



Remote Learning Plan

Appleby College | March 20th 2020

Section 1

Introduction | Remote Learning at Appleby College

In those times when we will have to operate without physical presence on the Appleby Campus, we encourage all members of our community to consider our mission.

Mission

To educate and enable our students to become leaders of character, major contributors to, and valued representatives of their local, national and international communities.

Appleby's Remote Learning Plan seeks to provide guidelines and insights to Appleby's faculty members, students and parents.

Remote learning at Appleby College is all about connecting with others and fostering the relationships we have with our students and colleagues.

We have purposefully chosen to use the phrase **Remote Learning** when considering our academic approach to providing learning experiences in times of School closures. Naturally, online learning, e-learning and virtual learning come to mind as we consider alternatives to a place-based, Appleby campus experience. However, as a learning organisation that values experiential-education, we seek to encourage a holistic, considerate approach to learning - where our students continue to learn in thoughtful digital settings, but also without the need to be tied to an electronic device, through periods of reflection and physical activity. Our remote learning plan focuses on the following core principles:

- **Community & wellbeing** - maintaining our Appleby community through social and emotional connections.
- **Continuity** - We cannot recreate the nuances of a School day online, but we are committed to providing a simplified school day to ensure an authentic daily routine for students and parents. We also recognise that with students spread across time-zones and teachers who are responsible for family care during this time, simply trying to replicate the school day via a synchronous remote experience can cause stress and feelings of isolation for many community members. As such, we aim to provide quality teaching and learning in a manageable structure for students, parents and teachers.
- **Building on what we know** - As one of Canada's first one-to-one laptop Schools, we are well versed in the use of collaborative and educational technologies. We will make every effort to use technologies, systems and platforms that our students have already used throughout their school experiences. Where suitable, when new technologies need to be introduced, we are committed to introducing those technologies with appropriate supports and resources.

- **Communication & support** - Timely and concise information is essential during those times when the Remote Learning plan is in operation. We are committed to providing information in jargon-free and simplified formats, to ensure that every member of our learning community is kept up-to-date and informed.

In preparing this document, the Remote Learning Team have drawn from various sources, including The Nueva School Remote Learning Plan, The Shanghai American School Distance Learning Plan and a range of resources provided by the Global Online Academy.

Section 2

Technology systems for supporting Remote Learning at Appleby College

Appleby College has reviewed best practices and resources from educational partners, including Universities, the Canadian Association of Independent Schools, the National Association of Independent Schools, peer schools, and leading online providers, including the Global Online Academy. Combined with Appleby's 20 years of experience in 1-to-1 laptop programs, we offer the following FAQs.

Q1: *How will Appleby College communicate with parents, students and faculty/staff during an extended remote learning event and campus closure?*

A: To ensure consistency and embracing our concept of **'building on what we know'** we will use the following, existing channels. These systems are typically provided by cloud service providers.

Service	Appleby Community Members	Details and Uses
Email (Microsoft Outlook) and Email distribution lists	Faculty, staff, students, parents	<p>Email use will be purposefully limited to significant communications, including those from the Principal and the Head of School.</p> <p>Parents are included in our email distribution service, with updates being sent to their preferred email account. This is the email account where parents would typically receive all school emails and 'Appleby this Week'.</p> <p>Faculty, staff and students all have Appleby issued email addresses which are used for internal communications and academic related activities.</p> <p>During periods of remote learning, faculty, staff and students will check email at least 2-3 times per day.</p>

<p>Public Website</p>	<p>Appleby Community and General public</p>	<p>Appleby College will maintain general and regular updates on our public website at https://www.appleby.on.ca/</p>
<p>Microsoft Office 365 Suite: OneNote, Teams</p>	<p>Faculty, staff and students</p>	<p>Microsoft's Office 365 will continue as the platform for academic collaboration for all levels of the School e.g. Microsoft OneNote for content and Microsoft Teams for chat/discussions.</p> <p>The Meetings function within Microsoft Teams may be used for synchronous online meetings.</p> <p>The Office 365 suite is installed on all Appleby issued laptops and is also available via the web-based service (https://portal.office.com)</p>
<p>Canvas Learning Management System</p>	<p>Learning management system available to faculty and students.</p>	<p>Some faculty and students have previous experience of Canvas e.g. online civics. Canvas allows for the sharing of academic content, quizzes, discussions and assignments. (https://appleby.instructure.com)</p>
<p>Zoom Video Conferencing</p>	<p>Faculty, staff.</p>	<p>Faculty will use Zoom for academic related purposes, internal planning meetings and academic classes. (https://zoom.us/)</p>

Q2: Are the systems that are used for remote learning, the same as those that are regularly used during normal classes?

