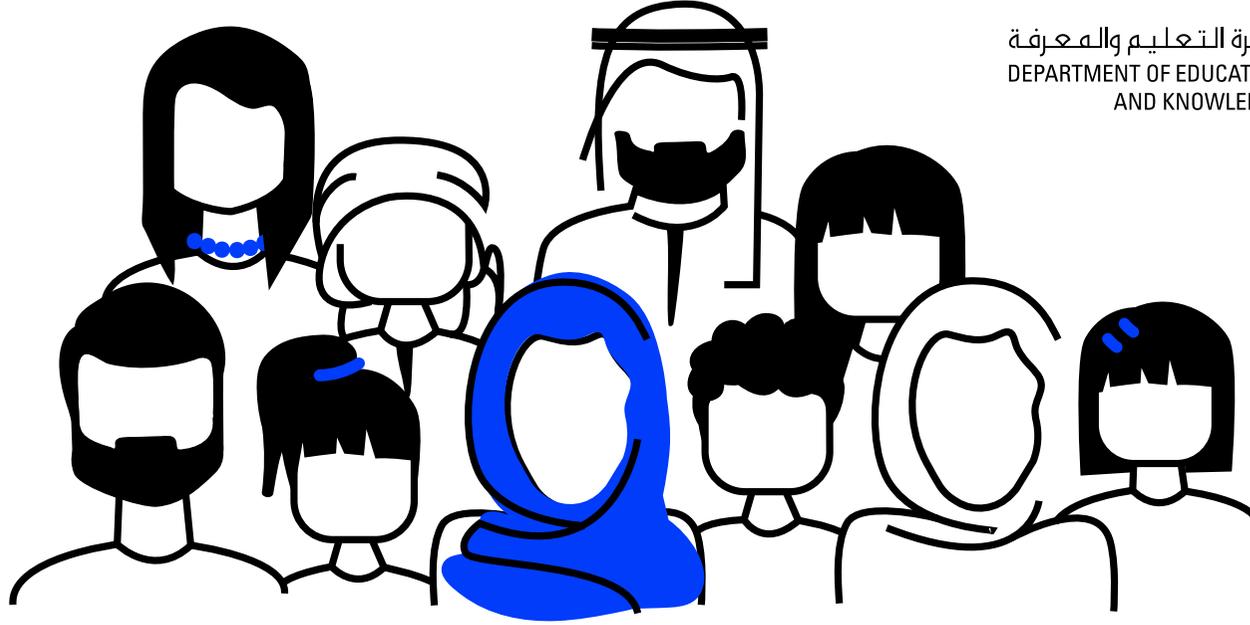


دائرة التعليم والمعرفة  
DEPARTMENT OF EDUCATION  
AND KNOWLEDGE



ABU DHABI DEPARTMENT OF EDUCATION AND KNOWLEDGE



# ADEK'S PARENT GUIDE FOR DISTANCE LEARNING

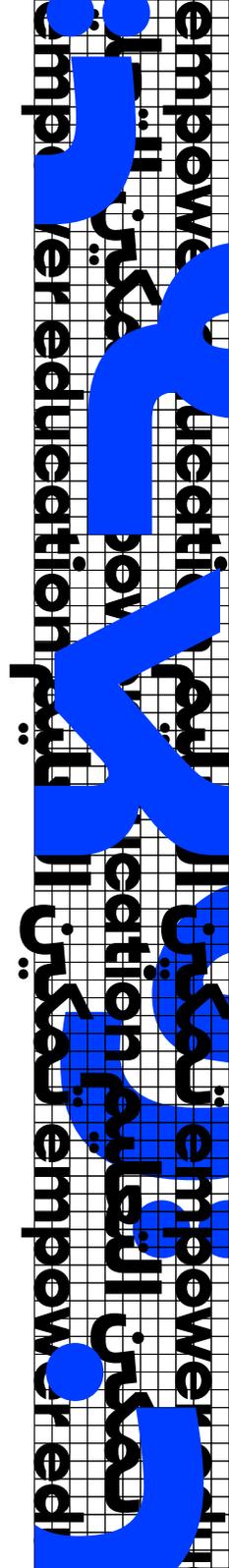
GUIDELINES FOR PARENTS TO SUPPORT THEIR CHILDREN  
DURING DISTANCE LEARNING

MARCH 2020

تمكين العقول Empower Minds تمكين العقول Empower the Future

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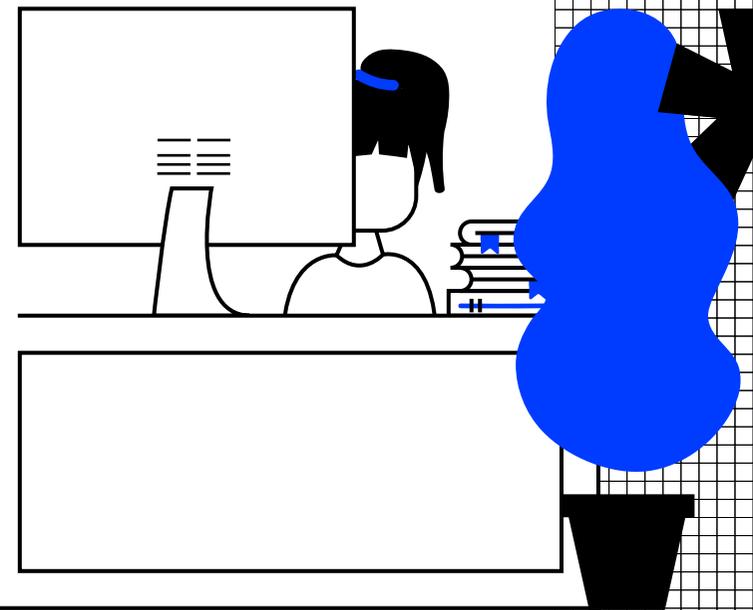
# INTRODUCTION

