



13/03/20

School is closed, but Ermitage is open for distance learning!

Dear Parents,

While we would prefer to have the students in school, distance learning can provide a rich and innovative experience for students. The teachers and administration are available throughout this phase to support each student in their learning and answer any questions that may arise.

Please read the document below carefully as there are additions to procedures that have already been communicated to students and parents. Please be aware that there may be modifications in the days to come as we will be actively evaluating the efficiency and productivity of our practice.

As always, I am so impressed by our wonderful school community with engaged IB learners, dedicated teachers and staff, and supportive parents. I thank you all for your words of support and look forward to leading this new phase of our learning.

Kind regards,

Margaret Peyrard

Timetable & Attendance

Faculty and administration will provide opportunities to continue learning during the school closure and students are expected to be actively engaged during this time. Classes will be held according to students' normal timetable and attendance will be taken virtually at each class.*

All students are expected to be in their virtual classes during their academic day:

IB MYP 1 - 5: 8:30am - 15:30pm

IB DP 1 - 2: According to timetable

We underscore that students are not on vacation during this time, but rather are expected to attend school remotely. School closures are put in place to avoid social contact between students which facilitates the spread of disease. We ask parents to help us ensure that the students respect social distances and do not use this time outside of physical school to regroup and recreate contagion risks in another venue. During this time period, students are expected to stay home and attend classes virtually.

*Given certain personal circumstances of the teachers, it may be possible that alternate times be communicated via Managebac. Assembly and FAME will not be held virtually.



Distance Learning in the International Studies Program

We will be using Managebac and Google Suites for Education for our virtual classrooms. These tools can be accessed by computer, tablet or smartphone. In the event that your child does not have access to the means above or the internet, please let your IB Coordinator know immediately.

ManageBac

We will be using our [ManageBac platform](#) for distance learning. As in normal practice, teachers will continue to provide resources, create assignments, set assessments, grade and give feedback. Students will be able to access resources, see the assignments set, work independently or collaboratively as required and upload their work. To effectively use ManageBac as a learning support, students (and parents) should check the site on a daily basis. Parents can view their child's ManageBac from their parent portal.

Google Apps & Tech Support

Teachers will use Google Apps (Hangouts, Meet, Drive) to support teaching and learning of the curriculum available on Managebac. All students have access to these Google Apps via their school email.

Google Hangouts (chat)

At the beginning of each class period, the following will take place:

1. Students are to log into their Ermitage Gmail account
2. Students can find an invitation to the class Hangout in their email and/or in their Managebac class Message tab.
3. Teachers will be taking attendance via Hangouts (chat), which will remain open for the duration of the class as a discussion forum. Clarifications of class activity will be given here by each teacher.
4. Teachers may also instruct students to join a Google Meet (live class), see below for instructions.

Google Meet (live class)

While Google Hangouts take place at every class period, teachers are also creating live classes that will meet several times a week during the regularly scheduled class time.

- Students will begin a live class by first joining the Google Hangout for attendance and instructions.
- Students will then be directed to the Google Meet by their teacher. The class-specific links to the meeting can be found in the student's timetable on Managebac.



Tips for use of Google apps:

- Optimal browser is Google Chrome
- Most Safari browsers need an update to operate the Google apps
- The Google app does not operate on Bing browser
- Students do not have to use Google Meet with cameras but will need audio and microphone capacities. A microphone/earphone set may be helpful.

Good Online Etiquette

We appreciate parents support in ensuring that students:

- Come to each class on time and prepared to learn - materials and attitude
- Behave in a live class as if in a real classroom - respectful of classmates and teachers
- Follow teacher instructions as to use of video and audio
- Dress appropriately as if in a live classroom - no PJs!
- Find a quiet space, at a desk or table, without any distractions.
- Are aware that all gestures, chats, and comments will be shared with all on the chat/meeting. Avoid the use of emoticons, slang, and shortcuts (i.e.: U for you)

In addition to the above, we remind our IB students to be supportive, principled, inclusive, communicative and reflective throughout this experience. Stay connected virtually with your peers, but also realize that with screen time comes the need to move around - get some fresh air! See you online!

Who to Contact?

Absences or time zone conflicts

ispabsences@ermitage.fr

Questions about e-learning & curriculum

Christine Collie, IB MYP Coordinator

ccollie@ermitage.fr

Wayne Hodgkinson, IB DP Coordinator

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Support with Ermitage email

support@ermitage.fr

Other student inquiries

Saskia Payan, Administrative Assistant MYP 1 - 4

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Susie Woindrich, Administrative Manager, MYP5 DPs

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Parent inquiries/feedback

Margaret Peyrard, Head of ISP

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