

Podar International School

Affiliated to International Baccalaureate and Cambridge Assessment International Education
Affiliation No. IB - 002228 & Cambridge International - IN420



Dear Parents,

Podar International School in its endeavor to uphold the student education welcomes you to the Virtual Classroom!

The wellbeing of our children is of the utmost importance and so we are monitoring global and local advice as to how best to mitigate the impact. Classroom based learning has been affected in many countries and may continue to do so for the foreseeable future. In line with this, Podar International school is supporting children by offering alternative learning solutions so they can continue their learning safely.

Our aim is to replicate as close as possible the normal learning experience for pupils with adaptations wherever necessary. Our Digital Learning platforms such as Century Tech, Literacy Planet and e-textbooks ensure student led learning catering to their individual pace. Learners can access our digital courses delivered virtually and/or via eLearning methods, enabling both instructors and learners to minimize potential impacts to their health and wellbeing.

Podar International School prides itself on the strength of its community and we thank you for your support, cooperation and positivity under these unforeseen circumstances.

Distance Learning Model

Our approach

- Teachers will post the timetable for 2 days on the Google Classroom platform by 5pm the previous day. The same will be forwarded via WhatsApp official class groups. There will be a daily overview of the activities with clear expectations.
- The Virtual classroom sessions will begin live assembly and ice breaker activities. Teachers will discuss the day ahead and start the day with a Thought for Today.
- Being mindful about limiting the onscreen time for our students, the Virtual Classroom Sessions are designed with a fair balance of online teaching lessons and task assigned lessons with Social Networking Break for Primary as well as Secondary Students. (Refer Virtual Classroom Schedule as attached)

Primary: 9:00am – 1:00pm

- Assembly + 1 Online Session + 2 Offline Sessions + Social Networking Break from 11:30 am to 12:00 noon

Secondary (6 – 8): 9:00am – 3:00pm

- Assembly + 2 Online Lessons + 2 Offline Sessions + Social Networking Break from 11.45am to 12.00 noon

Secondary (9 – 12): 9:00am – 3:00pm

- Assembly + 3 Online Lessons + 2 Offline Sessions + Social Networking Break from 11.45am to 12.00 noon

- Meeting with Parents will be held every 2 days by the Section Coordinators through Google Hangouts Meet for assistance and resolving queries.
- Keeping the curriculum objective in mind, tasks have been designed to reflect the hours within a typical school day.
- Specialists (Dance, Drama, Music, PE and Art) will be uploading (Follow Me) videos on the Google Classroom for facilitating the Virtual Classroom sessions.
- Students should submit assigned tasks as per teachers guidance. Task uploads are to be made to the assigned folder locations via Google Classroom only.
- Portion completed during this time will not be repeated, thereby ensure that all students attend Virtual Classroom Sessions are per the schedule.
- Teachers will provide feedback and mark assignments online wherever appropriate.
- Attendance will be registered through Portal. It's a shared responsibility of the parents and students to be online at the scheduled time for the teacher to take attendance and send through Portal.
- Parents will be sent Induction videos and Power Point Presentation by the Section coordinators.
- All parent student communication will take place through the school portal Between Us.
- Emergency Contact Details for Parent reference are attached at the end of the document.
- Online counseling for parents and students between 12:00 to 3:00 (Monday-Friday)
- ✓ You can take help to manage children's behaviour at home during quarantine.
- ✓ Talk about anxiety/ stress you might be facing right now.
- ✓ Students can talk to counselor as well about their difficulties, how are they managing this time etc.

Online Classroom Policy

- Online classrooms at Podar International School are safe virtual spaces where students can explore, discuss and learn new ideas under the guidance of expert instructors. Parents must not engage or participate in the classroom activity directly in any way. Any queries or concerns must be directed to the Coordinator of the concerned section or to the Principal.
- Students are provided entry to classrooms through a singular email account the domain of which is registered with the school. Suspicious accounts are subject to removal by teaching faculty.
- The addition of third-party agents to the teaching environments are prohibited and must not be encouraged by parents.
- Classes conducted may not be recorded and redistributed by students. Relevant learning resources used during lectures will be provided through collaborative platforms.
- Learners taking assessments online are strongly advised to observe all the instructions related to them by the facilitator. Any evidence of malpractice by either a learner or a parent during the assessment will result in disqualification of the learner from that assessment.
- All materials shared online in classrooms are for authorized personal use only. Unauthorized use and sharing are strictly prohibited.
- Lessons are to start on time. Punctuality is therefore essential to effective learning and late attendance will not be tolerated.