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Earlier this month, the UAE government announced the temporary closure of all schools in the country to prevent the spread of a novel Coronavirus (COVID-19).

In order to ensure that learning continues during the temporary closure, the government directed that distance learning should start in all schools from 22 March 2020. Under this UAE-wide direction, ADEK has been working closely with all private schools to ensure that they are ready and equipped with the necessary resources to implement distance learning for your child.

As a parent, your responsibilities will increase as you manage your child's learning from home during this challenging time. In this guide, we have shared information that will support you during the distance-learning period. It is important to ensure their online safety at all times. You will also find checklists of key questions to ask your school, recommended supplies to buy for learning at home, and tips for working parents to be better prepared to manage distance learning.



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# CORONAVIRUS:

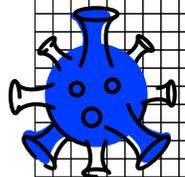
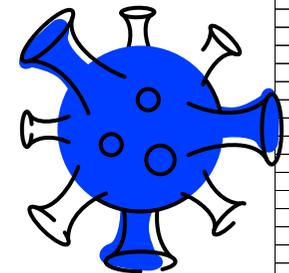
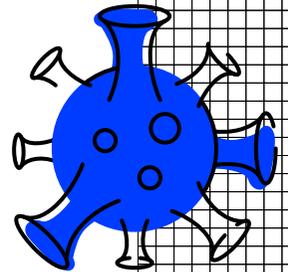
## What it is and how you can stay safe

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Coronavirus is an infectious virus and can spread easily through in-person contact or contaminated surfaces. It is advised that you practice social distancing. Being close to another person could put you at the risk of contracting the virus.

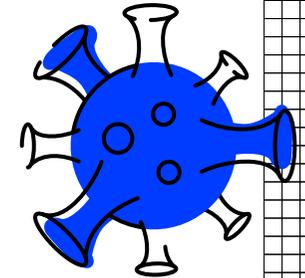
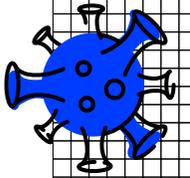
### PLEASE ADOPT THE FOLLOWING MEASURES TO PROTECT YOURSELF, YOUR CHILD AND YOUR FAMILY:

- Regularly and thoroughly wash hands with soap and water. Make sure to scrub well, including under your nails, for at least **20 seconds**. Or, if soap and water is not readily available, thoroughly rub in a **70%** alcohol-based hand sanitizer.
- Wipe all surfaces that are touched frequently, such as handles, faucets, chairs, tables, counters, keyboards, phones, with sanitizer wipes. If possible, spray the surface and let it air-dry as that is more effective than wiping at killing viruses. Do not spray electronics.
- Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you ill.
- Keep at least one meter (three feet) distance between yourself and anyone who is coughing or sneezing.
- Make sure you and your family follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze.
- Avoid crowds, especially in enclosed spaces, and travel in public vehicles. Even if fellow travelers appear healthy they may be asymptomatic and shedding virus.
- If you, or any of your family, think that you have been exposed to an infected individual you should “self-isolate” and stay away from others for at least 14 days. It may take that long for symptoms to develop if you have been infected and even if you do not develop any symptoms during that time you may still be contagious.



- Stay at home if you begin to feel unwell, even with mild symptoms such as headache and tingling in your throat, until you recover.
- If you, or your children, have more advanced symptoms such as fever, cough and difficulty breathing, seek medical care early and call in advance. Follow the directions of the local health authority. National and local authorities will have the most up-to-date information on the situation.
- Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, the public health authority or your employer on how to protect yourself and others from COVID-19. Please see some helpful links below:

<p><b>UAE Ministry of Health and Prevention</b> <a href="https://www.mohap.gov.ae/en/Pages/default.aspx">https://www.mohap.gov.ae/en/Pages/default.aspx</a></p>
<p><b>World Health Organization</b> <a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019">https://www.who.int/emergencies/diseases/novel-coronavirus-2019</a></p>



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## **DISTANCE LEARNING:** **Overview of distance learning**

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ADEK has been working closely with all private schools to ensure they are ready and well equipped to implement distance learning during the temporary school closure. During the distance-learning period, your child will receive learning assignments by their school, and will continue to study and work on these from home. School principals and teachers will be available to help you and your child throughout this period. Therefore, we encourage you to speak with your child's school principal and classroom teacher frequently to stay up to date on their distance teaching and learning plans. We also know that many schools are in the process of ensuring a distance learning coordinator is appointed to provide further support. Check with your school for further information.

