

**ST. Anne's Convent School
Sector 32, Chandigarh**

**CONTINUOUS
LEARNING**

**PLAN
2020-21**



St. Anne's Convent School: 'LEARNING FROM HOME'

St. Anne's Convent School, Sector 32, Chandigarh has embarked on 'LEARNING FROM HOME' model for all students. All modifications to the school schedule are made in order to mitigate the spread of Covid-19. Our Continuous Learning Plan identifies how our school will continue to provide a high-quality program that fulfills St. Anne's Convent Schools' Vision and Mission.

Vision Statement

Intellectually alert and open, emotionally well balanced, morally upright, spiritually sound and eco-conscious humanity.

Mission Statement

To provide each student with quality education in a safe, supportive environment that promotes self-discipline motivation and excellence in learning.

St. Anne's Convent School is making every effort to adhere to all guidelines given by the CBSE board and Ministry of Education during this closure. The purpose of this document is to provide a framework for developing a Continuous Learning Plans to support the 'LEARNING FROM HOME'.

The following questions and guidance were considered before planning the Continuous Learning Plan for **LEARNING FROM HOME**:

1. Child-wise mapping of full access, limited access or no access to any form of digital device for continuing learning.
2. What are the essential learning targets and skills and ideas students need to engage with while at home?
3. Which routines would provide constructive learning? This would include innovative steps for reaching the last learner.
4. Plan for consistency and flexibility.
5. How to provide flexibility (e.g., web-based video, recordings and online class), and to keep it short and structured.
6. Considering the needs of all students, and plan ways for counselor, special educator, art& craft teachers and physical educators to collaborate virtually and engage with their students regularly.
7. Special planning for slow learners or those who need the care of a special educator.
8. Innovative interventions for mental and physical health and wellbeing.
9. Create multiple and varied opportunities for students, families, and staff to connect with one another and provide feedback.

REFERENCE TOOLS USED IN MAKING THIS CONTINUOUS LEARNING PLAN:

<http://cbse.nic.in/newsite/index.html>

https://ncert.nic.in/pdf/announcement/Learning_%20Enhancement_Guidelines.pdf

<https://www.mhrd.gov.in/>

https://www.mhrd.gov.in/sites/upload_files/mhrd/files/pragyata-guidelines_0.pdf

<https://ncert.nic.in/alternative-academic-calendar.php>

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SECTION 1: SURVEY AND ASSESSMENT

A. STUDENT ACCESS TO ACADEMIC INSTRUCTION, RESOURCES, AND SUPPORTS DURING LEARNING FROM HOME.

A brief survey to map student and family access to different digital devices: Smartphone, TV, Radio, and PC for the purposes of continuing learning from home was done. And the survey reflected that the students enrolled in the school had full access to different digital devices. Students access to instruction, resources, and supports has been delivered via the internet using:

- Microsoft Team,
- Textbooks, and
- School e-Library.

B. EQUIPMENT AND TOOLS AVAILABLE TO STAFF AND STUDENTS TO ENABLE OUR CONTINUOUS LEARNING PLAN

- Text Books
- Microsoft Team
- Microsoft Office
- Google Suite (Classroom, Meet, Docs, Sheets, Forms, and Slides)
- Emails of School domain
- School e-Library
- Alternative Academic Calendar developed by the NCERT
- Diksha App
- e-pathshala Kishore Manch App
- Microsoft Insight App – (Smart analytics to help teachers deliver better learning outcomes, easily understand digital engagements, assignment workload, and performance)
- School App powered by ISCUELA

SECTION II: DELIVERY OF LEARNING

We are using technology supplemented learning to meet the needs of all students. Microsoft Team is playing a significant role in our ability to deliver instruction to our students. It is a familiar and effective platform for the delivery of online instruction and to monitor the students online learning activities by the teachers throughout. The Students Microsoft Team ID can be blocked/frozen if the student fails to adhere to our acceptable use policy.

Our ongoing focus is to deliver continuous learning opportunities for all students during this time of physical distancing. Weekly lessons and activities, consisting of digital and non-digital materials, which students can work on independently and submit to their teacher are given.

