

VIRTUAL LEARNING ENVIRONMENT**VLE 001****Dear Parents and Students,**

Roots administration believes that continuity of instruction in the event of the loss of an instructional day, due to any circumstances, is a critical component to our students' success. Therefore, Roots has implemented Virtual Learning Environment. A virtual learning environment is a designed information space. The Virtual Learning Environment format allows Roots faculty to provide instruction in the case of school closure and maintain the momentum established in the classroom. Students continue to learn through the use of personal devices, **Learning Management System, MS TEAMS**, online learning resources, other electronic and digital media to ensure uninterpreted instructions. A virtual learning environment integrates multiple tools and virtual space is a space for innovation.

VIRTUAL LEARNING AS MEDIUM OF TEACHING LEARNING DURING HOLIDAYS ANNOUNCED BY GOVERNMENT FOR EDUCATIONAL INSTITUTIONS**Virtual Learning**

As per Government of Pakistan's recent announcement about closing the schools and colleges, Roots will be pivoting to its Virtual Learning Protocol. This means that students will not physically attend school during this time. Additionally, all Roots events are currently suspended until further notice. This includes all sports, activities, and events.

At Roots, staff is working diligently to provide high quality virtual lessons for our students each day. We request your sincere support in encouraging your children to be as dedicated and focused to their virtual learning, from 8:00 am to 2:00 pm, when the teachers will be available for them.

While it may seem fun to study from home, it can be challenging to keep to a regular schedule. These few tips might be helpful.

- Take regular breaks.
- Making time to exercise.
- Keep to a regular sleep schedule.
- Limit distractions when possible (turn off social media notifications, for example).
- Set daily and weekly goals.
- Make time to socialize, even if it's virtually.

Flexibility and communication are key during Virtual Learning.



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VIRTUAL LEARNING DAILY SCHEDULE

Teacher Availability	<ul style="list-style-type: none"> Teachers will be available online for students and parents to facilitate and support instruction between the hours of 8 AM- 2 PM They will respond to emails to the best of their ability throughout the working day.
Attendance	<ul style="list-style-type: none"> Montessori – G7: Student attendance is taken by the teacher and may be based on the submission of the assignment within 24 hours of postdate or through another method specified by the teacher. G8 - G12: Student attendance can be either taken a Teams session (Audio/Video Conference), or based on the submission of assignments.
Montessori Virtual Learning Plan	<ul style="list-style-type: none"> Revision Schedule has been given to follow during Virtual Learning Days. Parents are requested to make sure that students will complete their reading and writing R.A.
Grade 1-7 Virtual Learning Plan	<ul style="list-style-type: none"> Revision plan for two weeks will soon be shared online. Students will solve/do it on their R.A notebooks. All subjects content, R.A, assignments and relevant videos will be uploaded on LMS by the teachers.
IG 1 Virtual Learning Plan	<ul style="list-style-type: none"> All learning resources for these classes including revision plans, past papers, assignments, and relevant videos to the topics for each subject will be uploaded on MS Teams by the respective teachers. All assignments will be submitted by students through screen shots and pictures of the written work and will be uploaded on the class MS Teams.
IG II, IG III, AS, A II Virtual Learning Plan	<ul style="list-style-type: none"> Mocks exams for O/A levels will start from next week. All papers, according to student’s subject combination will be packed in an envelope and hand over to parents. Parents shall submit all solved papers back to coordinator on the given date.
SSC	<ul style="list-style-type: none"> Remaining papers of grade 8th will be sent home. Papers that are according to student’s subject combination will be packed in an envelope and handed over to parents. Parents shall submit all solved papers back to coordinator on the given date. Grade 8th and 9th new classes will start from 6th, April, 2020. Grade 7th and 8th students will be promoted on basis of sessional exams' results. Book lists will be uploaded on MS Teams/website on Monday, 23rd, March, 2020.
HSSC	<ul style="list-style-type: none"> All Pre- Board exams will be as per date sheet. Pre-boards for HSSC will start from 23rd March, 2020. All papers will be uploaded on MS Teams. Students will solve the papers on loose sheets and shall upload the pictures/screenshots. Teacher will check and provide the feedback to students online.
Lesson / Assignment Delivery & Expectation	<ul style="list-style-type: none"> G1 – G7: Lessons and assignments will be posted on LMS and Teams between 8:00 AM and 2:00 pm on the days of Virtual Learning. Practice and revision work will be assigned and submitted online through prescribed platform according to qualification. Montessori (RA notebooks), grade 1-7 (Note books) and LMS and High school on MS Teams.

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	<ul style="list-style-type: none"> • Assignments are relevant to what is being learned in class and are expected to be completed by the students. • Daily lesson content will include; a welcome & instructional video, an instructions document, and a student collaboration activity using Teams/LMS
Task Submission Guideline	<p>Task timing expectations for these grade levels vary by grade level as listed below:</p> <ul style="list-style-type: none"> • Montessori - G2: 20 minutes per core subject per day + 20 minutes per scheduled special • G2 - G5: 30 minutes per core subject per day + 20 minutes per scheduled special • G6 - G8: 45 minutes per course per day • G9 - G12: 60-90 minutes per course per day
Assignment Measurement	<ul style="list-style-type: none"> • Assignments should be completed no later than 24 hours after the assignment postdates. • Assignments should be turned in based on the instructions given by the teacher. • All assignments are considered meaningful to a student's learning; therefore, students will be expected to complete all work. • Assignments on Virtual Learning Days are equivalent to regular classroom learning expectations and will be assessed according to teacher discretion in a similar fashion to what takes place on a regular school day.

NOTE: Parents are requested to create true learning environment at home under their own personal supervision to gain true benefits of students learning.

Incase of some emergency if parents could not receive hard forms of papers all the papers would be sent online.

For assignment completion, help your children and for examination classes make sure that child is sitting properly at chair and table and no helping material is available for cheating while attempting paper.

Teachers will provide feedback to each students through remarks section in LMS and Teams.

Let's share our responsibilities at the difficult time of current situation.

Regards,
RIS&C Administration