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# IMPLEMENTATION OF DISTANCE LEARNING:

## Overview of schools plans

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Private schools have been working diligently on their distance learning plans. Most schools have systems in place to support students when they require assistance with their assigned learning tasks. Schools will be using different modes of delivery, which can range from offering distance learning fully online to providing students with printed work packages. Many schools have e-learning or file sharing/communication platforms – such as Class Dojo, MS Teams, Google Drive – to deliver lessons and assignments, and create an engaging classroom experience at home. Some schools will also be using printed learning materials such as student handouts and practice sheets. All schools remain committed to ensure the continuity of learning for all students. Check with your school for their unique arrangements.

Teachers will be available and overseeing your child's learning activities remotely:

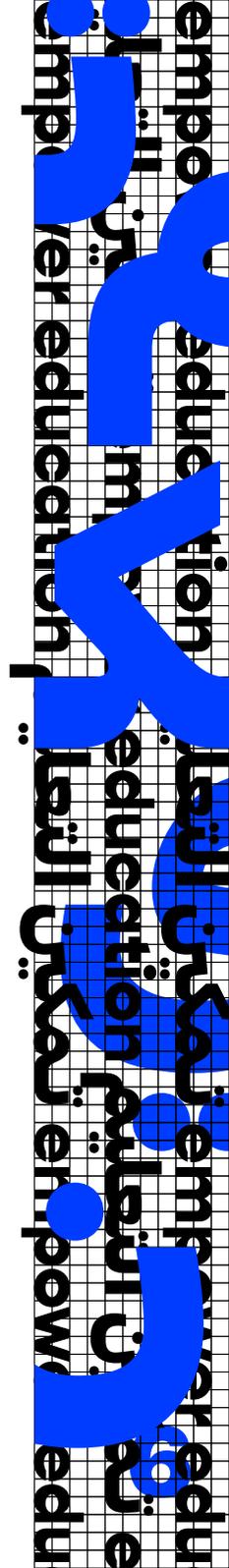
- For schools that have online learning platforms, teachers will be monitoring your child's online activities carefully and providing feedback.
- For schools that do not have online learning, teachers will mark assignments and provide regular feedback through emails, calls or other communication channels.

In situations where your child does not complete or submit their assignments, we expect teachers to make contact with you. We encourage you to ensure that your child is completing their assignments on time.

We advise all parents to be proactive and talk to your child's school principal and classroom teacher about your school's distance learning mode of delivery, learning objectives, and daily distance learning timetables. If required, we encourage you to request your school to provide you with step-by-step guidance on how to access and use the online learning tools and curriculum.

For schools that will be providing students printed work packages, please check with the school for the scheduled pick-up and drop-off timings.

Frequent and clear communication between you and your child's school during the distance-learning period is essential to allow you to best support your child.



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# SUPPORT FOR PARENTS:

## What support you can expect to receive during distance learning

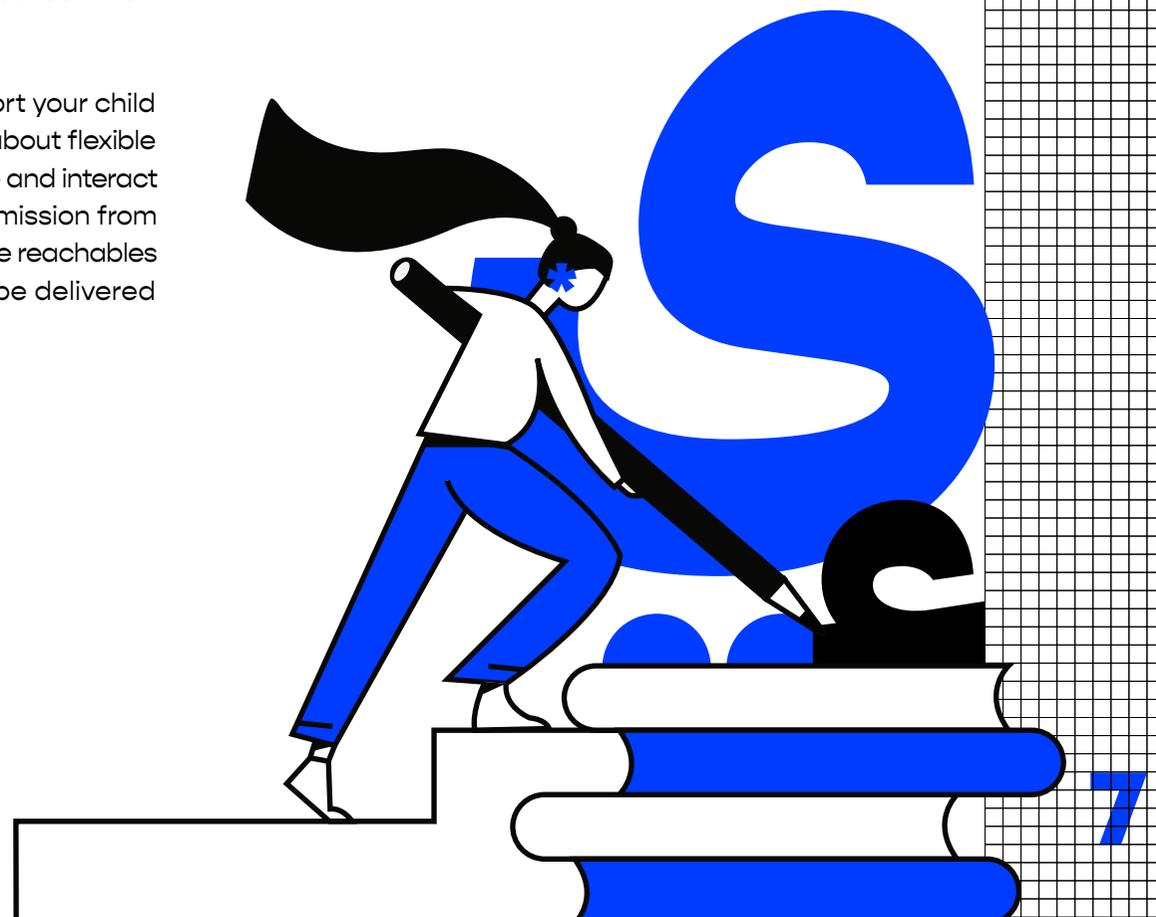
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### SUPPORT FROM SCHOOLS FOR PARENTS