Tools and Methods for Online Classes

A. Essential Tool Parameters: To teach remotely, a teacher requires a way to:

- communicate with learners live and
- share with them resources, assess them, assign them individual or collaborative work and provide them feedback on their work.

The former requires a video conferencing app which should allow the teacher to connect with the entire class through both audio and video. **Hangouts Meet** and **Zoom** are tried and tested applications which meet the needs of a class teacher. The latter requires a classwork management platform, best served by the Google Classroom app.

Please Note the school will be using the Hangouts Meet as the official app for Virtual Classroom Online Sessions. Zoom will be kept as a standby to overcome any technical glitches.

1. Hangouts Meet: Video conferencing application available exclusively to GSuite users including all individuals using Google's services under a custom domain. It enables a teacher to schedule meetings using and invite learners to connect online via their phone, tablet, laptop or desktop. GSuite (custom domain) accounts are required to host meetings and can be accessed by selecting the array of nine dots appearing on the top-right corner of their email window.

Hangouts Meet also allows participants to share their live screen with their participants, thus allowing the sharing of presentations and displaying video content that serves to complement learning.

2. Zoom: Zoom is another online video conferencing featuring a screen sharing option along with an in-built white board which the teachers can share with learners complementing remote learning.

The free version of the application allows a continuous streaming of 40 minutes after which a new session must be generated.

For those who do not have a G Suite account, Zoom is a good alternative of Meet. The Zoom app can be downloaded from the following webpage: <https://zoom.us/download>

3. Google Classroom: Google Classroom is a classroom management app aiding administrative tasks and can be accessed through most GSuite and Gmail accounts. The app features a host of useful functions which helps teachers streamline online classroom work, track learners' progress and better engage them in online learning activities. Following are some of the features of Classroom that teachers may find useful:

- a. **Online assignment and assessment:** Combined with Google Forms, a vast questionnaire can be built and deployed at scale using the classroom app.
- b. **Sharing and managing resources:** The platform allows the teacher to share resources in a variety of file formats with learners. It also allows the educator to schedule release of materials and assessment at specific times in future.
- c. **Incorporating YouTube videos:** Classroom allows the teacher to incorporate YouTube video into assignment and quiz and design questions around it. The video can be played as the learner is working on the assignment or the quiz.
- d. **Managing people in class:** The app gives the teacher complete authority to remove anyone from the class. This is an important provision as it allows the teacher to remove suspicious accounts that may compromise the online safety and privacy of learners.

e. Steps for joining a Google Classroom:

- Open your Gmail account.
- Select the array of nine dots on the top-right corner
- Select the Google Classroom Icon
- Click on the + sign and select join class.
- You will be prompted for a class code.
- IBDP: Enter the **zmyptsy** to join the Main Classroom titled 'Timetables and Circulars
- A LEVELS: Enter the **sbul54s** to join the Main Classroom titled 'Timetables and Circulars
- * Please note Class Codes for Grade 1 to 12 will be shared shortly.

B. What are other useful tools to make online teaching-learning process effective?

External Platforms used at Podar International School to support the teaching learning process include Managebac (PYP and IBDP), Google Classroom, LMS, GCSE Pods, e Textbooks as well as online learning platforms that use artificial intelligence and data science like Century Tech and Literacy Planet.

