Karachi Grammar School
Online Readiness Learning Plan

Introduction

The Online Readiness Learning Plan outlines how KGS will maintain continuity of education in the event that students are unable to attend school due to emergency closures, public health restrictions, or other unforeseen circumstances.

The policy draws upon the experience gained during the COVID-19 pandemic and establishes clear procedures to minimise disruption to learning and to ensure the continued integrity of teaching, assessment, and examinations.

It recognises that students' access to technology and home learning environments may vary, and the school is committed to supporting families to ensure equitable access to learning opportunities wherever possible.

The school uses the following approved platforms to support remote learning:
- Google Workspace for Education (including Google Classroom, Google Meet, Gmail and Google Forms etc.)
- Zoom video conferencing (where appropriate)
- School Official communication channels (including where appropriate, official WhatsApp groups)

At KGS we aim for…

Phase	Remote learning expectation
Early Years	Short recorded lessons, live interactive lessons, guided tasks and structured activities shared with parents
Junior School	Live lessons and guided tasks, following the timetable wherever possible
Middle School	Live lessons, guided tasks and independent study following the timetable wherever possible
College	Full timetable of live lessons and independent study

Senior leaders will monitor these expectations and the quality of remote learning through:

- Review of Google Classroom activity
- Student engagement tracking
- Feedback from students and parents
- Departmental review meetings

To enable teaching and learning to continue as effectively as possible during the need for remote learning.

Stage 1: Individuals - Short term
If individual students are unable to attend, learning activities will be uploaded to Google Classroom. These activities will cover key learning occurring that week in class. Where possible and appropriate, paper copies can be made available upon request. Feedback will be provided for students but be limited due to class teacher responsibilities in school.

Stage 2: Whole School - Short term
In the event of a 1-28 days emergency closure we will go online with lessons utilising Zoom/Meet and Google Classroom. Monthly overviews, timetables, and curriculum planning will be uploaded onto Google Classroom so that all stakeholders have access. Please note that Heads of Departments may consider switching units of work/topics to suit Remote Learning.

Stage 3: Whole School - Long term
In the event of an emergency closure beyond 1 month, we will continue utilising Zoom/Meet and Google Classroom. All material will be uploaded on Google Classroom and parents are expected to download, in the case of connectivity interruption.

For families that have identified that they don't have access or have very limited access to technology in the home to support remote learning. we will loan (where possible) equipment for the duration of the closure.

We expect remote learning will broadly follow the existing school timetable wherever possible.

External examinations are managed by the British Council who will coordinate with parents well in advance. However, to enable internal examinations to continue as effectively as possible during remote learning three models will be followed.

Model 1: Normal Attendance
Examinations/Tests continue as scheduled at the school with students attending, only for the duration of their exam.

Model 2: Local Examination Centres
In person examinations are sat at venues across Karachi to preserve the integrity through physical invigilation of the exams. Exam venues such as local universities with MoU's and our own KGS Middle School can be utilised to reduce distances travelled by students.

The KGS Examination Office maintains control over the printing, storing, transporting, distributing and collection of examination papers.

Model 3: Remote Examinations
If physical examinations cannot be organised at local examination centres, KGS may move to fully remote examinations. These would be conducted using the 'Exam.net' platform, which allows schools to administer secure online examinations.

Under this system:
- Teachers upload PDF examination papers to Exam.net
- Students complete the exam from home within the scheduled time
- The platform includes multiple anti-cheating features, such as restricted browsing and activity monitoring
- Additional monitoring can be done using the device camera to show hands, face and workspace.

Access to examination scripts
For access to exam scripts where exams were conducted in person,
- Students will collect scripts from the College Section campus or from their Local Examination Centre on the date of the exam.
- Students unable to collect their scripts may request teachers to email them scanned copies electronically.

If examinations were conducted through Exam.net, scripts can be returned digitally through the platform.

KGS staff will:
Ensure consistent communication with parents through Gmail, Google Classroom and the official KGS WhatsApp Groups.