A: Yes, we use the same systems (Office 365, OneNote, Teams, Canvas) during normal campus operations. These services are provided by cloud-based service providers, with only a small number of staff-focused services residing on Appleby hosted servers. By using cloud services, Appleby has ensured that these services are provided by top-tier, global vendors with adequate backups and contingency plans. Moreover, Appleby's technology team has multiple personnel trained in the administration of these services, in the event of the unavailability of some staff members.

Q3: How will Appleby College ensure that students have access to these systems from off-campus?

A: All Appleby students are issued with a consistent laptop that is pre-installed with Office 365 applications. The majority of students take their devices home on a daily basis. In the event, that students have left their laptops in boarding residences, Appleby will make arrangements to return laptops to students where possible. If a student or faculty member is unable to access their Appleby issued laptop, most of our technology tools are not device specific and can be accessed through a standard internet connected device.

Q4: Who do we contact with questions and for support?

A:

For queries about ...	Contact
A course, assignment, or class resource	The appropriate teacher
A technology related problem or issue	Email servicedesk@appleby.on.ca or call 905-845-4681 ext. 106
A personal, academic or social-emotional concern	Your advisor, gradeband counsellor, house director or school director
Other issues related to remote learning	Assistant Head of School, Academics (Fraser Grant) or Head of School (Katrina Samson)

Section 3

Guidelines for students

The move to a remote learning environment will be a shift for all community members, regardless of your level of experience and comfort with distance, remote or online learning. Some students thrive on structure and work best with high face to face interaction, while others work well in a self-directed learning environment.

The goal of Appleby's remote learning plan is to provide students with access to quality learning experiences, to support them in engaging with their immediate world using the resources and connections readily available to them, and to provide engaging lessons that require critical thinking and personal reflection. Appleby students, teachers, parents and leadership all have roles to play to ensure the best learning experience while we are not physically on campus.

As students, your responsibilities are:

- Establish daily routines for engaging in the learning experiences (using the timetable provided below)
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor OneNote, MS Teams, email, Canvas (if applicable) to check for announcements from the school administration, the school director or teachers
- Ensure your **weekly reflection** for each course is posted in your class OneNote page by 8:30pm EST (Oakville), Sunday evenings. These reflections will share the progress you made that week and outlines any concerns you have.
- Complete assignments with integrity and academic honesty, doing your best work.
- Do your best to meet timelines, commitments, and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Collaborate and support your Appleby peers in their learning by communicating positively and appropriately online
- Comply with Appleby's Code of Conduct and Technology Acceptable Use Policy, including expectations for online etiquette and behavior
- Proactively seek out and communicate with other adults, including parents, teachers, advisors and guidance counsellors as needs arise

Section 4

Guidelines for parents and guardians

During Remote Learning operations, Appleby understands that parents and guardians will have additional responsibilities and may have to consider work-related activities, family matters and of course, their own and their children's wellbeing. The following guidelines will help to reduce anxiety regarding your children's learning, through the establishment of a routine, simplified communications and use of familiar tools and platforms.

1. Establishing a Routine and expectations for Remote Learning

Appleby will provide School-level appropriate schedules and guidelines to ensure a sense of continuity and consistency during remote learning. By providing a schedule, aligned with familiar classes and faculty members, we hope to establish a weekly routine. Parents can play a key role in the successful implementation of a remote learning routine by maintaining normal bedtime routines (for all ages!). It's all too easy for routines to slip and for students to sleep late. A consistent routine will play a pivotal role in your child's remote learning experience.

Appleby will provide schedules that incorporate suggested times for academic activities, exercising and self-reflection.

2. Creating a physical space to learn

Depending on your personal circumstances and location during a period of remote learning, we encourage Appleby parents to consider a dedicated space for their child/children's learning. This may be challenging with parents and siblings of different ages unexpectedly at home. Ideally this should be a public/family room. If this place can be quiet at times - depending on your circumstances - this would also be beneficial. Most importantly, it should be a space where parents are present and can interact with their children.

3. Being mindful of your child's stress or worry

Appleby's Remote Learning plan will only be activated during serious events. Undoubtedly, remote learning activities will coincide with periods of increased stress for parents and their children. Appleby will continue to provide advising and guidance services throughout periods of remote learning. Appleby's Physical Education and Athletics teams will provide recommended activities and exercises. Schedules will include time for periods of quiet and reflection, physical exercise and community interactions (via technology platforms).

4. Monitoring Communications and Checking-In

Appleby faculty will continue to use the same tools and technologies that students are already familiar with. We encourage parents to have their children explain the various platforms and systems that are used by Appleby Faculty (Microsoft OneNote, Microsoft Teams, Canvas). Appleby Faculty will continue to communicate with parents and guardians, but we remind you that we will be responding to numerous communications during a period of remote learning. We have encouraged students to check their Appleby email at least twice daily. Despite the impact of increased communications, we do want to hear from Appleby parents, particularly about any social/emotional concerns and challenges with remote learning.