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During the temporary school closure, all lines of communication between you and your child's school will remain open. Some of the channels of communication will include your school's e-learning platform, emails, phone calls and text messages. The school principal and teachers will be able to be contacted at specific times during the closure to answer your queries and provide support. We encourage you to ask your school when administrative staff and teachers will be available during the day.

If you are a **working parent** and it is difficult for you to monitor and support your child during regular learning hours, we encourage you to talk to your employer about flexible working hours, and work out a flexible timetable with your school to receive and interact with the learning content after work hours. This may include getting permission from your school to record live virtual lessons, requesting that teachers or staff be reachable for support at specific times in the evening, or that distance learning be delivered at flexible hours.



## QUESTIONS YOU SHOULD ASK YOUR SCHOOL

- How will schools operate during the closure?
- What is your child's daily learning timetable?
- How can you, as a parent, help your child during distance learning?
- What tips can you use to learn with your child based on the age group?
- What learning applications will they use and information about their login details?
- Ask for step-by-step guidance on how to access and use the online tools and curriculum, and subject-specific guidelines where applicable
- When and how many times during the day will your child need to log in?
- Where can you find daily/weekly online assignments and lessons?
- Can you record live virtual classes/lessons to view later in the day with your child?
- For schools not using online platforms, how and when can you pick-up and drop-off work packages?
- What additional online resources and applications, including webpages, does your school recommend?
- What is your school's IT helpdesk number and parent hotline?
- Does your school have a distance learning coordinator? How can they be contacted?



## SUPPORT FROM ADEK FOR PARENTS

ADEK has activated a full range of programs to support schools, students and parents. Specifically for parents, we have set up a parents hotline [+971 56 377 1833] where you can get answers to your concerns about the temporary closure every day from 8 am to 8 pm excluding Friday. In addition, we published parents' FAQs, which are regularly updated and provide answers to some commonly asked questions by parents. You can access the latest parents' FAQs from ADEK's website and through links on ADEK's official Instagram and Twitter accounts.

To ensure online safety of your child, we are working with our partners to block all websites except those that are helpful to or required by your school for distance learning. We also urge you to install parental control software on your child's learning device. Please see the appendix for a list of parental control software.

Finally, we understand that it is particularly challenging for families where both parents work to give the support and guidance that their child would need during distance learning. Working mothers should communicate with their organization's human resources management to ask about how they can be supported.

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# PARENTAL ENGAGEMENT:

## How you can help your child during distance learning

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As a parent, you will play an important role in your child's success. During the distance-learning period, you can provide structure, support and guidance at home, which will have a significant positive impact on the performance of your child. Therefore we encourage you take an active interest in their online learning and provide the right learning environment at home.



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## A SAFE LEARNING ENVIRONMENT

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You can ensure a safe home and online learning environment. We encourage you to place your child's learning device in a common area of your home where you can monitor their online activity and time spent online. For older children, this strategy will allow you to monitor them in an indirect manner. Ensure that the learning space is always clean and disinfected. Place a hand sanitizer and disinfectant nearby and make sure your child is washing their hands frequently.

For the younger children who find it difficult to understand online safety or technical issues, we advise you to check in with them from time to time and see if they are having any issues. We also ask you to review your school's ICT and internet usage guidelines/policies and ensure that you are familiar with the necessary online safety measures. We have also covered online safety in a separate section of this guide.