Kahoot and Google Forms: A popular online assessment tool that effectively engages learners' attention. It can be played remotely. The app can be found at: <https://kahoot.it/>

Regards,

Dr. Mrs. Vandana Lulla
Principal/Director

Attached:

- *Emergency Contact Numbers
- * Reference Virtual Classroom Timetable – Primary and Secondary

Emergency Contacts			
Name and Phone Number	Designation	Email id	Role
Principal			
Dr. Vandana Lulla +91 9821020160	Principal	principal.ib@podar.org	Head of the school
Head of Academics			
Ms. Prema Mathew +91 9920721049	Head of Academics	ib.prema@podar.org	Managing the quality of teaching, learning, assessment, and curriculum
Ms. Shahina Momin +91 9820776985	Head of Academics	ib.shahina@podar.org	Managing the quality of teaching, learning, assessment, and curriculum
Primary School - PYP - Grade I to Grade V			
Ms. Saachi Setpal +91 8898002015	PYP Coordinator	pis.ibpyp@podarinternationalschool.com	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
Ms. Aparna Kher +91 9930399119	PYP Coordinator	pis.ibpyp@podarinternationalschool.com	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
Middle School - Grade VI to Grade X			
Ms. Veronica Mcwan +91 9821693004	Executive Coordinator & IGCSE Coordinator	ib.veronica@podar.org	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
Ms. Zahabiya Tinwala +91 9619188680	IGCSE Coordinator	ib.zahabiya@podarinternationalschool.com	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
High School - Grade XI to Grade XII			
Ms. Hema Rajan +91 9892408848	IBDP Coordinator	ib.hema@podar.org	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
Dr. Rima Puri +91 9987148567	IBDP Co-Coordinator	rima.puri@podarinternationalschool.com	Managing the curriculum, teaching and learning, assessment, pastoral care, administration

High School - Grade XI to Grade XII – A LEVELS			
Ms. Leena Viz +91 9930002427	A Levels Coordinator	ib.leena@podar.org	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
Ms. Zahabiya Tinwala +91 9619188680	A Levels Co-Coordinator	ib.zahabiya@podarinternationalschool.com	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
Ms. Veronica Mcwan +91 9821693004	Executive Coordinator	ib.veronica@podar.org	Managing the curriculum, teaching and learning, assessment, pastoral care, administration
ICT			
Ms. Komal Shah +91 9322641210	IT- Head	komal.shah@podarinternationalschool.com	Online Learning Platforms (Connectivity and Supports)
Mr. Rajesh Tivrekar +91 9869080838	IT- Head	rajesh.tivrekar@podarinternationalschool.com	Online Learning Platforms (Connectivity and Supports)
Counsellor			
Ms. Karishma Jivani +91 9833174863	School Counsellor	karishma@drishtionline.com	School Counsellor Monday and Wednesday - 9 am to 12 pm
Ms. Meeti Jain +91 9619398033	School Counsellor	meeti.jain06@gmail.com	School Counsellor Monday and Wednesday - 9 am to 12 pm Tuesday, Thursday and Friday - 9 am to 3 pm
Admission and Fees			
Mr. Subhrajit Bose +91 9833945609	Coordinator	subhrajit.podar@gmail.com	Admissions
Mr. Shubham Rawal +91 9930537598	Admissions - Front Office	ib.counsellor@podarinternationalschool.com	Admissions
Ms. Joyce Quadros +91 9819708162	Front Office - Admin	joyce.quadros@podarinternationalschool.com	Front Office - Fees
Mr. Satish Raut +91 9969740413	Front Office - Admin	satish.raut4@gmail.com	Front Office - Fees

Reference Virtual Classroom Day Schedule Primary

PODAR INTERNATIONAL SCHOOL						
TIMETABLE - WEDNESDAY 1ST APRIL 2020						
	9.00- 9.30	9.30 - 10.15	10:15- 10:30	10.30-11.30	11.30 - 12.00	12.00 - 1.00
PYP 1	Assembly and Ice Breaker Activities Online Session	English Online Session	Exercise and bio break Offline	Dance Offline Session	Snack time and Break with friends Online	Activity 'All About Me' Offline Session
PYP 2	Assembly and Ice Breaker Activities Online Session	English Online Session	Exercise and bio break Offline	Arts Offline Session	Snack time and Break with friends Online	Activity 'All About Me' Offline Session
PYP 3	Assembly and Ice Breaker Activities Online Session	English Online Session	Exercise and bio break Offline	Drama Offline Session	Snack time and Break with friends Online	Activity 'All About Me' Offline Session
PYP 4	Assembly and Ice Breaker Activities Online Session	English Online Session	Exercise and bio break Offline	PE Offline Session	Snack time and Break with friends Online	Activity 'All About Me' Offline Session
PYP 5	Assembly and Ice Breaker Activities Online Session	English Online Session	Exercise and bio break Offline	Music Offline Session	Snack time and Break with friends Online	Activity 'All About Me' Offline Session

