



ES Online Learning Guidelines

We do understand that each child learns differently and at a different pace and that some will find completing online work more challenging than others. What works well in your family may look different from what works in another family, therefore, finding an agreement about what is reasonable and what works for your child is important.



ES 线上学习指南

我们明白，每个孩子的学习方式和学习速度是不一样的。完成在线作业对于一些孩子来说可能相对容易，而对另一些孩子来说难度可能就会大一些。在您家里行之有效的方法用在其他家庭也许收效甚微。因此，您需要为您自己的孩子找到一个对他们而言切实可行的方法，这一点非常重要。



Ways to support your child at home

- Help your child follow the schedule from their teachers;
- Give your child a regular designated place to work - a place with a clear surface, quiet and with good lighting;
- Allow for different learning styles - some children prefer to work on their own, some with family around them – listen to what your child says and try to support this;
- Use resources available - use the library website to help find suitable resources (kid safe websites, online books etc.), ask your child to communicate with their friends or ask their teacher if they need help;
- Give encouragement;
- Make sure there are regular “brain breaks” so your child has the chance to move and be active;
- Make sure your child has all materials ready for class.

Please remember to help your child find balance and be mindful of making them work for longer than the allotted time. Our teachers will be monitoring your child’s progress and providing appropriate challenge as they would in our normal school setting. If your child is finding it hard to complete some of the work, please email the homeroom or specialist teacher directly and explain your situation. In the case your child does not attend classes, this will be considered as an unapproved absence and will be reflected in their end of semester report.

Regular attendance is necessary for students to fulfill the requirements of the BCIS academic program. Students who have five (5) or more unapproved absences in a semester will be considered not to have completed the year, which can result in the student not being promoted to the next grade. An approved absence is an illness, religious holiday or family emergency. If a student misses more than twenty (20) days during the school year the student’s parent/ guardian may be required to meet with the Principal to decide if the student will have to remain in the same grade level for the following year. See Parent Handbook for more information.

Teachers are working to carefully balance the activities set for students to ensure that they are spending time away from their devices during the day.

The ES school day will follow the regular schedule:

Period 1	8:30-9:10
Period 2	9:10-9:50
Period 3	9:50-10:30
Break	10:30-11:10
Period 4	11:10-11:50
Period 5	11:50-12:30
Lunch	12:30-1:30
Period 6	1:30-2:10
Period 7	2:10-2:50
Period 8	2:50-3:30

We have built break times, socialization and time to eat into the school day – these are things happen in a regular school day and research has shown how important it is for children to have time away from their screens and being active as online learning is very intense. Periods will be inclusive of video calls (morning meetings, whole class mini lessons, small group calls, 1:1 calls) with students, additionally, some written activities or videos to support classes will be posted on Seesaw. Teachers will provide a balance of activities that will require a response post (could be written, video, pictures, etc.) from students and activities that students can do on their own without a response.



在家中支持孩子的方法

- 帮助孩子遵守老师发布的时间表；
- 给您的孩子找一个固定的学习地点—一个干净整洁、安静、光线良好的地方；
- 允许孩子们有不同的学习方式—有些孩子喜欢独立学习，有些则喜欢学习时有家人围绕在身边—听听您孩子是怎么说的，并尝试着给予支持；
- 使用可以得到的资源—使用图书馆网站帮助孩子找到合适的资源（儿童安全网页、在线图书等等），让您的孩子和朋友们多交流或是在孩子需要帮助时向老师寻求帮助；
- 给予鼓励；
- 确保能让“大脑定时休息”，让孩子有机会活动活动；
- 确保您的孩子拥有上课时所需要的所有东西。

请记得要帮助您的孩子保持平衡，注意要让他们的学习时间比规定的时间长一些。与正常在校上课时一样，老师们会监督您孩子的学习进度并适当增加学习和作业难度。如果您的孩子在完成作业方面有困难，请直接发邮件给班主任老师或科任课老师说明情况。没有按时上课的学生，会被记为旷课，旷课记录会体现在期末的学习报告中。

