

The Organization of Distance Learning at Tartu International School

Dear students and parents,

Please find below info about the organization of distance learning in our school. The teachers have worked in close cooperation in order to create a functioning and effective distance learning programme for our school. We ask you to read and follow the instructions below and hope for your contribution in order to make it work.

When establishing the distance learning routine we have kept in mind the following principles:

- Structured and guided learning must continue.
- The students should follow their regular routines as much as possible. Each day there should be learning time, resting time and physical activity time.

The students are familiar with the platforms that the school is using, it is possible to borrow a laptop from school.

If you have any questions, please contact us as follows:

- General info about school and operation - Principal Kristi Aria, kristi.aria@istartu.ee
- Class info, absences - class teachers
- Subject related questions - subject teachers
- Technical questions - Educational Technologist Elo-Kai Kurel, elokai.kurel@istartu.ee
- Schedules, timetable - Head of Studies Maris Vohla, maris.vohla@istartu.ee
- Student and parent counseling - School Counselor Kersti Türk, kerstityrk@gmail.com

Kind regards,

School staff

Instructions for Grade 1 - 3

- The assignments for each day are inserted into the e-diary (Stuudium is.ope.ee) by 9 a.m. by the class or subject teachers.
- The students will complete the assigned tasks by the end of the same day (20:00 latest). The parents may help and guide the students with their work.
- The parents will structure the distance learning day according to the family's possibilities, you are not expected to follow the school's timetable (e.g. if parents work in the morning, the tasks can be completed in the afternoon etc).
- The teacher will notify if, how and when the completed tasks are checked (e.g. asks to send a photo of the completed worksheet).

Instructions for Grade 4 - 9

- The students will follow the timetable that has been modified for the distance learning period.

- **Distance learning days will start at 9:00 and end as scheduled in the timetable.**
- Students will log into their e-diary (Studium is.ope.ee) in the morning. The teacher will insert the distance learning work into the e-diary shortly before every lesson. The tasks will appear under “Homework” section, but will be done during the distance learning lesson (e.g. if it says in the timetable that Geography for grade 7 is at 12:00 - 12:45, the student has to check the e-diary at 12:00 and start the lesson by following the instructions given in the e-diary).
- The teachers will use different digital platforms, **usually in real time** (e.g. Google Classroom, Google drive, Zoom), **but the starting point of each lesson is always in the e-diary.**

Lesson times during distance learning

Lesson 1 9:00 - 9:45
Brake 9:45 - 9:50
Lesson 2 9:50 - 10:35
Brake 10:35 - 10:40
Lesson 3 10:40 - 11:25
Lunch 11:25 - 12:00
Lesson 4 12:00 - 12:45
Brake 12:45 - 12:50
Lesson 5 12:50- 13:35
Brake 13:35 - 13:40
Lesson 6 13:40 - 14:25
Brake 14:35-14:30
Lesson 7 14:30 - 15:15