



مدرسة جيمس فيرست بوينت

GEMS FirstPoint School

THE VILLA

GEMS FirstPoint School – Academic Continuity Plan

Key Stage 5 Mini School Parent and Student Version



January 2021



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Welcome Letter

Dear Parents and Students,

As we embark on the next period of Distance Learning, we would like to remind you of the importance of this stage of your learning journey.

It is integral that you:

- Attend all timetabled lessons virtually
- Engage fully with all subject areas
- Submit high-quality work and evidence at every opportunity
- Follow our guidance and official communication from the government and exam boards

This guide has been prepared to support you and give you all the information you need to learn at home successfully and continue your studies with as much normality as we possibly can. As always, if there is something that you are unsure of, do contact your Subject Teacher, Form Tutor, Director or I; we will be happy to support you.

All teachers will be online between the hours 7.45am and 15.05pm and as students of FPS you have a responsibility and are expected to follow your timetable and guided curriculum hours. This will include completing and submitting the work, assignments and revision set by your Subject Teachers on Microsoft Teams.

Please take time to read the information that we have produced for you. Remember, we are promoting student wellbeing and striving for academic excellence. Although this situation is not ideal, you have the tools, platforms and dedicated teaching staff to get you through this successfully.

"Adaptability to change is itself a hallmark of successful education"

Kindest regards,

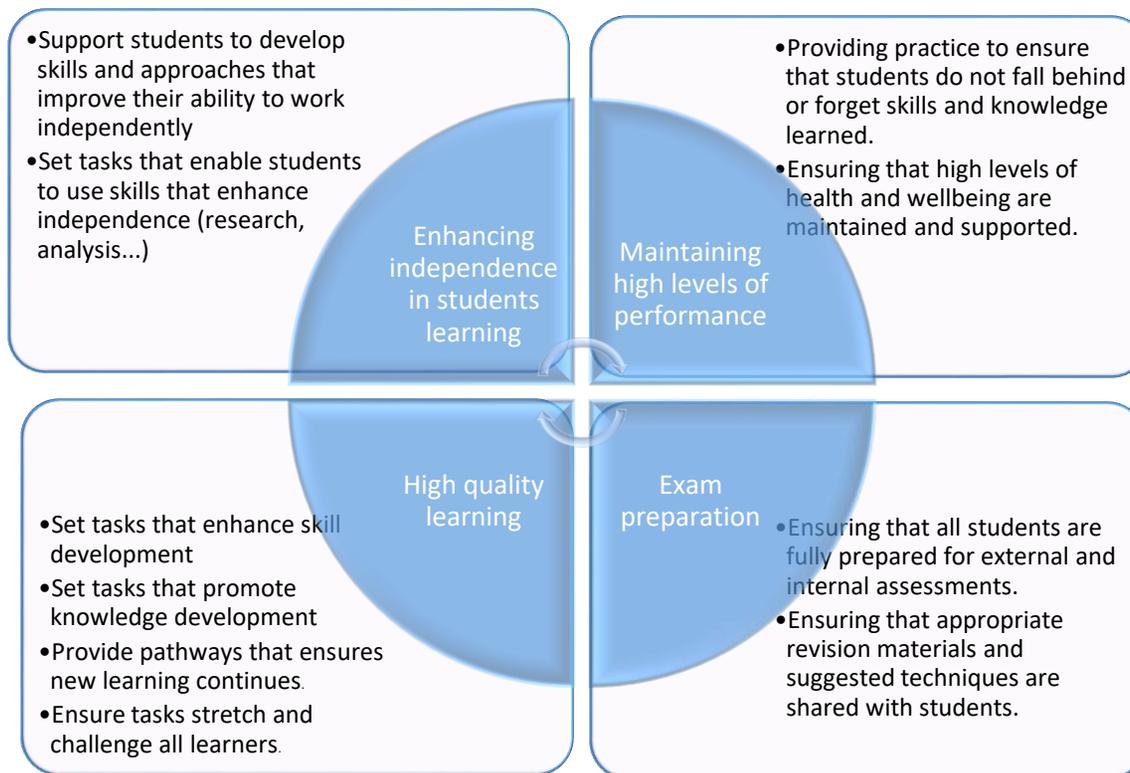
Mr. Hammill, Ms. Barr, Mr. Jackson, Ms. Dickerson and Mr. Nijjar



Purpose

To maintain high quality academic provision for all students during times of crisis when students are unable to attend the school.

Objectives



Key Stage 5 Mini-School Team Contacts for Additional Information

- Form Tutors continue as the initial point of contact for parents and students

Role	Name	E-mail Address
12.1 Form Tutor	Amma Ukachuku	a.ukachuku_fps@gemsedu.com
12.2 Form Tutor	Jemma Power	j.power_fps@gemsedu.com
12.3 Form Tutor	David Jacob	d.jacob_fps@gemsedu.com
12.4 Form Tutor	Funmi Oyelayo	f.oyelayo_fps@gemsedu.com
13.1 Form Tutor	Niamh O'Reilly	n.oreilly_fps@gemsedu.com
13.2 Form Tutor	Sandra Alain	s.alain_fps@gemsedu.com
13.3 Form Tutor	Christopher Roberts	c.roberts_fps@gemsedu.com
Pastoral Support	Athena Christodoulou Sophie Munro	a.christodoulou_fps@gemsedu.com s.munro_fps@gemsedu.com
Director of Careers	Siobhan Dickerson	s.dickerson_fps@gemsedu.com
Assistant Principal- Industry and Specialism	Baldish Nijjar	b.nijjar_fps@gemsedu.com
Director of Post-16 (Year 12)	Sarah Barr	s.barr_fps@gemsedu.com
Director of Post-16 (Year 13)	Nathan Jackson	n.jackson_fps@gemsedu.com
Assistant Principal and Head of Key Stage 5	Lewis Hammill	l.hammill_fps@gemsedu.com