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## LEARNING MANAGEMENT AND SUPPORT

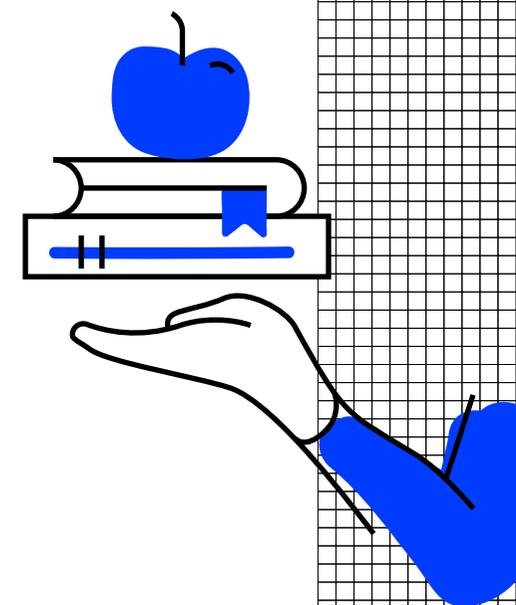
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Staying involved and showing interest in your child's learning will have a positive impact on their success and self-confidence. We advise you to frequently check your child's learning objectives and learning timetable. We also advise that you check in on their online e-learning platform daily to review course materials, announcements and assignment feedback.

Parents can support their children by going over the assignment with their children before they start their work and ideally parents should also look over the work and provide positive reinforcement to their children for the effort they put into their learning. Once parents receive feedback from teachers, they should also share the feedback with students as it is important for students to get feedback and know that parents are being kept up to date by their schools.

For schools that are not using an e-learning platform, communicate regularly with the school to stay up to date on key dates, announcements and assignments. With knowledge of key test/assignment dates and study topics, you can create your own study schedule with your child. Please see a sample schedule in the appendix. This may involve breaking down studying in to smaller sessions in the evening. For younger children, we recommend that you help them with lessons and ensure they have completed work by deadline dates. Encouragement and celebration of your child's achievements can be a great motivator and make them feel that their efforts are being noticed.

If your child gets bored easily with routine learning activities, you can introduce new learning experiences through creating learning competitions with their peers or siblings, or by learning a topic through a family activity or experiments at home. Breaking up their learning schedule by including outdoor physical activities and games can also be effective. You may find some of the strategies enclosed to be helpful as well.