Reference Virtual Classroom Day Schedule Secondary(Grade 6-8)

PODAR INTERNATIONAL SCHOOL TIME TABLE (Grade 6- 8)-WEDNESDAY 1st April 2020

	9.00am-9.30am	9.30am - 10.30am	10.30am - 10.45am	10.45am - 11.45am	11.45am - 12.00	12.00 - 1.00pm	1.00pm - 2.00pm	2.00pm-3.00pm
6A	Assembly and Orientation- Online Session	Math Online session	Exercise and bio break offline	English Guided learning Offline session	Break with friends- Online	Chemistry Online session	Lunch Break offline	Music Offline session
6B	Assembly and Orientation- Online Session	Biology Online session	Exercise and bio break offline	English Guided learning Offline session	Break with friends- Online	Math Online session	Lunch Break offline	Music Offline session
6C	Assembly and Orientation Online Session	Physics Online session	Exercise and bio break offline	English Guided learning Offline session	Break with friends- Online	Math Online session	Lunch Break offline	Music Offline session
6D	Assembly and Orientation Online Session	Math Online session	Exercise and bio break offline	English Guided learning Offline session	Break with friends- Online	Physics Online session	Lunch Break offline	Music Offline session
6E	Assembly and Orientation Online Session	Physics Online session	Exercise and bio break offline	English Guided learning Offline session	Break with friends- Online	Biology Online session	Lunch Break offline	Music Offline session
7A	Assembly and Orientation- Online Session	French Online Session	Exercise and bio break offline	Math Guided learning Offline session	Break with friends- Online	English Online Session	Lunch Break offline	Music Offline session
7B	Assembly and Orientation- Online Session	English Online Session	Exercise and bio break offline	Math Guided learning Offline session	Break with friends- Online	French Online Session	Lunch Break offline	Music Offline session
7C	Assembly and Orientation Online Session	French Online Session	Exercise and bio break offline	Math Guided learning Offline session	Break with friends- Online	English Online Session	Lunch Break offline	Music Offline session
7D	Assembly and Orientation Online Session	Biology Online Session	Exercise and bio break offline	Math Guided learning Offline session	Break with friends- Online	French Online Session	Lunch Break offline	Music Offline session
7E	Assembly and Orientation Online Session	Chemistry Online Session	Exercise and bio break offline	Math Guided learning Offline session	Break with friends- Online	English Online Session	Lunch Break offline	Music Offline session
8A	Assembly and Orientation- Online Session	Economics Online Session	Exercise and bio break offline	Physics Guided learning Offline session	Break with friends- Online	English Online Session	Lunch Break offline	Chemistry Guided learning Offline session
8B	Assembly and Orientation- Online Session	English Online Session	Exercise and bio break offline	Physics Guided learning Offline session	Break with friends- Online	Economics Online Session	Lunch Break offline	Chemistry Guided learning Offline session
8C	Assembly and Orientation Online Session	Biology Online Session	Exercise and bio break offline	Physics Guided learning Offline session	Break with friends- Online	Economics Online Session	Lunch Break offline	Chemistry Guided learning Offline session
8D	Assembly and Orientation Online Session	Physics Online session	Exercise and bio break offline	Biology Guided learning Offline session	Break with friends- Online	Economics Online Session	Lunch Break offline	Chemistry Guided learning Offline session
8E	Assembly and Orientation Online Session	Economics Online Session	Exercise and bio break offline	Physics Guided learning Offline session	Break with friends- Online	Biology Online Session	Lunch Break offline	Chemistry Guided learning Offline session

Reference Virtual Classroom Day Schedule Secondary (Grade 9-12)