At the end of the first week of remote learning, an email communication will be sent out to parents from our Director, Parent Relations, asking for parent feedback on Appleby's Remote Learning Plan via a survey.

5. Balancing online/screen time

Our remote learning plan and schedule has been designed to provide a balanced approach to online time. We do not wish our students nor our Faculty to work at screens for 8 hours a day. As we move from on-campus to remote learning, we ask that parents understand that there will be some trial and error as we adjust the schedule to ensure a suitable online and offline balance.

Section 5

Remote Learning Schedule

Instructions for students

Below is the remote learning schedule that will begin on Monday, March 30th. Students can expect to be contacted by teachers and advisor during the week of March 23rd to connect around remote learning expectations.

- The academic blocks are the same and therefore the student schedule is almost identical to what it was before. What you will notice is that the classes are 30 minutes each with a 15-minute gap between each class.
- At the start of each class, you will check the CP in OneNote to see what is expected for that class for that day. You may be asked to watch a video, read an article, go to an online chat, etc. These morning blocks are the initial time for you to find out what is expected and organize your work-flow for that day. Any synchronous class experiences (e.g. live chats, video conferencing, etc.) will all be recorded and links to the recordings posted in OneNote so that students who are in different time zones can review these. Teachers understand that students are learning from places all over the world and will not structure courses in a way that disadvantages students who are in different time zones. Synchronous experiences will mostly be limited to extra help and advisor meetings, and these can be scheduled with teachers according to student and teacher availability.
- The Community Life Block has been shifted and there is no Friday Chapel/Advisor block in the morning.
- You can personalize your schedule with your advisor's support, enabling advisors to assist with questions you might have.
- The **TB** on the timetable refers to the testing block; the testing blocks have remained unchanged and this is the day when assessments will be due for each class.
- Between 8:00-8:30am you will be provided with tasks, readings, exercises to help focus on the day ahead. These are electives and will be shared via email by the school directors, wellness team, student leaders or advisors.
- At 12:15pm during the Community Collaboration Time there could be an advisor meeting online, a Chapel presentation, a Guidance session, or an Assembly. Not every day will have something scheduled in the Community Collaboration time, but this is also a time where we encourage you to connect with both the adults and your peers in the Appleby community.
- After lunch, you will have Academic Time during which you will work on assigned course work. This time will also be available for you to connect with guidance or the learning strategies team to continue to support individual learning needs.
- Between 7:00-9:00pm we expect you to follow a regular Study schedule. Study during this time should be focused study - all distractions, social media, TV, etc. should be turned off and students should work for 20min, take a 5min break and then work again for 20min. Repeating this cycle throughout the two-hour block.
- Every Sunday night by 8:30pm, teachers will be posting and updating the CP in OneNote for the upcoming week. At the same time, your weekly reflections will be due for each class - details on how to complete these reflections and where to post them will come from teachers.

	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 - 8:30 Morning	Mindful Movement and Preparation	Mindful Movement and Preparation	Mindful Movement and Preparation	Mindful Movement and Preparation	Mindful Movement and Preparation
8:30 - 9:00 Period 1	Faculty Meeting	C	D	B	A
9:15 - 9:45 Period 2	B - TB	E - TB	F - TB	A	G/H
10:00 - 10:30 Period 3	C	F	E	D-TB	I-TB/J-TB
10:45 - 11:15 Period 4	G-TB/H-TB	I/J	I/J	G/H	E
11:30 - 12:00 Period 6	D	A-TB	B	C - TB	F
12:15 - 12:45 Period 7	MS Academic Block/Community - Collaboration Time	Community - Collaboration Time	Community - Collaboration Time	Community - Collaboration Time	Community - Collaboration Time
12:45 - 1:45 Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
2:00 - 4:00 Academic Time	Academic Time	Academic Time	Academic Time	Academic Time	Academic Time
4:00 - 6:00 Fitness/Fresh Air	Re-Energize	Re-Energize	Re-Energize	Re-Energize	Re-Energize
7:00 - 9:00 Study	7:00 - 9:00 - Study	7:00 - 9:00 - Study	7:00 - 9:00 - Study	7:00 - 9:00 - Study	7:00 - 9:00 - Study

Section 6

Concluding Information

When Appleby's campus is closed and this Remote Learning Plan is implemented, we will continue to send email communications to parents, students and faculty/staff outlining the implementation timing, noting when remote learning will begin for students. The days prior to the remote learning start for students are designated workdays for Appleby faculty and staff. Academic and School Directors will prepare specific information and resources for parents in various grade bands, while teachers will support student preparation and arrange to relaunch their classes on various learning platforms.

A shift mid-year is never easy for a community, and ensuring our students have continuous access to high-quality teaching and learning is central to our Remote Learning Plan. As the social circumstances shift, so too will our structures and response to the learning plan. We ask everyone - students, parents and staff - to approach this venture with a growth-mindset and recognize that we are partners in this journey.