Instructions that occur at any time will be communicated by the teacher through phone, email, School App, WhatsApp Class groups and Microsoft Team. Teachers will continue scheduled learning plans for students. Students' will receive feedback from teachers on their work. We are focused on individual growth through engagement, rich learning experiences, and feedback.

A. E-LEARNING MODEL:

Students who have access to digital devices.

B. LEARNING FROM HOME GUIDELINES

Guidelines will be given on the on start of Online Classes to maintain health and mental wellbeing of the students. Every class will begin with Teams meeting and students are expected to join for attendance and check-in. After the initial check-in each teacher will design a well-articulated teaching or learning activity. Teachers will communicate what student expectations are. This provides the flexibility for teachers to design engaging lessons using a variety of tools that promote engagement, collaboration, student voice, and feedback.

C. COMMUNICATION WITH THE STAKEHOLDERS- STUDENTS, PARENTS, AND STAFF.

(1) FOR LEARNING FROM HOME IMPLEMENTATION

Communication with all stakeholders is very important for us. We have initiated a plethora of communication sources to share our information from school website, Microsoft Team, WhatsApp class groups and our school App. Throughout the COVID-19, the learning environment will utilize Microsoft Team, written emails, WhatsApp class group, school website updates, CBSE Portal, school e-Library and school App powered by Iscuella to reach our entire school community.

Prior to our transition from school to home learning, instructions to students, parents and staff were clearly communicated by the school principal to the various stakeholders through **school circulars**.

<http://sacschd.in/category/notifications/>

At the close of the first week of Learning from home, we conducted a brief survey to gather student and family feedback. This survey was designed to take the suggestions and feedback from the parents on their preferable timings of online classes. A positive feedback was received from the parents, especially given the other pressures families were facing during this unprecedented time.

(2) COMMUNICATION BY THE PRINCIPAL/TEACHERS WITH STUDENTS AND PARENTS ON AN ONGOING BASIS.

St. Anne's Convent School has well established set learning times and objectives for teachers to communicate with students and parents as well as hold official communications with the school staff during this Learning from Home Programme.

The school uses the Microsoft Team communication features as well as emails, and WhatsApp class groups to communicate with teachers, students and parents on a regular basis. The School Principal continue to communicate the CBSE boards directives and information, weekly motivational video, Swayam Prabha programmes and e-pathshala Kishore Manch programme schedules.

D. CLASS SCHEDULE:

Ref: https://www.mhrd.gov.in/sites/upload_files/mhrd/files/pragyata-guidelines_0.pdf

Following the PRAGYATA Guidelines of the Ministry of Education, with regard to the amount of screen time for online classes.

LEISURE ACTIVITY SCHEDULE:

Ref: http://cbseacademic.nic.in/web_material/Circulars/2020/20_Circular_2020.pdf

The following time table is scheduled:

TIME TABLE FOR CLASS 1		
Days	4:15 - 5:00	3:15 - 3:45
Monday	English	Hindi
Tuesday	Maths	Computer
Wednesday	Hindi	
Thursday	English	
Friday	Maths	

CLASS II		
Days	4:15 - 5:00	3:15 - 3:45
Monday	Maths	Computer
Tuesday	Hindi	English
Wednesday	English	
Thursday	Maths	
Friday	Hindi	

CLASS III		
Days	4:15 - 5:00	3:00 - 3:45
Monday	Hindi	
Tuesday	English	
Wednesday	Maths	Computer
Thursday	English	E.V.S.
Friday	Maths	

CLASS IV		
Days	3:00 - 3:45	4:15 - 5:00
Monday	Maths	E.V.S.
Tuesday	Maths	
Wednesday	English	
Thursday	Hindi	
Friday	English	Computer

	CLASS V-A		CLASS V-B		CLASS V-C	
Days	4:15 - 5:00	3:00 - 3:45	4:15 - 5:00	3:00 - 3:45	4:15 - 5:00	3:00 - 3:45
Monday	English		Punjabi	Maths	Hindi	Computer
Tuesday	Punjabi	Maths	E.V.S.		Maths	
Wednesday	Computer	Maths	English		Punjabi	English
Thursday	E.V.S.		Hindi		Maths	
Friday	Hindi		Computer	Maths	E.V.S.	

