging time.

PLANNING

We have used the summer as an opportunity to reflect, innovate, and build on evidence-based practices which are currently being adopted by schools and organisations around the world and in Uzbekistan to prepare for the 2020/2021 school year.

We recognise that everybody is anxious regarding our plans and risks involved should we re-open but I once again want to reassure you that we all share the common goal: to ensure that all our students and staff are safe.

We are remaining flexible and are preparing for all 3 possible scenarios:

ONLINE

Students are all learning online

Structured schedules five days per week

Ongoing interaction with teachers

Continued focus on essential standards

Regular feedback from teachers
Collaboration with classmates

HYBRID

Students rotate between online and on-campus learning

Scheduled on-campus and online learning for all students

All classes synchronous in real time

Small on-campus class sizes with a portion of each class participating from home

Opportunities to interact with students and teachers, whether in person or online

Normal class schedules and a five-day school week for all students

ON-CAMPUS

Students are all learning on campus

Bringing all students and teachers together in the classroom is our preferred method of instruction. In order to accomplish this and limit the spread of COVID-19, we are prepared to implement two engineering controls:

- Adequate physical distancing
- Low population density

WE ARE LOOKING AT DIFFERENT WAYS TO MEET ESPECIALLY THE EDUCATIONAL NEEDS OF OUR STUDENTS IN THE EXTERNAL EXAM GROUPS.

Here are the measures we will be implementing to ensure a safe return to the campus whenever that may occur:

TEMPERATURE MONITORING

Should a student or staff member show a temperature higher than 37.5°C, they will be escorted to an isolated area and seen by our nursing staff to determine the next steps.

INCREASED HYGIENE REQUIREMENTS

Face coverings will be required. We have also invested in new equipment to accommodate our robust cleaning and daily disinfecting procedures

PHYSICAL DISTANCING

Appropriate distancing will be maintained between all persons in classrooms and across the campuses. We will continue to work on a plan to have staggered dismissals and transitions between classes to limit hallway traffic. After school activities will be offered only after it is established that they can be conducted safely.

LIMITED ACCESS TO CAMPUS

Other than students and staff, adult access to the buildings will be limited. Parents will be able to access the school buildings only by prearranged appointment only.

When it comes to the health and well-being of our community, we are all responsible. One of our most important tasks in the upcoming year will be to take the appropriate measures to protect ourselves and others. We want to kindly ask all our parents to:

RESPECT NEW MEASURES

We are looking at several new policies and procedures which will be put in place for the upcoming Academic Year. While some of these may be seen as minor inconveniences, please be assured that each protocol will be designed to keep our staff and students safe and healthy.

ABIDE BY THE RULES FROM THE LOCAL AUTHORITIES




We will continue to keep parents informed of all updates as soon as we receive them and need to ask our parents to respect decisions made.

PLAY YOUR PART





It is important that parents keep children at home if they have a fever above 37.5°C, or show any symptoms of COVID-19 or another illness. Our BST community has always been supportive. Now, more than ever, this support and positivity are vital to the wellbeing of everyone.

Novel Coronavirus (2019-nCov) Preventive Measures

Remember To...

-  **DO** wash hands frequently
-  **DO** maintain good personal hygiene!
-  **DO** ensure food, including eggs, is thoroughly cooked!

Avoid...

-  **AVOID** close contact with sick people!
-  **AVOID** touching your face!
-  **AVOID** direct contact with animals (live or dead) and their environment!
-  **AVOID** touching surfaces that may be contaminated with droppings!

DO NOT travel if you are sick!

We will remain as flexible as possible and are planning to move to on-campus learning as soon as permission is granted by the Local Authorities. We are hoping to bring small groups of students and parents onto both the Sayram and Kalandar campuses to learn more about the Virtual Learning and how we can work together to meet the needs of all our students. Myself, the Administrative staff, including Admissions and Finance as well as the Heads of EYFS, Primary and Secondary will be available to answer any questions and/or concerns.



We will continue to update all our parents as soon as more definitive information becomes available. During this time, we have all learned to adapt, stay positive and flexible and at the same time also stay optimistic.