PODAR INTERNATIONAL SCHOOL TIME TABLE (Grade 9-12) -WEDNESDAY 1st April 2020

	9.00am- 9.30am	9.30am - 10.30am	10.30am- 10.45am	10.45am - 11.45am	11.45am - 12.00	12.00 - 1.00pm	1.00pm - 2.00pm	2.00pm-3.00pm
9A	Assembly and Orientation- Online Session	English Online Session	Exercise and bio break offline	Math / Int Math Guided learning Offline session	Break with friends- Online	French Online Session	Lunch Break offline	Physics Online Session
9B	Assembly and Orientation- Online Session	Physics Online Session	Exercise and bio break offline	English Guided learning Offline session	Break with friends- Online	ICT/BS Online Session	Lunch Break offline	Math/Int Math Online Session
9C	Assembly and Orientation Online Session	Biology Online Session	Exercise and bio break offline	Math / Int Math Guided learning Offline session	Break with friends- Online	ICT/BS Online Session	Lunch Break offline	English Online Session
9D	Assembly and Orientation Online Session	Biology Online Session	Exercise and bio break offline	English Guided learning Offline session	Break with friends- Online	Accounts/Physics Online Session	Lunch Break offline	Math / Int Math Guided learning Offline session
9E	Assembly and Orientation Online Session	Chemistry Online Session	Exercise and bio break offline	Math / Int Math Guided learning Offline session	Break with friends- Online	French/Hindi Guided learning Offline session	Lunch Break offline	English Online Session
9F	Assembly and Orientation- Online Session	Chemistry Online Session	Exercise and bio break offline	Biology Guided learning Offline session	Break with friends- Online	Math / Int Math Guided learning Offline session	Lunch Break offline	French/Hindi Guided learning Offline session
10A	Assembly and Orientation- Online Session	Math/Int Math Online Session	Exercise and bio break offline	Economics Online Session	Break with friends- Online	French/Hindi Online Session	Lunch Break offline	English coursework Offline session
10B	Assembly and Orientation- Online Session	Math/Int Math Online Session	Exercise and bio break offline	Economics Online Session	Break with friends- Online	French/Hindi Online Session	Lunch Break offline	English coursework Offline session
10C	Assembly and Orientation Online Session	Economics Online Session	Exercise and bio break offline	French/Hindi Online Session	Break with friends- Online	Math/Int Math Online Session	Lunch Break offline	English coursework Offline session
10D	Assembly and Orientation Online Session	Economics Online Session	Exercise and bio break offline	French/Hindi Online Session	Break with friends- Online	Math/Int Math Online Session	Lunch Break offline	English coursework Offline session
DP-1	Assembly and Orientation- Online Session	Slot -6 Psychology/BM/History/Eco Online Session	Exercise and bio break offline	Slot 1-French/Hindi/English/Spanish Guided learning Offline session	Break with friends- Online	Slot-2 English SL/EnglishHL /Spanish Online Session	Lunch Break offline	Slot 11 Tok A / Tok B Online Session
DP-2	Assembly and Orientation- Online Session	Slot -1 French/Hindi/English/Spanish Online Session	Exercise and bio break offline	Slot -6 Psychology/BM/Eco Online Session	Break with friends- Online	Slot 6- Psychology/BM/History/Eco Guided learning Offline session	Lunch Break offline	Slot-2 English SL/EnglishHL /Spanish Online Session
AS SC	Assembly and Orientation- Online Session	Math Online Session	Exercise and bio break offline	Chemistry Guided learning Offline session	Break with friends- Online	English Online Session	Lunch Break offline	Bio /Art/CS/IT Online Session
AS COMM	Assembly and Orientation- Online Session	English Online Session	Exercise and bio break offline	Business Guided learning Offline session	Break with friends- Online	Math Online Session	Lunch Break offline	Accounts/Psy Online Session
A2 SC	Assembly and Orientation Online Session	Physics Online Session	Exercise and bio break offline	English Online Session	Break with friends- Online	Business Guided learning Offline session	Lunch Break offline	Math Online Session
A2 COMM	Assembly and Orientation Online Session	Business Online Session	Exercise and bio break offline	Math Online Session	Break with friends- Online	Economics Guided learning Offline session	Lunch Break offline	English Online Session