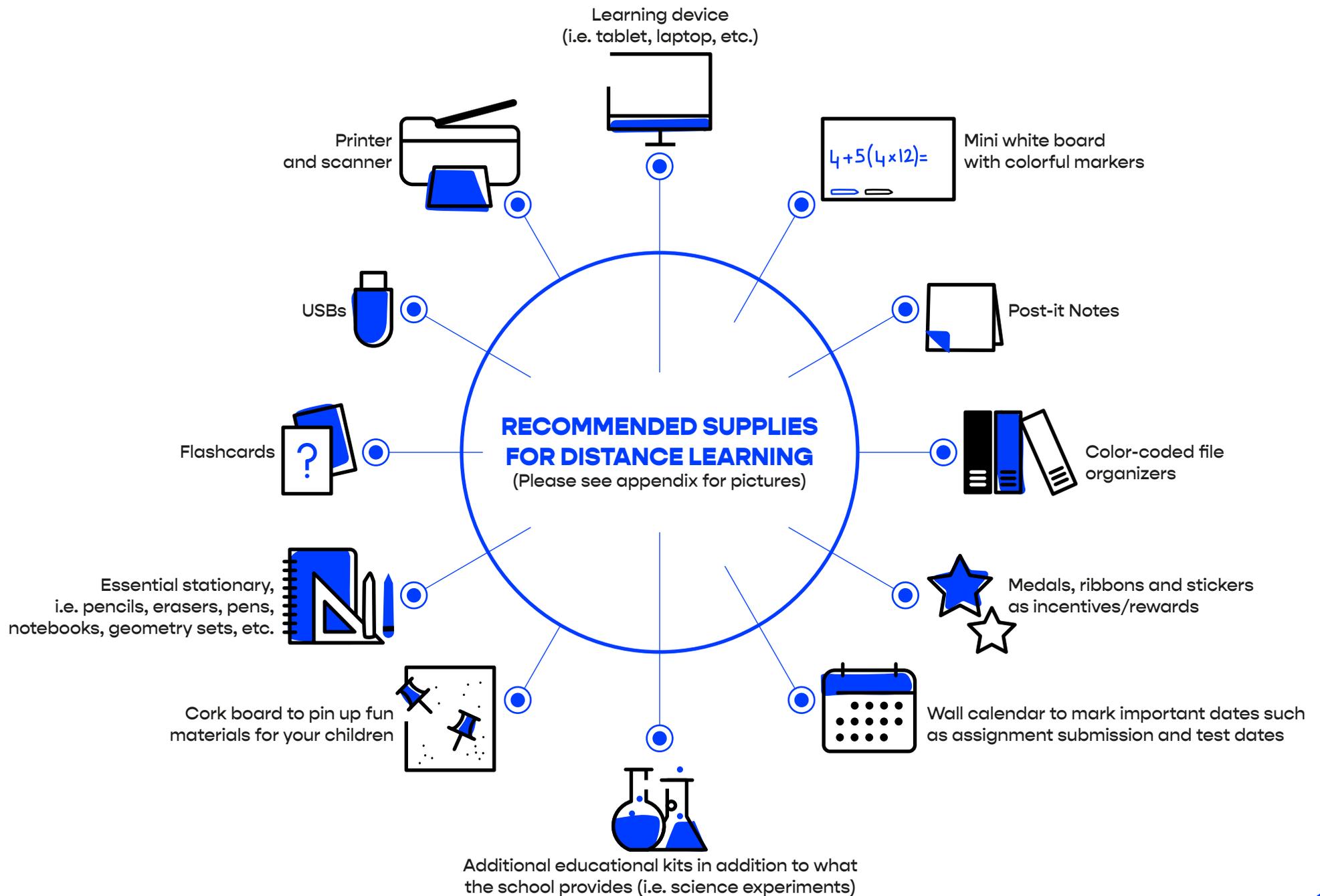


## TIPS FOR WORKING PARENTS

- Understand the distance learning model and schedule of your school, including submission deadlines, virtual classroom timings, and quiz or test dates.
- Maintain routine and create a consistent daily schedule of learning and activities that suits you and your child.
- You may want to allocate some hours in the morning before going to work to learn with your child.
- Ask your school if they can send activities and assignments ahead of time so parents can know what to expect and to understand when assignments are due.
- Divide monitoring and support duty with your family members.
- Speak to your employer about how they can support during this challenging time.
- Request your school for teacher and administrative support at flexible hours.
- Ask for your school's parent hotline, IT helpdesk contact information.

## LEARNING TIPS THAT PARENTS CAN USE WITH CHILDREN

- Know your child's daily/weekly learning schedule and learning objectives beforehand.
- Create a consistent daily schedule of learning and activities with your child (See sample in the appendix).
- Give encouragement and celebrate your child's achievements and efforts.
- Give positive feedback about how they are handling their learning.
- Have one-on-one positive conversations and interactions with your child, especially if they are misbehaving.
- Talk about the importance of the activity at hand.
- Expose them to new learning experiences that will excite their interest such as by creating small learning competitions among siblings or classmates.
- Ensure that your child has not exhausted themselves physically early in the day leaving then unable to focus during learning hours.
- Create a schedule for device usage if you do not have enough devices.



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# ENSURING ONLINE SAFETY:

## What you can do as a parent

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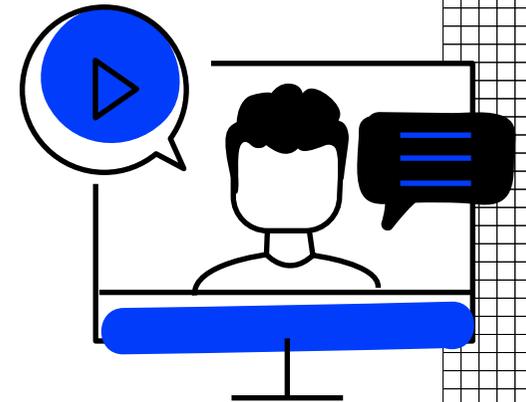
Keeping your child safe online is important. Existing ICT and online learning policies of your school will continue to apply. We advise you to read the policies carefully and take extra precautionary measures.

As a parent, you need to be more vigilant to ensure your child is safe online. As mentioned previously, we advise you to place the computer or laptop in a common area in your home within your supervision. This will allow you to monitor your child in an indirect manner.

Frequently check the information and materials being exchanged between your child, their peers, and the school or a third entity. This will not only help you to stay up to date on your child's learning progress, but you can also monitor if personal information, such as contact details have been exchanged with strangers, or if your child has been exposed to inappropriate materials.

If you witness something inappropriate on an online platform, report it immediately to the school. Have frequent conversations with your child to gauge if they may have experienced inappropriate behavior online. We urge you to take immediate action by reporting the matter to the school immediately.

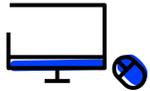
We also advise you to install parental control software, which will allow you to monitor your child's online activity, control the time spent online, and block content that is not appropriate or required for distance learning. Please see the appendix for a list of sample parental control software and a brief description of their features. We also advise you to obtain the list of learning applications, on-line resources, and platforms that your school will be using during this time.



# ONLINE SAFETY CHECKLIST



Install parental control software to block inappropriate content and websites that are not required for distance learning (See appendix for a list of parental control software).



Place learning devices in common area of the home.



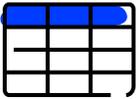
Read your school's ICT and online safety guidelines.



Know who to contact at school in case you want to report something related to online activity.



Report inappropriate activity on any school designated online platform to school immediately.



Ask for the timetable of virtual lessons in advance.



Ask for the list of learning applications, on-line resources, and platforms that your school will be using during this time.

# COPING STRATEGIES:

## How you can help your child cope in the difficult time

Your child may respond differently to the impact of COVID-19 depending on their age. You may find some examples below to be helpful to comfort them.