	CLASS V-D		CLASS V-E	
Days	4:15 - 5:00	3:00 - 3:45	4:15 - 5:00	3:00 - 3:45
Monday	English		Maths	
Tuesday	Hindi	E.V.S.	English	Computer
Wednesday	Maths		Hindi	
Thursday	Punjabi	Computer	E.V.S.	Maths
Friday	Maths		Punjabi	

	CLASS VI-A		
Days	11.00-11.45	12.30-13.15	09.30-10.15
Mon	Maths	English	Computer
Tue	G.Sc	S.St	Hindi
Wed	Hindi	Punjabi	
Thu	English	Maths	
Fri	S.St	G.Sc	

	CLASS VI-B		
Days	11.00-11.45	12.30-13.15	09.30-10.15
English	Maths	Hindi	
S.St	G.Sc	Punjabi	
Computer	Hindi		
Maths	Eng		
G.Sc	S.St		

	CLASS VI-C		
Days	11.00-11.45	12.30-13.15	09.30-10.15
Mon	Hindi	Computer	S.St
Tue	Maths	English	G.Sc
Wed	G.Sc	S.St	
Thu	Punjabi	Hindi	
Fri	English	Maths	

	CLASS VI-D		
Days	11.00-11.45	12.30-13.15	09.30-10.15
S.St	Hindi	G.Sc	
English	Maths	S.St	
Punjab	G.Sc		
Hindi	Computer		
Maths	Eng		

	CLASS VI-E		
Days	11.00-11.45	12.30-13.15	09.30-10.15
Mon	G.Sc	English	S.St
Tue	Hindi	Computer	Maths
Wed	Maths	English	
Thu	S.St	G.Sc	
Fri	Punjabi	Hindi	

CLASS VII-A			
Days	08:45 - 0 9:30	10:15- 11:00	11:45 - 12:30
Mon	Maths	English	Computer
Tue	G.Sc	S.St	Hindi
Wed	Hindi	Punjabi	
Thu	English	Maths	
Fri	S.St	G.Sc	

CLASS VII-B		
08:45 - 0 9:30	10:15- 11:00	11:45 - 12:30
English	Maths	Hindi
S.St	G.Sc	Punjabi
Computer	Hindi	
Maths	Eng	
G.Sc	S.St	

CLASS VIII-A			
Days	08.00-08.45	09.30-10.15	11.00-11.45
Mon	Maths	Computer	English
Tue	G.Sc	S.St	Hindi
Wed	Hindi	Punjabi	
Thu	English	Maths	
Fri	S.St	G.Sc	

CLASS VIII-B		
08.00-08.45	09.30-10.15	11.00-11.45
English	Maths	Hindi
S.St	G.Sc	Punjabi
Computer	G.Sc	
Maths	Eng	
Hindi	S.St	

CLASS VII-C			
Days	08:45 - 0 9:30	10:15- 11:00	11:45 - 12:30
Mon	Hindi	Computer	S.St
Tue	Maths	English	G.Sc
Wed	G.Sc	S.St	
Thu	Punjabi	Hindi	
Fri	English	Maths	

CLASS VII-D		
08:45 - 0 9:30	10:15- 11:00	11:45 - 12:30
S.St	Hindi	G.Sc
English	Maths	S.St
Punjab	G.Sc	
Hindi	Computer	
Maths	Eng	

CLASS VIII-C			
Days	08.00-08.45	09.30-10.15	11.00-11.45
Mon	Hindi	S.St	Computer
Tue	Maths	English	G.Sc
Wed	G.Sc	S.St	
Thu	Punjabi	Hindi	
Fri	English	Maths	

CLASS VIII-D		
08.00-08.45	09.30-10.15	11.00-11.45
S.St	Hindi	G.Sc
English	Maths	S.St
Punjab	G.Sc	
Hindi	Computer	
Maths	Eng	

CLASS VII-E			
Days	08:45 - 0 9:30	10:15- 11:00	11:45 - 12:30
Mon	G.Sc	S.St	English
Tue	Hindi	Computer	Maths
Wed	Maths	English	
Thu	S.St	G.Sc	
Fri	Punjabi	Hindi	

