



THE NEW HORIZON SCHOOL W.L.L.

**Teaching and Learning
Policies and
Procedures**

Introduction

Online has become the default mode of education during Academic Years 2020 – 2021 & 2021 - 2022 in the wake of Covid-19. With the advent of Internet and World Wide Web (www), the access to information has become very easy and the entire world is moving towards digitization.

Twenty first century students learn in a global classroom and not necessarily within four walls. They are more inclined to find information by accessing the Internet through mobile phones and computers, or chatting with friends on a social networking site.

The advancements in technology and the plethora of powerful and innovative digital devices and tools have a great potential to improve educational outcomes.

Educators must understand that the use of digital content and devices will improve teaching and learning and thus enhance educational opportunities and benefit the Millennial.

The E-content development is meant to understand the meaning and standards of E-content, learning objects, designing and development of digital resources for teaching and learning.

AIMS AND OBJECTIVES

We expect every teacher to deliver lessons effectively & All students should receive high quality teaching and learning across the curriculum enabling them to achieve their maximum potential.

- ✓ Promote generation of e-content in all subjects;
- ✓ Make available the e-content to teachers and students through various delivery modes
- ✓ To provide consistency of teaching and learning across our school
- ✓ To enable teachers to teach as effectively as possible through support and CPD
- ✓ To give children the skills they need to be lifelong learners
- ✓ To provide an inclusive education for all
- ✓ Promote Student Centered learning by adopting 21st Century Skills during teaching and learning

EFFECTIVE LEARNING

- We recognize students learning in many different ways, and we incorporate in our planning of lessons to ensure appropriate learning styles are addressed to the learners who are into Visual, Auditory , Kinesthetic etc.
- Students are given different activities and learning tools to ensure the student's thoroughness on each learning objectives.
- We encourage children to take responsibility for their own learning, to be involved as far as possible in reviewing the way they learn, and to reflect on how they learn – what helps them learn and what makes it difficult for them to learn (Metacognition).
- We engage students of all groups with differentiated worksheets and they are assessed and given effective feedbacks specifying a clear set focus to achieve the learning goal.
- Students

EFFECTIVE TEACHING

- It is mandatory that all teachers are equipped with Lesson plan and deliver effective high-quality teaching for all students, based on cognitive science
- A clear Learning Objective which is both shared with the children and referred to throughout the lesson
- Appropriate challenge for all children is set by the teachers to address the needs of all level students
- Clear differentiation to enable all pupils to access learning and make progress
- Positive interactions between teacher and pupil, pupil and pupil and evidence of collaborative learning
- Use a variety of teaching and learning strategies to engage students and ensure the development of their higher order thinking skills such as inquiry in science experiments, analysis of a story, classification and problem solving etc encourage students to think critically and express their opinions.
- Use of Teaching Aids (smart boards, flashcards, real objects and access to differentiated worksheets), The use of ICT when appropriate
- Learning methods (discussions, role-play, songs, and Think-Pair-Share strategy to focus their attention and secure good progress), More Students centered.
- Assessment for learning to ensure students understanding of learning objectives .
- Effective Feedback by teacher (verbal / part of motivation) .Students' Class Work/ written work should be checked regularly. Consistent written feedback should be provided to students as a guidance on how to improve performance.
- Time Management is to be monitored constantly and adhered.
- A review of the learning at the end of the lesson

Lesson Plan :

1. TOPIC- Name of the Chapter
2. SUB TOPIC- Topic of the Day
3. OBJECTIVES- Specific Objectives of the Lesson (2-3 in nos.)
4. RESOURCES- Websites, Youtube Links, Teaching Aids, real Objects used
5. RECALL OF PREVIOUS LEARNING- Checking Previous knowledge and setting a linkage (From Known to Unknown)
6. INTRODUCTION- Starter Activity done to introduce the Topic of the Day
7. PRESENTATION- Whole Presentation of the topic where teacher will use various 21st century teaching- learning strategies
8. INTER-DISCIPLINARY CONNECT- Topic is connected with other disciplines and interconnection is established
9. LIFE CONNECT- Topic is connected with daily life, our surroundings, immediate surroundings
10. FLIP LEARNING- Students are given basic content on the topic of the day and in the class higher order teaching -learning takes place.
11. MULTIPLE INTELLIGENCE- Topic is connected with eight essential intelligence that has to be catered by the teachers. They are Linguistic , Bodily kinesthetic, Musical, Naturalistic, Intra- personal, Inter- personal, Logical & Spatial.
12. PRACTICE- Students have to do work on the white-board or notebooks during the class
13. PRODUCT- This has be in lieu with the Specific objective written and it will be deduced as learning outcome
14. EVALUATION- Assessment for the Learning and Assessment of the Learning will be done here to check the learning outcome. This will be done at various levels like Knowledge , Understanding, Application Based, Creativity Based, Value Based, LOTS to HOTS. Questions will be catering all the types of students in the class ranging from low achievers to high achievers and some general question.
15. LEARNING SUMMARY- Recapitulation is an important aspect where in students and teaching do a quick recap of all is learnt by concept or mind maps.

LEARNING ENVIRONMENT

Another important responsibility of the teacher is to develop a positive learning environment where students feel motivated to learn within the boundaries and expectations of a safe classroom.

By modeling and encouraging a safe environment and purposeful rules, students feel motivated and will be focused on learning.

To achieve positive learning Environment the following guidelines are set and being followed.

- The Students should ensure to sit in a calm place without any distractions.
- The room should be bright.
- All resources such as text books, whiteboards, stationeries to be kept near to them to ease access.
- They should stay in one spot and sit in a proper posture during the online class.
- The Environment should be neat and Tidy.
- No food is allowed while attending class.
- Be Presentable and wear well laundered School Uniform.
- Be Respectful in your actions, words & deeds.
- Parent's interference is not entertained during the online classes.
- Student's camera has to be kept on at all times. Positioning of the camera has to be taken care.
- Student's Profile picture and name must be according to the school norms

Role of Parents

- We believe that parents have a fundamental role to play in helping children to learn.
- Parents can access the study materials and notes from Google Classroom.
- Ensure that their child has the best attendance record possible
- Ensure that their child is equipped for school with the correct uniform and Stationeries
- Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school
- Parents should promote a positive attitude towards school and learning in general
- Parents should no intrude or distract the classes by giving suggestion or addressing students queries . Any queries/complaints can be send to Class Teacher personally and also to the Principal on the email principalnhsbahrain@gmail.com

Role of HODs/ SLTs

- Support the use of appropriate teaching strategies by allocating resources effectively.
- Ensure that the teachers uses the teaching and learning resources effectively
- Monitor Health and Safety regulations.
- Monitor the effectiveness teaching and learning strategies are in terms of raising pupil attainment.
- Ensure that Staff Development and Performance Management policies promote good quality teaching.
- Monitor the effectiveness of the school's teaching and learning policies by receiving reports from HODs and the SLTs