### PRESCHOOL

- Maintain regular family routines including bedtime
- Show patience and tolerance
- Provide reassurance (Verbal and physical)
- Encourage expression through play, reenactment, story-telling
- Allow short-term changes in sleep arrangements
- Plan calming, comforting activities before bedtime
- Avoid negative news and media coverage

### AGES 6 - 12

- Maintain regular family routines including bedtime
- Show patience, tolerance, and reassurance
- Organize play sessions and allow your child to stay in touch with friends through telephone and Internet
- Encourage regular exercise
- Engage in educational activities (Workbooks, educational games)
- Participate in structured household chores
- Set gentle but firm limits
- Discuss the current outbreak and encourage questions
- Encourage expression through play and conversation
- Help them create ideas for enhancing health promotion behaviors and maintaining family routines
- Avoid negative news and media coverage

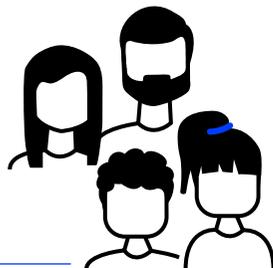
### AGES 13 - 18

- Maintain regular family routines including bedtime
- Show patience, tolerance, and reassurance
- Encourage regular exercise
- Encourage continuation of routines
- Encourage discussion of outbreak experience with peers, family (but do not force)
- Allow your child to stay in touch with friends through telephone, Internet, video games
- Participate in family routines, including chores, supporting younger siblings, and planning strategies to enhance health promotion behaviors
- Avoid negative news and media coverage

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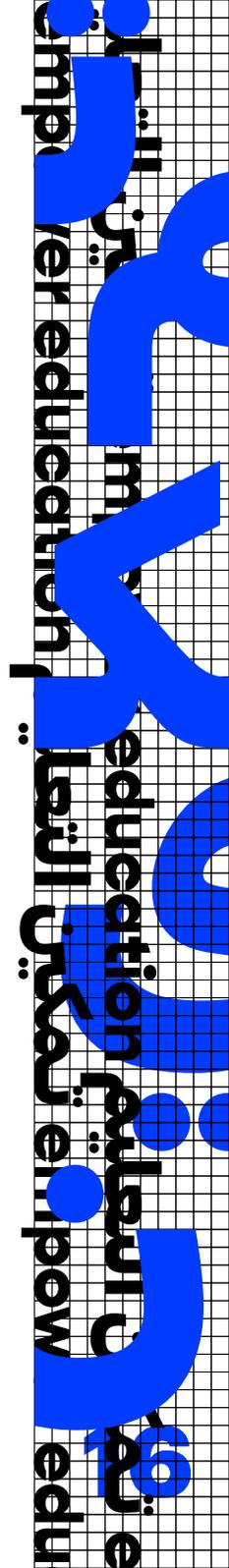
## LOOKING FORWARD

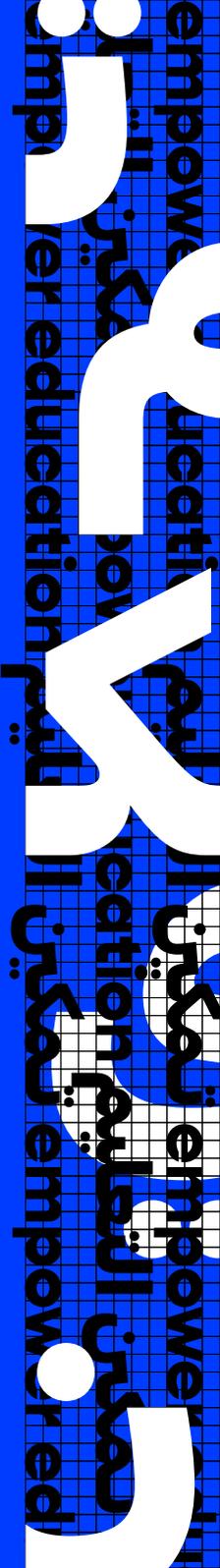
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We want to emphasize that you play an important role in keeping your child safe from any type of harm, physically and online. Your engagement in their learning is also key to help them succeed academically.

Please feel free to contact ADEK, your school and the classroom teacher at any time during and after the temporary closure of schools for support or queries. Please also follow ADEK's official social media accounts and FAQs for updates on the temporary closure.





# APPENDIX

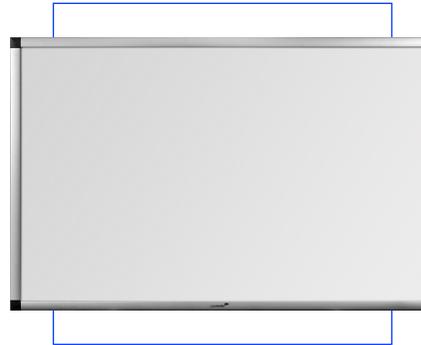
# RECOMMENDED SUPPLIES FOR DISTANCE LEARNING



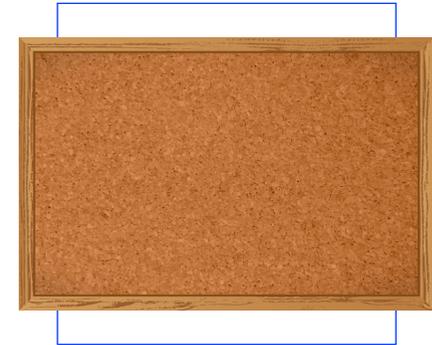
Printer



Scanner



Whiteboard



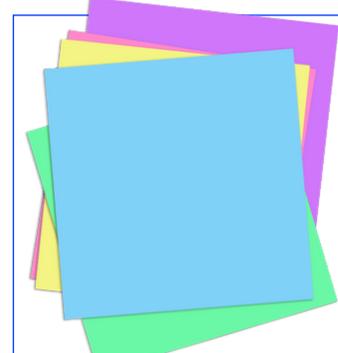
Corkboard to pin up fun materials for children