CLASS VIII-E			
Days	08.00-08.45	09.30-10.15	11.00-11.45
Mon	G.Sc	S.St	English
Tue	Hindi	Computer	Maths
Wed	Maths	English	
Thu	S.St	G.Sc	
Fri	Punjabi	Hindi	

CLASS - IX-A			
Days	10:00 - 10:45	12:00 - 12:45	08:00 - 08:45
Mon	English	Maths	Bio
Tue	Hindi	History	Comp
Wed	Physics	Geo	
Thu	Maths	Eng	
Fri	Chemistry	Hindi	

CLASS - IX-B			
Days	10:00 - 10:45	12:00 - 12:45	08:00 - 08:45
Mon	Geo	Phy	Hindi
Tue	Eng	Maths	Comp
Wed	Maths	Hindi	
Thu	Chem	Bio	
Fri	Hist	Eng	

CLASS - X-A			
Days	9:00 - 9:45	11:00 - 11:45	08:00 - 08:45
Mon	English	Maths	Comp
Tue	Hindi	History	Zero period
Wed	Physics	Geo	Bio
Thu	Maths	Eng	
Fri	Chemistry	Hindi	

CLASS - X-B			
Days	9:00 - 9:45	11:00 - 11:45	08:00 - 08:45
Mon	Geo	Phy	Comp/punj
Tue	Eng	Bio	Hindi
Wed	Maths	Hindi	
Thu	Chem	Maths	
Fri	Hist	Eng	Zero period

CLASS - IX-C			
Days	10:00 - 10:45	12:00 - 12:45	08:00 - 08:45
Mon	Bio	Chem	Punjabi
Tue	Geo	Phy	Hindi
Wed	Maths	Eng	
Thu	Hindi	Hist	
Fri	Eng	Maths	

CLASS - IX-D			
Days	10:00 - 10:45	12:00 - 12:45	08:00 - 08:45
Mon	Hindi	Bio	Eng
Tue	Maths	Eng	
Wed	Punj	Chem	Maths
Thu	Geo	Phy	
Fri	Hindi	Hist	

CLASS - X-C			
Days	9:00 - 9:45	11:00 - 11:45	08:00 - 08:45
Mon	Bio	Chem	Zero period
Tue	Geo	Phy	Punjabi
Wed	Hindi	Eng	
Thu	Maths	Hist	
Fri	Eng	Maths	Hindi

CLASS - X-D			
Days	9:00 - 9:45	11:00 - 11:45	08:00 - 08:45
Mon	Hindi	Bio	Maths
Tue	Maths	Eng	
Wed	Punj	Chem	Eng
Thu	Geo	Phy	Zero period
Fri	Hindi	Hist	

CLASS - IX-E			
Days	10:00 - 10:45	12:00 - 12:45	08:00 - 08:45
Mon	Maths	Hindi	Hist
Tue	Bio	Chem	Eng
Wed	Eng	Maths	
Thu	Punj	Hindi	
Fri	Geo	Phy	

CLASS - X-E			
Days	9:00 - 9:45	11:00 - 11:45	08:00 - 08:45
Mon	Maths	Hindi	Eng
Tue	Bio	Chem	Hist
Wed	Eng	Maths	Zero period
Thu	Punj	Hindi	
Fri	Geo	Phy	

WEEKLY TIME TABLE FOR NON-MED & MED (XI)

DAYS	8:00-9:00	10:30-11:30	12:15-1:15
Monday	Physics	Phy.Ed	English
Tuesday	Chemistry		Maths/Bio
Wednesday	Physics		Phy.Ed
Thursday	Chemistry		Maths/Bio
Friday	Physics		English
Saturday	Chemistry		Maths/Bio

WEEKLY TIMETABLE FOR COMMERCE (XI)

DAYS	8:00-9:00	10:30-11:30	12:15-1:15
Monday	Economics		Maths
Tuesday	Accountancy	English	B.St
Wednesday	Economics	Phy.Ed	Maths
Thursday	Accountancy	English	
Friday	Economics	B.St	Maths
Saturday	Accountancy	Phy.Ed	B.St