Our commitment

'Home' commitment

Attendance

Attendance will be taken daily and recorded either during 'live' lessons or by the teacher receiving work set for that date

If attendance is not as expected, the pastoral team will contact parents to investigate the reasons for this and provide support where necessary

Keep the school informed by email regarding absence so that records can be updated

Parents will ensure that their child has a daily routine including a consistent time to get up each morning, set mealtimes, regular breaks and time for daily exercise/movement

School expectations

Maintain and update learning resources on the Teams and Satchel One platforms

Small group instruction and peer collaborations where possible

Weekly assembly and Form Tutor meetings

Extension work set to reflect the role of homework in the physical school

Create a suitable space for their child to learn in: well-lit, quiet, a hard surface to write on/ place a device on

Ensure that the child has use of their school laptop/tablet, knows how to access e-learning apps/portals, has a pen, paper and creative materials and has access to the internet. Monitor progress at home and check that assignments have been completed and handed in on time

Some instruction may be needed depending on the age of the child

Pastoral learning is as important to the development of a child as academic learning so attendance and participation in these lessons is essential.

Ensure that their child participates in all non-subject lessons and keep teachers updated regarding any difficulties in this

Take an interest in the extended learning carried out that week. Encourage the family to talk about the week's new learning and how the child might use it.



Our commitment

'Home' commitment

School expectations

Students in particular year groups will be invited into meetings with School Leaders to continue the 'information and guidance' curriculum in support of next steps

The right digital tools will be used to deliver the learning objectives soundly each lesson including the use of Nord Anglia Global Campus

Every teacher will be available to students to help them during each lesson on your timetable – synchronous/ asynchronous – so that their learning continues

Progress will be tracked and monitored in each subject and with feedback given as in 'physical' school

'Achievable challenge' in learning goals will be present in each lesson and in each subject

Teachers will encourage the 'social' aspect of school and support in maintaining positive relationships with students by encouraging collaboration and participation in each lesson

Continue to discuss future plans and research options with their child so that timely education decisions can still be made

Students will explore all the digital resources as directed by teachers and make use of NAE Global campus to connect with other NAE international students

Students will attend school as fully as would be expected in 'physical' school – on time and every day and following their personal timetable

Assignments, research, collaborative projects etc. will be completed to the highest standard.

Encourage your child to see challenge as a positive and not to give up on learning during asynchronous lessons but instead to ask the teacher for further guidance if necessary.

Students will be good 'digital' citizens and be as respectful students online as they would in 'physical' school.

Digital platforms

There is an abundance of digital learning apps available and BST teachers will be selecting tools that deliver the learning in the most impactful and inspiring way. The table below is an indication of what may be used.

<p>Make a Movie or Music Video</p> 	<p>Design an Interactive Video</p> 	<p>Create a Screen Recording</p> 
<p>Record a Podcast</p> 	<p>Create Music</p> 	<p>Tell a Story</p> 
<p>Make a Mindmap</p> 	<p>Code a Song or Game</p> 	<p>Design an Infographic</p> 
<p>Create a Meme or Poster</p> 	<p>Design a Comic</p> 	<p>Create a Graphic or Sketchnote</p> 
<p>Put Together a Slideshow</p> 	<p>Curate a Digital Wall of Resources</p> 	<p>Build a Website or Blog</p> 
<p>Design a Timeline</p> 	<p>Build a Virtual Tour or World</p> 	<p>Create a Whiteboard Presentation</p> 



Our Virtual School is all learning that occurs beyond the physical school both online, for example through synchronous 1:1 video conversations with students, whole class video calls and collaborative e-projects to asynchronous computer based activities, and offline, for example using remote through non-computer based structured activities, project-based learning and assignments.

Our approach to virtual schooling is a blended approach which takes account of individual students' preferences, students' age, their experience with, access to and availability of technology, their need for a variety of stimuli and activities to maintain interest and engagement, the need to balance physical activity with e-activity, and parental choice.

My daughter misses her friends and I know that social time at school is important in developing and maintaining friendships. What can I do?

Encourage your child to attend lessons and participate as the interaction between students can help a student still feel connected. Virtual lessons don't have seating plans so working with students in the class who are not as familiar to them can help to develop skills in forming new friendships. Collaborative work and project work with peers with and away from the teacher is an important opportunity to stay connected socially as well as to ensure learning progresses.

