



Primary E-Learning Parent Guidebook

Online Learning Guidance | Tips for Success | Academic Approach
Social and Emotional Well-Being | Staying Connected

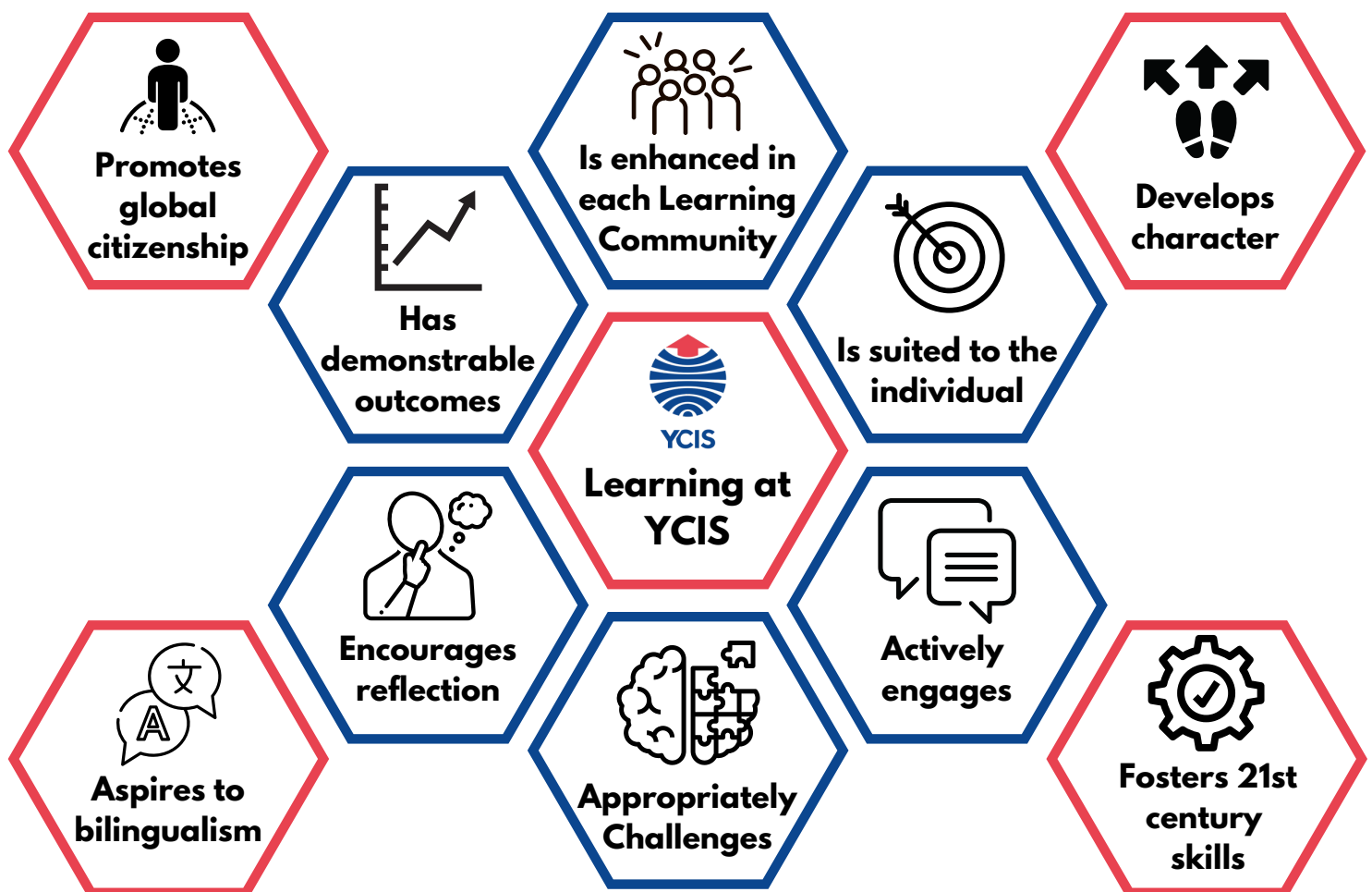


Yew Chung International School of Beijing

Learning Online Guidance

Our learning at YCIS has these core statements as our foundation. No matter online or on campus, these guide our every decision.

In an online learning environment, our teachers will adapt the learning experiences to the circumstances while still maintaining our core beliefs and meeting our educational aims.



Tips for a Successful E-Learning Experience

To build a successful learning experience while away from school, we suggest that each family consider the following suggestions. Not only will these help create the best possible foundation for learning at home, but they can also improve well-being and emotional and mental health during this time apart.