WEEKLY TIME TABLE FOR NON-MED & MED (XII)

DAYS	8:00-9:00	11:00-12:00	12:45-1:45
Monday	Chemistry		Maths/Bio
Tuesday	Physics		English
Wednesday	Chemistry		Maths/Bio
Thursday	Physics		Phy.Ed.
Friday	Chemistry	Phy.Ed.	Maths/Bio
Saturday	Physics		English

WEEKLY TIMETABLE FOR COMMERCE (XII)

DAYS	8:00-9:00	11:00-12:00	12:45-1:45
Monday	Accountancy	B.St	Maths
Tuesday	Economics		Phy.Ed.
Wednesday	Accountancy	B.St	Maths
Thursday	Economics		English
Friday	Accountancy	B.St	Maths
Saturday	Economics	English	Phy.Ed.

LEISURE ACTIVITIES

Day	Class I	Class II	Class III	Class IV	Class V
Monday	P.T./Yoga	Music	Art	Craft	Dance
Tuesday	Music	Art	Craft	Dance	P.T./Yoga
Wednesday	Art	Craft	Dance	P.T./Yoga	Music
Thursday	Craft	Dance	P.T./Yoga	Music	Art
Friday	Dance	P.T./Yoga	Music	Art	Craft

Day	Class VI	Class VII	Class VIII	Class IX	Class X
Monday	P.T.	Yoga	Art	Craft	Music
Tuesday	Yoga	Art	Craft	Music	P.T.
Wednesday	Art	Craft	Music	P.T.	Yoga
Thursday	Craft	Music	P.T.	Yoga	Art
Friday	Music	P.T.	Yoga	Art	Craft

Day	Class XI	Class XII
Monday	P.T.	Yoga
Tuesday	Yoga	Art
Wednesday	Art	P.T.
Thursday	P.T.	Yoga
Friday	Yoga	P.T.

E. METHOD FOR PROVIDING TIMELY AND MEANINGFUL ACADEMIC FEEDBACK TO STUDENTS.

Classroom assignments are being delivered on a weekly basis via Microsoft Team Classes. The students and teachers are engaged in the entire feedback cycle. Additionally, the teachers are including parents in communication and assignment instruction. Formal assessments are facilitated via Microsoft Form, Microsoft Assignment, and PDF.

Students are also submitting work, by taking pictures of their assignment and completed work and sharing it through WhatsApp Class Group. Teachers are trying to provide feedback within one week of receiving submitted work from students. Parents are able to track their wards progress in School App, Microsoft team and WhatsApp Class Groups.

F. ATTENDANCE POLICY FOR LEARNING FROM HOME.

Students daily attendance are generated daily through Microsoft Insight App and attendance generated during the meet. In addition, student engagement is monitored through email, Microsoft Meet sessions, and telephonic connections.

G. STUDENT RESOURCES AND SUPPORT

Teachers will continue to provide:

I. ONLINE CLASSES:

Students and teachers will share screens on their devices. Class/Student progress monitoring with interventions when needed. Based on HRD Ministry has recommendation, we follow these developmentally appropriate timings for student work per day.