Also, encourage your daughter to visit the NAE Global Campus and specifically the Global Campus Extra pages – this will give her opportunities to be in touch with other NAE students and make new connections in other NAE schools and cultures.

Communicate with your child's class or Form Tutor if your child is not making connections or are feeling isolated or lonely. Likewise, as parents, particularly for parents who are new to BST, if you would like to be put in contact with other parents, please let your child's class teacher or our Heads of School know.

The school day can feel unstructured with too much choice and 'free' time.

Keep the timings of the day as close to a normal school day as possible. Check the completion of assignments on Satchel One to make sure that they are being done and to the best of your child's ability.

Help your child to develop good time management skills so that they are online at the right time. Self-discipline to keep to a schedule is an essential life skill as a child gets older so ask them to create a copy of their timetable and put it up in a place that the family can see to encourage it to be followed.

Change and uncertainty is creating anxiety for my son

BST supports all children's mental health and wellbeing as much as it is committed to academic learning. In the first instance, encourage your child to talk about why they feel anxious and how they may view the situation differently. Try to stay as positive and reassuring as you can and suggest ways that they may adapt to the situation and accept the temporary change as an opportunity.

If further support or advice is needed, please contact Ms. Valeriya, our School Psychologist, at BST. Ms. Valeriya will liaise with your child's teachers and the Senior School Leaders as necessary.

I can't help my child with the technology as I don't understand it. What do I do if she gets stuck?

Often the problem relates to a child not knowing a log in or password so make sure that your child is organised and has stored or written down all the necessary logins and passwords needed and you know where they are too.

Ask your child to email their subject teacher if the problem relates to a resource (video, file, padlet) that they cannot access.

Contact Mr. Mukhiddin at school to request support if further help is needed.

How will I know the school is safe for my child to go back to when it re-opens?

BST will be following all protocols set by the Uzbekistan government and the WHO (World Health Organisation). Nord Anglia Education will not compromise the safety of a member of its community.

BST protocols for school opening will be shared with parents, students and teachers before the campuses re-open to the community.

How will I know my child is safe online? How do I keep them safe online?

All teachers are expected to follow the Acceptable Use Policy (set to UK Department for Education standards) and to create learning conditions where children cannot be approached by someone who is not a member of our school community online. E-safety is a cornerstone of the school's safeguarding work and is embedded in our Virtual School practice

At home, talk to your child about making positive decisions about their activities online beyond Virtual School. Ask them about their social media contacts and monitor their screen time. The www.thinkuknow.co.uk website is a child and parent friendly source of guidance and advice used by schools in the UK and endorsed by the UK government and UK police.



I want to speak to someone about my child's progress but I don't know who to contact.

If the concern relates to a particular subject, contact the subject teacher for a meeting. If the concern relates to progress in a number of subjects in the first instance, contact your child's Form Tutor who will be able to gather the information and share it with you and then work with your child to establish solutions to any particular difficulty.

If a concern goes unresolved or continues, a Senior School Leader should then be contacted.

My child seems to have missed lots of learning – how will the school address this?

Teachers were advised to amend the curriculum where necessary so that the necessary learning can be covered either during the quarantine restrictions or when school campuses re-open. This was in line with the UK Department for Education advice. Some learning is more adaptive to being delivered during Virtual School and so the teachers' judgements on this are essential and curriculum plans are being adjusted accordingly. Personalised learning is at the core of UK education.

What will happen to my child's exams?

BST is a registered centre for CIE and Edexcel. The regulations and procedures for sitting exams are agreed between the exam boards and we will take all necessary steps to ensure that exams can be taken this year in compliance with the agreed arrangements in the UK. Dr Andre will be planning and coordinating all external exam arrangements and will ensure that all students, teachers and parents have the necessary information when it becomes available. Mr. Krige (Head of Sixth Form) and Mr. Porter (Head of Secondary) will be ensuring that exam preparation is being planned for and made with exam cohorts as necessary.