Key Stage 5 Head of Department Contacts for Additional Information

Arabic A: Mohammed Allam m.allam_fps@gemsedu.com

Arabic B: Ahmed Essa a.essa_fps@gemsedu.com

Art and Photography: Vanessa Missions v.missions_fps@gemsedu.com

Business, Economics and BTEC Enterprise and Entrepreneurship: Jennifer Donaghy j.donaghy_fps@gemsedu.com

Computing: Michael Bradbury m.bradbury_fps@gemsedu.com

Design Technology, Fashion and Textiles, Food and Nutrition and Product Design: Mia Foulkes m.foulkes_fps@gemsedu.com

English Language, English Literature and Media: Emma Monteith e.monteith_fps@gemsedu.com

Humanities: Candice Wright c.wright_fps@gemsedu.com

Islamic: Abdulbaset Habbach a.habbach_fps@gemsedu.com

Maths: Emma Gore e.gore_fps@gemsedu.com

MFL: Alexandre Merciris a.merciris_fps@gemsedu.com

Music: David Quinn d.quinn_fps@gemsedu.com

PE: Rod Hart r.hart_fps@gemsedu.com

Performing Arts: Marie-Clare m.ferla_fps@gemsedu.com

Politics: Rhys Headley r.headley_fps@gemsedu.com

Psychology: Sarah Barr s.barr_fps@gemsedu.com

Science: Andrew Evans a.evans_fps@gemsedu.com



Attendance Procedures- Distance Learning

1. All students to be marked on the register as B 'educated off-site'.
2. If a parent knows a student is going to be absent and not available to work from home that day, they should email attendance_fps@gemsedu.com and the registers will be updated accordingly.
3. Work will be provided for each student for each lesson every day via Microsoft Teams. Staff will be online during lessons to help and support all students.
4. If the work is not submitted the member of staff will keep a record of the missing piece of work and will contact parents.
5. If two or more pieces of work are not submitted, then the teacher will refer the student to the HoD who will contact home.
6. HoYs will monitor trends, looking for students who are missing work in 3 or more subject areas. The HoY will then contact parents to outline the School's concerns.
7. Students who continue not to submit work in a range of subjects will be referred to the Director and Head of Mini School.



Distance Learning Safeguarding Advice

Student safety and safeguarding is our main priority, and we would, therefore, like to share with you some Do's and Don'ts to help keep you safe and healthy when learning at home.

Do's

- Make sensible choices when you are online. Is the content you are browsing age appropriate? Are you having too much screen time?
- Ensuring that you are sending and receiving appropriate messages. If you receive an inappropriate message you must report it
- Make sure you follow the guided curriculum hours for each subject
- Make healthy choices in regards to food and drink
- Complete daily physical activity. Activities to support this will be available as part of your weekly work
- Share any concerns you have with the School via email or MS Teams to your Form Tutor or Head of Year

Don'ts

- Share your login details with others

We are in constant contact with the Dubai Health Authority, KHDA and GEMS Corporate office and are following their guidelines in regards to protecting our students and we will update you as and when new information is made available.

Online Safeguarding Advice

Stay safe online, be SMART!

S

Safe: Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name- to people you are chatting with online.



M

Meeting: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they are present.

A

Accepting: Accepting emails, messages, friend requests, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



R

Reliable: Information you find on the internet may not be true, or someone online may be lying about who they are.

T

Tell: Tell your parent, a member of School staff or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

If you have any safeguarding concerns please contact
Mr. Headley
safeguarding_fps@gemsedu.com



Advice for Parents and Students on Managing Distance Learning

<p>1. Where?</p> <p>Where you study is important. Make sure you set up a dedicated study area that is comfortable and tidy. Make sure the temperature and the lighting are right to enable you to learn.</p> 	<p>2. Planning</p> <p>Before you start, plan your learning for the week and create your own learning timetable. It is important to spread out your learning throughout the week. Tick off every subject when you have completed it, this will motivate your learning and give you a sense of achievement.</p> 	<p>3. Time</p> <p>Be sensible with how much time you study. Studying for 2-3 hours on one subject is not effective for learning. Take regular breaks at least every hour for at least 5-10 minutes to give your brain a break. Work hard but smart.</p> 
<p>4. Avoid distractions</p> <p>Turn off the TV, your phone, iPad, laptop, computer... Distractions break your train of thought and waste learning time. Some people find background music helps them study, others need complete silence. Choose what suits you best.</p> 	<p>FPS tips for managing learning from home</p> 	<p>5. Eat!</p> <p>Try not to drink too much caffeine or eat sugary foods when you're studying as they'll only give you short energy boosts and then you'll feel sluggish. Have healthy snacks to hand so you can nibble as you study. Build in snack and lunch times to your learning timetable.</p> 
<p>6. Be positive and smile</p> <p>It's important to stay motivated while studying at home. It's not always easy as you don't have friends or a teacher to discuss your learning with face to face. Ensure you connect with your teachers on Seesaw (Year 1-6) or Teams (Year 7-13) if you need help, we are still here to support you 😊.</p> 	<p>7. Be you</p> <p>Continuing with your hobbies, playing sports and catching up with friends and family is essential! Please remember to carry on with your normal routines. We need you to enjoy learning and this will enable you to do this. Please note however, national restrictions may prevent you from doing this!</p> 	<p>8. Take responsibility for your learning</p> <p>Take ownership of your learning and be independent. Set yourself goals and challenge yourself when you can. Your learning journey can be as successful as you want it to be. You've got this!</p> 