Classes 1 to 8 two online sessions of up to 45 minutes each

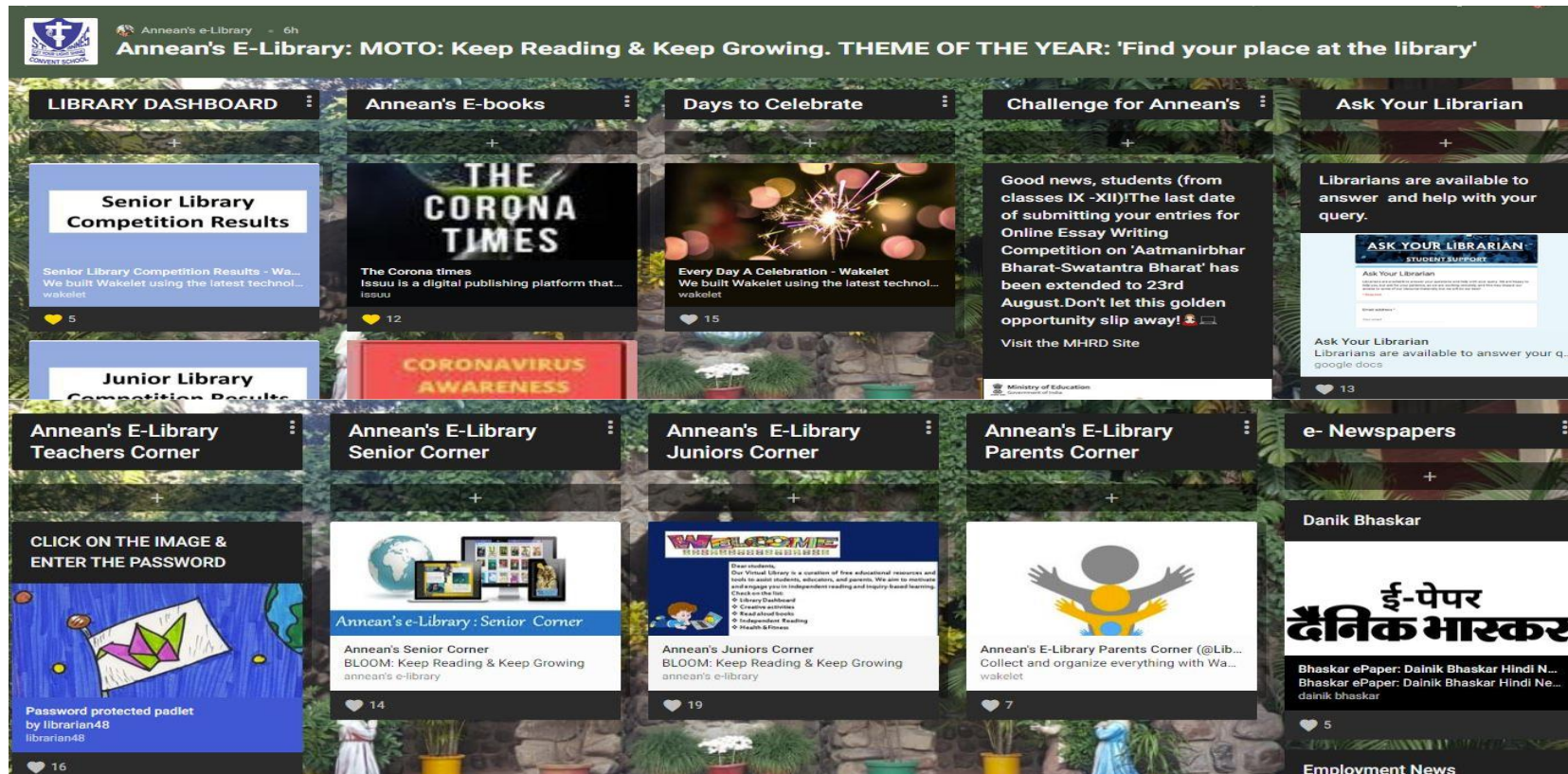
Classes 9 to 12, four sessions of 30-45 minutes duration each.

II. SPECIAL RESOURCE MATERIALS

For subjects that require more hands-on materials, students will receive (PDF, Video, CBSE handbooks and PPT) in their respective WhatsApp Class Groups, Microsoft Class Team and School App

III. E-LIBRARY:

In order to support the learning experience, the school provides learners, faculty and other staff members with access to a collection of learning resources and material. These resources are made available through the development of a **well curated school Virtual Library Portal**, easily accessible to the users on any applications they are using. St. Anne's Convent School virtual library with its resources and services is giving a unique learning experience to its **students, parents and teachers** and is having significant impact on teaching and learning during this pandemic.



ST. ANNE'S CONVENT SCHOOL E-LIBRARY.