What to expect if physical school closes

If school has to close, Virtual School will start and the teachers will follow the closure plan in place. As soon as you receive an email from the school informing you of the closure, our teachers will be busy transferring their lessons from physical form to virtual and will be sending the students links to their lessons. These will come through on their Teams calendar and to their school email inbox.

How to access Virtual School

- Your child has a school email account and they will know their log in details. For the younger students, these will have been put in their homework book. If you do not know your child's email log in details, please contact your child's class teacher and they will provide it.
- To access their emails use Outlook and log in using Microsoft 365, alternatively download Teams and log in using the same log in details.
- At the start of each lesson, click on the link and it will take you in to the lesson where your child will be able to see and communicate with their teacher and peers.
- Within the lesson, the class teacher will set your child an activity to do. These activities can be found on Seesaw for EYFS to Year 5 (Teams for Year 6-13). Your child can complete the activity and submit it back to the teacher when completed.
- The class teacher will be there to support your child with their learning through every lesson. Please encourage your child to message the class teacher or speak out during the lesson to ask for help.

The Virtual School timetable and day runs to the same times as our physical school. Each lesson is 60 minutes long and there are 5 each day. Uzbek School will not run nor will EOC's so the school day will finish at 2:15pm.

Routine is important in Virtual school as much as in physical school. Lessons will not be rescheduled without approval from the Head of Primary and students will be notified by email.

Sayram EYFS	Sayram Years 1-2	Kalandar Primary Years 3-6	Kalandar Secondary Years 7-9	Kalandar Secondary Years 10-13
	Registration 8:00 – 8:15	Registration 8:00 – 8:15	Registration 8:00 – 8:15	Registration 8:00 – 8:15
Period 1 9:15 – 10:15	Period 1 9:15 – 10:15	Period 1 9:15 – 10:15	Period 1 9:15 – 10:15	Period 1 9:15 – 10:15
Break 10:15 – 10:35	Period 2 9:15 – 10:15	Break 9:15 – 9:35	Period 2 9:15 – 10:15	Period 2 9:15 – 10:15
Period 2 10:35 – 11:35	Break 10:15 – 10:35	Period 2 9:35 – 10:35	Break 10:15 – 10:35	Period 3 10:15 – 11:15
Worked posted on Seesaw	Period 3 10:35 – 11:35	Period 3 10:35 – 11:35	Period 3 10:35 – 11:35	Break 11:15 – 11:35
	Period 4 11:35 – 12:35	Lunch 11:35 – 12:15	Period 4 11:35 – 12:35	Period 4 11:35 – 12:35
	Lunch 12:35 -13:15	Period 4 12:15. - 13.15	Lunch 12:35 -13:15	Period 4 12:15. - 13.15
	Period 5 13:15 - 14.15	Period 5 13:15 - 14.15	Period 5 13:15 – 14:15	Lunch 13:35 - 14.15
	Period 6 13:15 – 14:15			

Expectations of behaviour during Virtual School

Children are expected to behave as they would do if they were in school. Our behaviour policy still stands regardless of whether we are remote learning or in school learning.

Expectations of the child

Join

Join the scheduled meeting/lesson on time. When you enter the meeting, make sure you are in a quiet place without distractions (TV/toys etc) and that an adult is nearby and turn your camera on.

Mute

Please make sure you join the meeting with your microphone muted. When instructed to by a member of staff, you may unmute yourself to speak and then mute yourself again when asked.

Be Prepared

Come to any lessons prepared. Ensure you pay attention during the session so you're aware of the task you will need to complete.

Questions

If you have any questions during the lesson, raise your hand by pressing the hand icon in TEAMS and the member of staff will know that you wish to speak. Make sure any questions are related to the learning. The staff member may invite you to comment in the chat but you should only ever do this when you have been instructed to. This is not a forum for casual chat unrelated to the learning.

DO

Dress appropriately – get dressed for the day, you should not attend lessons in pyjamas.

Join on time

Mute yourself immediately

Keep your video on

Refrain from eating during the lesson – wait for the snack and lunch times

Raise your hand to request to speak to the adult – even when requesting to go to the toilet

Complete work set for each lesson

Do participate in the lessons

DON'T

Have distractions nearby

Be disrespectful during the lesson

Chat to others unless directed to

Unmute yourself unless you have been directed to by the staff member

Stay on TEAMS or re-join meetings once the lesson has finished

Use TEAMS to keep in touch with friends. This platform is solely used for learning

Expectations of Parents/Carers

Join

Support your child to join the meeting on time. Please encourage your child to keep to a routine so that they are going to bed at a reasonable time and waking up in the morning to join their first lesson on time. Support your child to follow their timetable to join all lessons.