要达到 BCIS 学术课程的要求，学生必须按时出勤。如果学生在一个学期内有五次以上（含五次）旷课，会被视为没有完成本学年的学习，将无法升入下一年级。在生病、需要参加宗教节日或有家庭紧急情况时，允许学生请假。如果学生在本学年内的请假天数多于二十天，校长可能会要求与学生家长 / 监护人见面，决定该名学生在下一学年需要留级。更多信息请参见家长手册。

老师们正在努力均衡安排各种不同的活动，确保他们在一天之中能够有远离电子设备的时间。

小学时间安排如下：

第 1 节课	8:30-9:10
第 2 节课	9:10-9:50
第 3 节课	9:50-10:30
休息	10:30-11:10
第 4 节课	11:10-11:50
第 5 节课	11:50-12:30
午餐	12:30-1:30
第 6 节课	1:30-2:10
第 7 节课	2:10-2:50
第 8 节课	2:50-3:30



Essential Agreements

- The school day will be from 8:30am – 3:30pm;
- Your child is expected to attend all lessons as they would in school and to be on time (please ensure that your child is not participating in additional outside classes during the school day);
- Attendance will be taken during the morning meeting and monitored throughout the day;
- Wherever possible your child should be completing work independently;
- There will be a balance of synchronous and asynchronous learning experiences;
- Remember class time is not a time for parents to ask questions. If you need to speak to the teacher, please email to arrange a time to meet;
- Specific questions related to school closure and Covid-19 will not be answered by teachers. This will always be communicated directly to parents by the Head of School;
- Your child needs to ensure that the name on their Zoom call is their own (not changing it to other names). For security reasons, students will not be admitted from the waiting room unless the teacher knows who they are by the name – if your child has the wrong name showing, they may miss the class;
- Unless there is a specific reason communicated from the parent to the teacher, all students should have their video camera turned on;
- Your child is prepared at the beginning of class with all materials needed for that lesson.



基本规定

- 学校上课时间为早 8:30 至下午 3:30;
- 要求学生要像在校上课时一样按时参加所有线上课程（请确保不要让您的孩子在学校上课时间参加其他的校外课程）；
- 老师会在晨会上记录考勤并全天监督出勤情况；
- 您的孩子应尽可能地独立完成作业；
- 同步与异步学习体验交错进行以保持平衡；
- 请家长不要在学生上课时询问老师问题。如果您需要与老师交流，请发邮件预约见面时间；
- 老师不回答有关学校因新冠疫情闭校的具体问题，如果您有这方面的疑问，请直接与大校长联系；
- 您孩子在 Zoom 上的名字必须是自己的姓名（请不要使用他人姓名）。出于安全考虑，老师只允许他们知道名字的学生从等候区进入在线课堂—如果您的孩子在 Zoom 上所写的名字不对，他们可能会错过在线课程。
- 所有学生在上课时都必须打开摄像头，如因特殊原因不能在上课时间开启摄像头，家长应与老师事先沟通。
- 您的孩子要在上课前准备好所有上课时需要使用的物品。

Feedback

- **Verbal feedback:** As students will be participating in more synchronous learning, the majority of feedback they receive will be verbal. This will happen during conferences, 1:1 and office hours.
- **Recorded/written feedback on Seesaw:** Some feedback will be given on Seesaw, but, as in a normal school day, more feedback will be given verbally when working with a teacher than written.

反馈

- **口头反馈:** 由于学生将参与更多的同步学习，所以收到的大部分反馈将是口头反馈，如同正常在校上课时一样。反馈将在会议讨论期间、一对一时间和在线期间给出。
- **Seesaw 上的记录和书面反馈:** 老师会在 Seesaw 上给学生留下反馈意见，但是老师所给出的口头反馈会比书面反馈更多，就像平时在校上课时一样，老师们会在与学生一起学习时给予即时的口头反馈。



What does feedback look like?