Medals for learning competitions



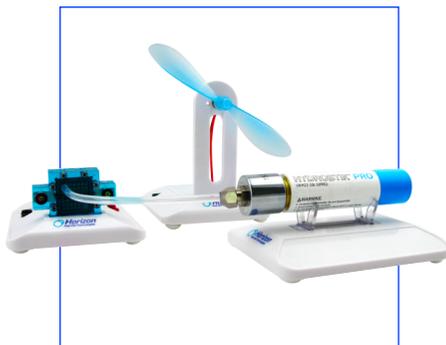
Wall calendar for important submission or test dates



Post-it notes



Color-coded file organizers



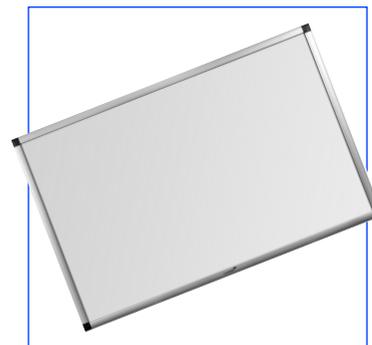
Educational and experiment kits



Award ribbons



Flash cards for learning new vocabulary



Mini/handheld whiteboard

# SAMPLE DAILY LEARNING AND ACTIVITY SCHEDULE FOR PARENTS OF YOUNG CHILDREN

Below is a sample daily schedule that you may want to adapt to suit you and your child during the distance-learning period. This sample daily schedule is meant for parents who are stay-at-home.

Before 9:00am	Wake up	Eat breakfast, make your bed, put PJs in laundry
9:00 - 10:00am	Morning outdoor activity	Morning walk, light exercise, etc.
10:00 - 11:00am	Learning time	Flash cards, reading books, learning exercises, etc. (Non-electronic)
11:00 - 12:00pm	Creative time	Legos, drawing, crafting, cook, bake, play music, etc.
12:00	Lunch	
12:30pm	Chore time	Clean and disinfect all surfaces and areas most used.
1:00 - 2:30pm	Quiet time	Nap, puzzle, reading, etc.
2:30 - 4:00pm	Learning time	Learning applications, e-learning content, educational shows and videos, etc. (Electronic is OK)
4:00 - 5:00pm	Afternoon outdoor activity	Play outside, biking, walk, etc.
5:00 - 6:00pm	Dinner	
6:00 - 8:00pm	TV or other family activity	Children shows.
8:00pm	Bedtime	

# SAMPLE DAILY LEARNING AND ACTIVITY SCHEDULE FOR PARENTS OF OLDER AND MORE INDEPENDENT LEARNERS

Below is a sample daily schedule that you may want to adapt to suit you and your child during the distance-learning period.

Before 9:00am	Wake up	Eat breakfast, make your bed, put PJs in laundry
9:00 - 9:30am	Morning outdoor activity	Morning walk, exercise, etc.
9:30 - 10:00am	Educational video (Topic: Science, History, etc.)	Pause every ten minutes and ask questions, get engaged and end with a fun 5-minute question round.
10:00 - 11:00am	Subject tutoring	Choose a subject and do assigned school work. Provide help where needed.
11:00 - 11:30am	Reading time	Complete school reading. You may ask your child to read aloud and have a discussion later.
11:30 - 12:00pm	Outdoor activity	Bike riding, playing basketball, or any other physical activity.
12:00	Lunch	
12:30 - 2:00pm	Assigned School Activity	School homework.
2:00 - 2:30pm	Educational video	Watch another educational video on a lesson topic.
2:30pm onward	Independent time	

# LIST OF FREE PARENTAL CONTROL SOFTWARE\*

## SOFTWARE NAME

## DESCRIPTION

### FamiSafe

Allows parents to check the browsing history on their children's phones. You will be able to check the webpages your child visited and how long they stayed on each website. You can also set keyword alerts, and preset the times your child cannot use their phone.

### Qustodio Free

Allows parents to track calls and text messages, block indecent content, control gaming and other application. It also provides real-time location updates. You can also monitor their activity on social media platforms.

### SocialShield

This is helpful if you are worried about your child's social media activity. It will give you a comprehensive view of your child's social network activity.

### Windows Live Family Safety

For families who use Windows devices, this parental control application will allow you to set screen time, get real-time location updates, check their online activity and much more.

### Norton Online Family

Allows parents to monitor social media activity, time spent online, email alerts, websites visited, location updates and much more. This software is compatible with Windows, iOS, and Android.

### OpenDNS Family Shield

Allows parents to block domains on the whole home network, including phones and individual devices. It has a ready-made block list that automatically blocks inappropriate domains.

### MinorMonitor

This software can protect your child from cyberbullying and getting exposed to inappropriate content. It will give a comprehensive review of your child's activity on social media. It is compatible with major operating systems.

### Kidlogger

This software will allow you to monitor your child's online activity, restrict internet usage and monitor online time.

\*Please note that these software are not endorsed by ADEK. We have listed them only to guide parents.