Create a Dedicated Space for Learning

Create a workspace dedicated for learning such as an appropriate desk and chair away from distractions such as people and toys. This work space will help put us in the right mindset for learning.



Become Familiar with the Technical Aspects

By following the guide to ClassIn provided by the school, familiarise yourself with the basic functions on ClassIn. For further support, you may send a message on the school's WeChat platform which will go directly to our IT HelpDesk.



Keep to Daily Routines and Take Breaks

Support your child in keeping to a normal daily routine including break times. Keep to normal wake/sleep patterns and snack/meal times. Include your child in plotting out your daily routines by using the template on the following page.



Ask for Support

While we understand that an adult at home will be playing an important role in supporting students on e-learning, we do not expect you to have all the answers. Liaise with your homeroom teachers on Seesaw for all support needs.

Daily Routines and Structures

Daily Routines

Planning a day and keeping to a routine will not only help your child to stay on track with their learning, but will also provide much needed structure to keep well during this time. You might consider using the following template to help you with this at home.

I can keep healthy and happy.

Tick off each one as you have it each day.



- breakfast
- lunch
- dinner



- morning snack
- afternoon snack



- screen breaks
- play times (indoor)
- play times (outdoor)

I can prepare for learning.

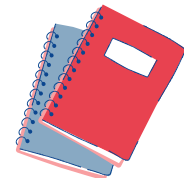
Do you have your materials and space ready?



- check my learning area
- gather my materials

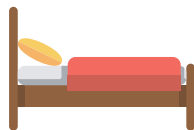


- complete my learning tasks
- other:



I can help around the house.

Try to do at least these things each day.



- make my bed
- tidy my room



- clean up after meals
- other:



Tips for a Successful E-Learning Experience

Screen Breaks

Between sessions on ClassIn, encourage your child to move away from the screen for a break. You may consider engaging in these well-being activities with your child for these breaks.



How many star jumps can you do in a minute?



Sit by a window and look out. What do you notice?



Slowly, carefully stretch your body up and down.



Put on your favourite song and dance!



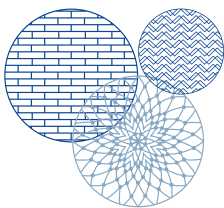
Draw a picture of someone who is special to you.



How long can you balance on your right foot? The left?



Draw a circle and make a repeating pattern in it. Repeat for another circle with a different pattern.



Do something kind for someone (help cleanup, make a card, offer to play a game together, etc.).



Sit quietly and close your eyes. What can you hear when you are completely quiet?



Student Expectations During E-Learning

Student Expectations

Please support your child with these expectations for a successful learning experience.



Be Prepared

Arrive at your lesson on time with all your learning materials ready. Keep your headset on and yourself on mute.



Be Active

Volunteer to share your ideas, engage in all activities, and ask questions when you are not sure what to do.



Be Focused

Stay in a learning space away from distractions like music or people chatting. Keep on the main ClassIn screen. Be sure to only eat at the set times between lessons.



Be the Best You

Put your school uniform on each day and sit properly with your camera angled so that your teacher and classmates can see you. Make sure that your name is correct.

Motivational Charts for Success

Motivational Charts for Success

Some students may need more support to develop motivation to engage in the learning environment and activities online or to even modify their behaviour to create a calm and happy home life. A motivational chart can be very helpful for this. To be successful while using this chart, follow these four pointers.



1

Include your child in a discussion about the importance of making good choices and together decide on the goals for improvement. It is important for the parent and child to make these goals together so that the child will feel ownership of their goals.

2

Once you have set your goals together, make some agreements on how you will support your child in meeting the goals. Especially at the start, your child will need more of your support in meeting their goals.

3

Then, set a threshold for success. Again, this should be done together with your child. For the first try, it would be best to keep this success threshold lower so as to allow the child to feel successful early on. Each week, the threshold may be raised.

4

Finally, agree together upon the celebration for achieving success. It is best for a celebration to be time spent together. For example, you may decide on a walk and an ice-cream treat or perhaps you settle on a special movie night together.

Motivational Charts for Success

Motivational Chart Template

You may print this blank motivational chart template to use at home. If you would like your child's teachers, the Student Support team, or the Primary Leadership team to support you in your understanding of how to be successful with a motivational chart at home, please feel free to reach out at anytime.



The chart template features a blue and red color scheme with a grid of 15 circles (3 rows by 5 columns) for tracking progress. It includes the YCIS logo in the top left and bottom right corners. The text is in both English and Chinese.

YCIS

I CAN LEARN ONLINE!
我可以在线学习!

MY GOAL IS 我的目标是 __ POINTS分.