To ensure that safeguarding will be our utmost priority and we will do the following:
- Staff will use school accounts only for communication
- Online lessons conducted from a professional environment with classes recorded for safeguarding and quality assurance
- In live lessons, teachers will establish clear expectations regarding camera use and behaviour with no private messaging between teachers and students
- Our safeguarding systems will continue to be used to communicate and log any safeguarding concerns and this will be monitored regularly throughout each day by HoY and the AH-SE
- Continue good communication and engagement with external professionals and services
- The SEN and Counseling teams will check in students/families 1 x week and feedback to class teachers via email, in the event of long term remote learning
- The House and Heads of Year Teams will be available for students/ families and continue to provide high quality support. The interactions and support that have been provided will be communicated via email
- HM's and AH's will be monitoring the level of engagement closely with tracking on IKGS
- In the event of temporary network disruption, teachers will assign revision work, worksheets, reading tasks and other activities that students can complete offline and later upload when connectivity is restored.
- As before there will be Email and/or telephone calls to see if there is a reason for non-engagement/absence

Teachers will provide high quality online teaching and learning opportunities:
- Follow student schedules, upload teaching resources and monitor work submitted online
- Promote independent learning and deeper understanding rather than task completion alone
- Vary the styles of learning. E.g. not always using PowerPoint
- Give any new learning a context, using the best possible resources available
- Link any new learning or knowledge to existing knowledge, to help learning to be retained
- Provide regular feedback through Google Classroom using comments, rubrics, or annotated work. Assessment during remote learning may include quizzes, written assignments, presentations, and online discussions
- Model new learning
- Provide scaffolds for learning so the needs of all students are met
- Tell the students what they need to do to be successful
- Share what a good example of a completed piece of learning looks like
- Teachers will concentrate on high quality and depth rather than task completion
- Provide opportunities for students to apply their knowledge and demonstrate their knowledge

In addition to video clips to introduce learning, we will interact and motivate children through:
- Recorded stories
- Email / comments / feedback /
- Chat for learning
- Assemblies

Teachers will play a central role in ensuring that learning and examinations continue smoothly during any disruption. During the examination period, teachers may be required to:
- Invigilate examinations at the Clifton campus or at a designated local examinnation centre
- Supervise students and ensure that examination conditions are properly maintained
- Upload examination material on exam.net and proctor exams vigilantly in the case of remote examinations
- Collect and return examination scripts securely
- Provide feedback on mock examination scripts and address areas of difficulty
- Upload revision materials, assignments and recorded lessons on Google Classroom
- Deliver revision lessons and provide guidance as students prepare for their external examinations
- Monitoring student engagement and responding to queries through Google Classroom or school email

Our students will be expected to:
- Attend all online lessons and submit work as requested
- Try their best with their Remote Learning/Examinations and demonstrate our KGS values throughout
- Check Google Classroom and their School email regularly for updates and instructions
- Ask for help if they need it (parent or school based)
- Engage in the activities as they have been shown
- Complete assigned work and submit their learning as requested
- Act on feedback and next steps given where appropriate, which may include repeating a task to a higher standard
- Uphold the highest standards of academic honesty and integrity, completing all examinations and assignments independently and without assistance

In addition specific SEN students may be given differentiated work or examination adjustments to support their access to the curriculum if necessary.

Parents are responsible for:
- Reading and acting upon communications sent out from school and making sure their children are aware of all schedules, communications and information
- Support students attending examination venues and informing the school about absence, if their child is unwell and unable to complete learning activities or examinations
- Encouraging their children to take part in the learning opportunities offered every day, making sure their child has access to necessary devices and networks
- Trying their best to fit the Remote Learning in around work commitments
- Support and work with KGS staff on any difficulties or barriers to completing Remote Learning and maintaining academic integrity

How to access learning opportunities:
- Remote Learning Tasks will be posted daily on Google Classroom with an overview being posted at the beginning of the week where appropriate
- If there are issues with access parents are asked to speak with the school to see how they can support with access to technology or paper copies of learning
- Subject teachers will send out links to Google Meet/Zoom, students are required access to a Google Classrooms and Zoom to utilise these meetings.

In the case of Limited or No Internet Access
It is recommended that parents download and store locally the classroom timetables, schemes of work and class material in case of network outage. Students should upload the work they complete, once network service resumes.

In a period of limited network coverage, teachers will record short lessons and upload them, so students can catch up on missed classes, once network service resumes. In a period of prolonged network outage the school will provide printed materials that can be collected weekly and will use SMS messaging to communicate with parents.

Vulnerable Students
During long term remote learning families that require support with access to technology can contact the school and where resources allow we issue parents with laptops for students to use.