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- Social interaction
- Praise
- Voice notes to provide feedback
- Answering clarifying questions
- Conferring: compliment, teaching point, next steps
- Using the 'Like' button on Seesaw
- Video call feedback



反馈的方式有哪些？

反馈的方式有哪些？

- 社交互动
- 表扬
- 语音留言反馈
- 回答、澄清问题
- 商议：问候、教学重点、后续步骤
- 在 Seesaw 上点击“喜欢”
- 视频通话反馈



Specialist teachers

Specialist teachers:

- Every student will get at least one piece of detailed feedback every two weeks (specialists will focus on 1 or more grade levels per week depending on their teaching load)



科任课老师

科任课老师:

- 每名学生每两周至少会收到一条具体的反馈（科任课老师会根据实际工作量，每周重点关注一个或一个以上年级）。



Weekly Schedule

Each grade level will follow a weekly schedule that includes specialist, Chinese and homeroom classes. You will receive this schedule from your child's homeroom teacher.



周计划表

每个年级按照周课表上课，课表中包含了科任课、中文课和主班课。您孩子的班主任老师会将课表发送给您。



EAL Teachers

- Will continue to work with grade level teams to support students and plan classes
- Work with specific students who may need additional support



英语语言学习老师

- 英语语言学习老师会与各年级组紧密合作，支持学生学习并对课程进行规划
- 支持需要额外帮助的学生



Learning support Team/Counselor

Please reach out to them if you or child need any support:

- G1D, G1M, G2-3 Learning Support: jose.tapia@bcis.cn
- G1B, G1W, G4-5 Learning Support: sara.wylie@bcis.cn
- ES Counselor: lee.cassidy@bcis.cn



学习支持团队 / 辅导员

如果您的孩子需要支持请联系：

- G1D、G1M、G2-3 学习支持： jose.tapia@bcis.cn
- G1B、G1W、G4-5 学习支持： sara.wylie@bcis.cn
- 小学辅导员： lee.cassidy@bcis.cn



Teacher Librarian

Mrs. Sackrison will be working with G1-5 throughout Online Learning. She will share read-alouds, book recommendations, tips for Epic and Capstone as well as support classes with research and other activities. She will post as 'Announcements' and for more specific tasks may post a 'Journal' entry to interact with students. Please reach out if you need any support from her: sandy.sackrison@bcis.cn





图书馆老师

图书馆老师

在线学习期间，Sackrison 老师负责 1-5 年级学生的图书馆学习。她会为学生朗读、推荐书籍、介绍 Epic 和 Capstone 的技巧，并为所有班级的研究和相关活动提供支持。Sackrison 老师会在线发布“通知”，对于一些更为具体的任务，她会通过“日志”的形式与学生进行互动。如果您需要她的帮助，请发邮件至 sandy.sackrison@bcis.cn。



Design and
Innovation Coach

Design and Innovation Coach

Please make sure your child still has access to the following platforms: Seesaw and Zoom. Your child's homeroom teacher will send specific information about how to join class groups, the teachers should be able to help you problem solve in the first instance. If you are still unsure about how to access these two platforms, please email alex.davies@bcis.cn and he will be able to help you. If you have a hardware (MacBook or iPad) issue, please contact IThelpdesk@bcis.cn.



设计与创新教练

设计与创新教练

请确保您的孩子可以使用 SeeSaw 和 Zoom 平台。您孩子的班主任老师会将如何加入班级小组的具体信息发送给您，如有任何问题，请您先找班主任老师帮忙解决。如果您仍然不知道如何使用这两个平台，请发邮件给 alex.davies@bcis.cn，他会帮助您。如有硬件方面的问题（MacBook 或 iPad），请联系学校 IT 部 IThelpdesk@bcis.cn。