

BLENDED LEARNING POLICY AND GUIDELINES FOR STUDENTS AND PARENTS

Blended learning, as we all know, has become a very important learning process in the 21st century. At ACS we wish to emphasize and assure our parents that blended learning is a complimentary tool for the traditional classroom setting we are used to. The students are expected to be taught by the teachers, while notes are given for the students to copy. It is a way to ensure that our students are exposed to various forms of learning to better equip them for the future. The advantages of this type of learning include but is not limited to:

1. Increased student engagement and interaction
2. Students having more autonomy over their learning
3. Efficient use of the teacher's time
4. Gathering learner data for better insights

We want to encourage our parents to key into it hence, we have outlined the following to help you adapt, learn and familiarize yourself with our blended learning tool. It will also expose you to what is expected and to serve as a feedback reference should you have any.

GUIDELINES

The following are expected upon successful completion of the Admission Process

1. Your child/children login information (i.e the school's email address and a password) will be given to you.
Note: You are expected to change the password to the one of your choice upon first login
2. Your child/children will be provided with a series class codes for each subject by his/her form teacher, subject teacher or the school PRO.
Upon logging in, you will have access to their class notes
3. In order to achieve step 2 above, you are to do the following;
 - a. Login to google mail on your browser (Google chrome preferably)

- b. Enter in full, the email address provided by the school eg saligh@aicabuja.com and password
- c. Locate the Google app icon close to your initial (the first letter of your name) at the top right corner of your screen



- d. Select classroom icon



- e. Accept the terms and conditions
 - f. Select that you are a student
 - g. Select the + and click join class
 - h. Enter the class code to join
 - i. repeat steps g and h to join more classes
4. Students have the choice to choose between printings their notes or copying it on a weekly basis in their school note books for their own reading and study convenience. All printed/written notes are to be regularly endorsed by the teachers on a weekly basis
5. Please note that the lesson notes are usually put up twice a term; before and after the midterms. The students are not expected to copy all the notes at once but are to copy per week as required. The teachers will also write out notes in the physical classroom.
6. All students are expected to view their online classrooms regularly as activities and information from the physical classroom will be communicated there as well. This is to facilitate adaptation to the whole

experience. Notifications from the Google Classrooms pop up as emails on your device.

7. The Teachers are expected to engage the learners in the physical classroom in class activities and also give out visible and measurable summary notes/bullet points which should be copied by the students to ensure their motor skills are properly engaged. These notes will be endorsed and dated with comments by the subject teacher.

8. The Teachers are required to then write their objectives of the lesson on the Board before proceeding to teach and appropriate formative assessment is to be conducted to ensure that the objectives are achieved at the end of the lesson.

9. Short videos and worksheets containing online activities and assessments are to be posted by teachers regularly to aid learning. The teachers and students will be engaged in academic discourse, interaction and corresponding academic activities online.

10. All enquiries, feedback or concerns should be directed immediately to the ICT Unit 08039651149 for immediate action

PARENTS' ROLES:

1. Parents should encourage students to copy notes one lesson at a time or according to work done in a week or make provision for the online notes to be printed as convenient.

2. Parents are strongly encouraged to measure and supervise the amount of time spent online by their children to view, read or submit required assignments online per time. Parents are advised to contact the school on configuration and restrictions resources to help with monitoring.

3. Parents are encouraged to inspect their children's notes and monitor academic performance in order to provide feedback for improvement where necessary.

4. Parents are encouraged to get laptops/Desktops to aid their children's learning.

In order to achieve these aims/goals of Blended Learning the School will ensure:

i. Mode of delivery as well as rules of engagement will constantly be shared with students and parents/guardians for each subject to avoid gaps or misinformation

ii. Outlined process will be established to manage feedback on assignments, questions answered constructively, and feedback provided in a timely manner;

iii. That wherever possible assignments are set during face-to-face sessions ensuring deadlines are clear and understood by all students;

iv. Measures will be in place to verify that work submitted by the student is authentic and completed by the student;

v. Safeguarding measures will be considered during blended learning delivery;

vi. All assessment materials will be maintained and stored securely and that internal verification records will be kept.

vii. All blended learning materials will be accessible to students and will be kept up to date and in line with specific requirements;

xiii. that student progress will be tracked and monitored regularly.

TEACHERS GUIDELINES

Expectations are high on the new process for blended learning and we must be seen to deliver quality service to our parents and students as such, the following required from you.

1. You are expected to create your classroom environment on google classroom and codes sent to your HOD(s). Also, you are to add the following are persons to your classroom for supervision and check for compliance.
 - a. olayinkaking@aicabuja.com
 - b. joyotuechere@aicabuja.com
 - c. alexander@aicabuja.com
 - d. carolineadeniyi@aicabuja.com
2. Electronic copies of your lesson notes or any instructions to your students **MUST** be prepared ahead and submitted to your HOD for perusal and onward submission to the VP Academics before posting to the right class. The note font size must be legible and materials for your lessons must be created intentionally and not lifted verbatim from the internet. The notes must also be clear and according to External Examinations standards.
3. Students are allowed to download and print your notes or make a written copy. You are required to periodically assess your students' notebooks to ensure that they are up to date.
4. You are expected to engage the learners in the physical classroom in class activities also giving out visible and measurable summary note/bullet points which should be properly signed and dated with good comments by the subject teacher.

5. You are required to provide a summary and an activity based learning during your physical class which should encourage students to fully participate and as well provide interactive activities on the online platform. These activities could be in the form of videos, quizzes, presentations etc. just to buttress and consolidate on what is taught and being taught.

6. All members of staff are allowed to use the school's ICT Lab after school hours to prepare the necessary materials required for ease of lesson delivery.

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