



Pretoria Preparatory School

Non-Profit Company
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EMIS No 212068 / UMALUSI No 17 SCH01 00280
Company Reg no 1980/002975/08

SPECIALISING IN REMEDIAL EDUCATION

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Agreement on the Roles and Responsibilities of Parents and Learners for online learning at Pretoria Preparatory School

This agreement serves to set out the commitment made by both the learners and the parents of the learners to ensure, as best as is possible for both the families and teachers, the smooth running of the online learning programme.

Online teaching via Microsoft Teams will commence as soon as the technical installation is complete, this agreement needs to be signed and returned to your child's class teacher prior to inclusion in the online lessons (meetings).

Rules for live online lessons, teletherapy and pre-recorded lessons

1. Venue in the home:
 - 1.1 The learner has access to an appropriate desk at which to work
 - 1.2 The room is quiet and cleared of both visual and auditory distractions
 - 1.3 If more than one family member is accessing online teaching and therapy, this needs to be done in separate rooms in the house to minimise distraction and auditory feedback
 - 1.4 There is no TV, radio or music playing and family interruptions are kept to a minimum and only take place when unavoidable
 - 1.5 Unless being used for the purpose of communication with the teacher or therapist, phones are switched off
2. Preparation for each day:
 - 2.1 Devices (where necessary) are charged or chargers and power cables are available and plugged in.
 - 2.2 All relevant worksheets, learning guidelines, therapy activities and core notes have been downloaded or printed prior to the commencement of the school day or collected from school.
 - 2.3 All stationery needed is available
 - 2.4 Textbooks and workbooks are available
 - 2.5 Timetable is available for reference to lessons times
3. Follow a school day (for every day of the week).

- 3.1 Learners will be awake and appropriately dressed prior to the commencement of the school day. Breakfast needs to be eaten before the commencement of the online teaching.
- 3.2 Learners will be prepared to start working along with their class, learners will follow their timetable (for lessons and therapy), as well as their lesson outline provided.
- 3.3 Breaks are provided for as part of the timetable and should be followed accordingly.
- 3.4 Completed work must be submitted for monitoring and feedback on the day due.
- 4. Parents will be responsible for carrying their own costs of any infrastructure or running costs associated with the services rendered, such as phone calls and data costs.
- 5. Both parents and teachers acknowledge that these lessons may have limitations and accept that at times, poor internet connection and load shedding may interrupt or negatively impact the efficacy of therapy and teaching and this is beyond the control of all parties involved.

Accessing live online lessons and teletherapy

- 1. Format of online teaching and therapy:
 - 1.1 The online portion of the lesson will cover the teaching of the concept or work for that lesson. Prior to the ending of the meeting learners will be given an opportunity to ask questions. After which they are required to complete the given worksheets. If further support is required, an appointment with the teacher can be made for during the school day (07:30-13:45).
 - 1.2 Therapy sessions will strictly follow the times given on the learner's timetable. The sessions will last 25 minutes from the commencement time given on the timetable. Should a learner only join the session after the timetabled commencement time, therapy will only be given for what is left of the remainder of the 25-minute session. Missed therapy session cannot be rearranged.
- 2. Learners will act, engage and behave in the same manner as at school. Any repeated inappropriate or disruptive behaviour, as well as failing to adhere to the online etiquette will result in the meeting with that learner being ended for the constructive continuation of the lesson for the other learners.
- 3. Repetitive and inappropriate behaviour during a therapy session will result in the same.
- 4. Online Etiquette
 - 4.1 The child will join the meeting (online lesson timeously) and is expected to be waiting to be allowed into the meeting at the arranged meeting time.
 - 4.2 The child will mute their microphone, using the "raised hand" function in MS Teams should they wish to ask a question.
 - 4.3 Should the internet connection be slow, the teacher may ask the learner to turn off their camera and will verbally check in with the learner during the lesson.
- 5. Should load shedding be implemented either at school or at home the learners will have the opportunity to access pre-recorded lessons. The live teaching cannot be retaught.

Accessing pre-recorded lessons

- 1. All pre-recorded academic lessons will be uploaded before the commencement of the school day, if indicated in the week's learning guidelines.
- 2. There will be no pre-recorded therapy sessions offered. Parents who have opted to follow the individualised home programme will complete the assigned work with the therapist and provide the necessary feedback as requested in the given home programme.

3. All pre-recorded lessons will be uploaded before the commencement of the school day, if indicated in the week's learning guidelines.
4. Where possible, live lessons will be recorded and uploaded at the end of the school day (no later than 15:00) for later viewing and reference. It is not yet confirmed whether this function is available on the Microsoft Teams account and your understanding is appreciated should an alternative plan need to be made. If not available via the Microsoft Teams account recorded live lessons will only commence from 27 July 2020.

Assessment:

Arrangements for assessments of learners electing to follow the online learning programme will be communicated separately as they differ for both phases, and at times, grades.

Signing of this agreement is a commitment to follow the guidelines given and to adhere to both the online and pre-recorded stipulated expectations. Failure to follow the given timetables and week's work as planned is not the responsibility of the teacher and the catching up of missed work will be the responsibility of the learner with the support of their parents.

Parent or Guardian's Signature

Learner's Signature

Date: _____