MON 周一 TUE 周二 WED 周三 THU 周四 FRI 周五

WHEN I REACH MY GOAL, WE WILL
当我达成我的目标, 我们会

YCIS

E-Learning Feedback

Parent Feedback 2022

Over the past three school years dealing with periods of e-learning, we have continued to refine our approach, taking into account the feedback received from our parent community. Our most recent parent survey feedback results are listed here.

Amount of Screen Time



- Right amount of screen time (31)
- Too much screen time (19)
- Not enough screen time (1)

Lesson Scheduling



- Suited very well (23)
- Somewhat suited (14)
- Neither suited or unsuited (7)
- Did not suit (6)
- Not at all suited (1)

Amount of Lessons



- Same amount (26)
- Fewer (23)
- More (2)

Parent Support



- Sometimes needed (29)
- Rarely needed (8)
- Always needed (7)
- Often needed (6)
- Never needed (1)

Timetables and Approach

Timetable: Full Curriculum Coverage

Our normal school day is held on ClassIn. The sample timetable below shows the full curriculum covered in synchronous learning sessions. Each period will be shortened to meet the developmental needs of the different year levels and to allow for time away from screens for breaks as well as to complete tasks that are set (asynchronous learning).



Time 时间	Monday 周一	Tuesday 周二	Wednesday 周三	Thursday 周四	Friday 周五
Homeroom (8:00-8:10)					
Period 1 第一节课 8:10 – 8:40	PE 体育	Music 音乐	Mathematics 数学	Mathematics 数学	Independent Work Time 独立学习时间
Period 2 第二节课 9:00 – 9:30	Social Studies / Science 社会科学	Mathematics 数学	Life Skills 身心健康教育及生活技能	Violin 小提琴	Mathematics 数学
休息 Break (9:50-10:10)					
Period 3 第三节课 10:10 – 10:40	English Literacy 英文写作	English Literacy 英文写作	Chinese 中文	Chinese 中文	English Literacy 英文写作
Period 4 第四节课 11:00 – 11:30	Chinese 中文	Chinese 中文	English Literacy 英文写作	English Literacy 英文写作	Chinese 中文
午餐 Lunch (11:30-12:40)					
Period 5 第五节课 12:40 – 1:10	English Language 英文阅读	English Language 英文阅读	PE 体育	English Language 英文阅读	ICT 计算机
Period 6 第六节课 1:30 – 2:00	Mathematics 数学	Chinese Studies 中国研习	Violin 小提琴	Social Studies / Science 社会科学	Art 艺术
Period 7 第七节课 2:20 – 2:50	Independent Work Time 独立学习时间	Social Studies / Science 社会科学	English Language 英文阅读	Social Studies / Science 社会科学	English Language 英文阅读

Throughout the week, the students will experience these elements of the learning process.

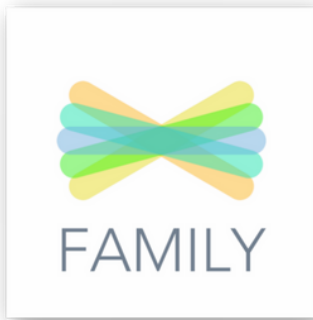
**Live Lessons:
Instruction &
questioning**

**Live Lessons:
Guided
activities**

**Set tasks and
independent
work times**

**Teacher
feedback on
submitted
work**

Staying Connected While Apart



Seesaw remains our main mode of communication between teachers and parents. During e-learning, the weekly post titled, "What Are We Learning?" will be posted on Fridays. In it, you'll find the learning for the week as well as a note about the materials needed for the week ahead. Feel free to message your teachers on Seesaw for any support or questions during this time.



All other learning materials will be stored on ClassIn for all students and parents to access. The learning materials for each lesson will always be uploaded to ClassIn by 4:00 pm the day before the lesson. While some parents prefer to print out the materials, it is perfectly fine to simply refer to the materials and use separate, plain paper to complete the tasks.



Parent webinars will begin to be offered regularly with the aim to support parents during times of e-learning. The webinars will cover a range of topics pertinent to parenting, learning, and keeping well during these challenging times. All information about upcoming webinars will be sent to parents on Seesaw.



Additionally, each Tuesday and Thursday, we will run special enrichment activities for our students to join. The enrichment activities will be on various topics such as crafts, photography, and Chinese culture. All details about the activities and the ways to join will be sent in a separate communication.

Learning Support and Emotional Well-Being

Our Student Support team is at the ready to support families both while on campus and while apart. Please reach out to any member of the team for support in emotional and mental health as well as strategies for supporting learning while at home. They will be happy to arrange a live session with you to explore your areas of need with you.



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