Mute

Please make sure your child joins the meeting with their microphone muted. Direct your child to where the microphone icon is and show them how to mute and unmute themselves.

Be Prepared

Please be in the room whilst your child is in a lesson so that you can support them with the activity and ensure that they are paying attention during the session so you're aware of the task you will need to complete.

Questions

If you have any questions during the lesson, please do not interrupt the teaching. The teachers and teaching and learning assistants are there to teach the children as they would be in physical school. If you are unsure of how to support your child, please send a message to the teacher through Seesaw after the teaching input. If you have a question/concern regarding any other aspect of the virtual teaching, please ring the number you have been provided with by the MAC team.

In Primary, the class teacher will send out two documents through Seesaw to help you with using Seesaw and Teams during Online Learning.

Here are some posters that you can print off for you and your family to refer to that summarise lots of advice, and encourage independence, motivation and self-discipline in a student ready for Virtual School.

10 Tips to Support Your Child's E-Learning

-  **Create a quiet and comfortable space** for your child to work in. This can be in their room or elsewhere, remember to remove distractions
-  **Praise your child regularly**
Make e-learning a positive experience
-  **Be a good listener.**
Ask questions and listen to them if they are struggling
-  **Encourage your child to socialise with friends.**
Social contact is vital for healthy children, study groups are a great way for children to learn
-  **Help with homework when needed.**
Try to let your child solve the problem themselves, where possible
-  **Take interest in their learning.**
Asking children to explain what they have learned helps consolidate their learning
-  **Use teachers for support.**
Teachers are trained to help, encourage your child to speak to their teacher and get advice
-  **Look out for signs of stress.**
Encourage children to take regular breaks and talk to a teacher if you are worried about them
-  **Get plenty of sleep.**
Aim for your child to get 8 hours of sleep each night to refresh the brain and rest
-  **Promote a healthy lifestyle.**
Fuel their brain with healthy meals, especially a good breakfast! Keep active – the PE Team have set challenges to be active at home

**Most importantly...
be happy and keep smiling!** 

TIPS FOR LEARNING AT HOME

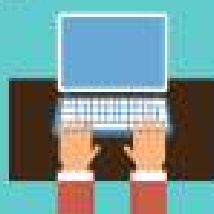
-  **A daily routine** will help you learn
-  **Find a quiet and comfortable space** to do your work
-  **Keep in touch with your teacher** and look out for updates
-  **Take a break!**
Enjoy being active, playing, resting and eating healthy snacks
-  **Share your work!**
Be proud of your work and share it with your teacher to earn House points
-  **Be kind to your family** who are helping you learn
-  **If you need help or are worried, speak to your teacher and family**

**Most importantly...
be happy and keep smiling!** 

READY FOR SCHOOL TODAY?

Your simple *checklist* for a fantastic day!

1.



Find your study space

- Well-lit
- Peace and quiet
- Hard surface

2.



Got everything you need?

- Laptop or tablet
- Virtual School login details
- Pen, paper and other materials

3.



Stick to a daily routine

- Set mealtimes
- Take breaks
- Daily movement/exercise

4.



Make time to socialise

- Chat to your friends
- Work and learn collaboratively
- Share ideas

5.



Help is at hand

- Real-time support in lessons
- Email your teacher at any time
- Revision help from your parents

6.



Most importantly... reward yourself!

- You're working really hard and you're doing great - you've earned it.



THE BRITISH SCHOOL OF TASHKENT

A NORD ANGLIA EDUCATION SCHOOL

Sayram Campus:

Building 30a, Sayram street, Mirzo-Ulugbek district,
Tashent, Uzbekistan
+998712685560/62

Kalandar Campus:

Building 3, Kalandar street, Mirzo-Ulugbek district,
Tashent, Uzbekistan
+998712626020/24

www.britishschool.uz