IV. COUNSELLING

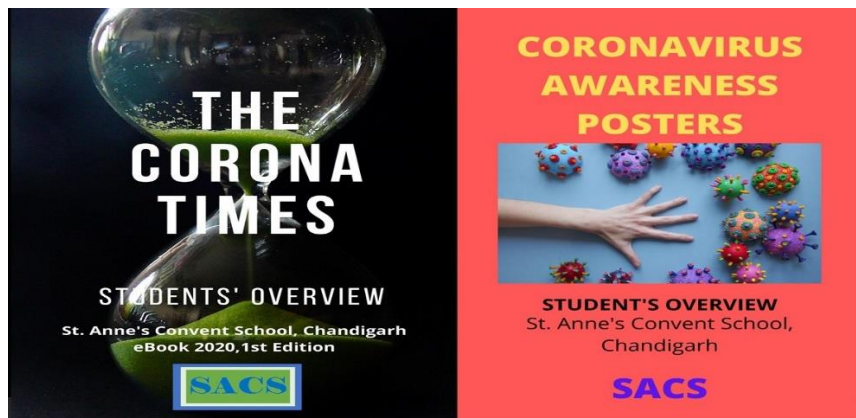
Social and Emotional Learning is being delivered by our school counselor through recorded lessons, which have been embedded into Virtual Library and Microsoft Team channel for the teachers and students to access. We also provide social and emotional supports for students and families via the Microsoft Team WhatsApp group and telephone calls. In addition, we have SACS email addresses available for our students. The students are only allowed access to email within the St. Anne's Convent School domain. We have a dedicated **Counselling Corner** for all grades in Microsoft Team, where regular student support is provided.

The image shows a screenshot of a Microsoft Team channel interface. On the left, there is a sidebar with a menu for 'Enrichment Class - XII'. The menu items are: General, CBSE INFO, CHILD FRIENDLY COMMITTEE, COUNSELLING CORNER (highlighted with a blue oval), FIT INDIA, LIBRARY, and SCHOOL SWACHHATA COMMITTEE. The main content area displays a grid of posts from 'Annean's e-Library'. The top post is titled 'COUNSELLORS CORNER' and features a large white 'S' on a pink background. Below it, there are several other posts, including 'Celebrating Gandhi Ji', 'NEW FEATURES', 'Days to Celebrate', 'Exclusive: Gandhi Jayanti Special Song |...' by T-Series, 'Pictorial Discovery of India - Wakelet', and 'Every Day A Celebration - Wakelet'. The posts are arranged in a grid format with various images and text.

MICROSOFT TEAM & VIRTUAL LIBRARY – COUNSELLING CORNER

V. PHYSICAL HEALTH AND SANITATION

Teachers continue to encourage the students to watch and practice Fit India Yoga live session for physical Health. Students are made aware about basic hygiene and healthy lifestyle practices for protection during COVID-19 using digital resources. Activities are conducted to sensitize students about Covid-19. Digital resources (videos, animations, booklets, etc.) were given to students' through various school platforms. A 30-minute free certificate course on COVID-19 awareness and prevention on e-learning portal of Apollo Medskills were conducted for students and teachers. Participating students and teachers received certificates.



Certificate of completion of Covid19

Launching our own eBook on Coronavirus Awareness

Awareness and Prevention. https://issuu.com/librarian48/docs/the_corona_times_students_overvie_5436f6aeb0ade3
https://issuu.com/ebook2020/docs/anneans_e_book_2020_poster_making

VI. MENTAL HEALTH AND WELL-BEING

Webinar for parents, students and teachers were conducted on Mental Health and Well-being by the school counsellor. Counselling Sessions for students and parents who seek counselling interventions are provided telephonically, WhatsApp group sessions and through Microsoft team. Handouts in the form of PDF & PPT are provided in regularly in counsellors corner (Microsoft Team).

SECTION III: AVENUE FOR STUDENTS TO ACHIEVE GRADES AND ACHIEVEMENTS

St. Anne's Convent School remains focused on providing all students enrolled the opportunity to receive a grades and achievements. Our teachers are utilizing every possible pedagogical resource to engage our students. All instruction is delivered through our online learning platform, Microsoft Team. The students will be receiving projects, papers, and exams throughout the COVID-19 learning era to obtain their grades. The teachers will continue hosting special online classes to help struggling learners obtain the grade in the respective classes.

The school Library will continue to conduct **Online Literary Activities** to provide all students the opportunity to participate and achieve success in various competitions. School also encourages students participate in Online National/International Competitions conducted during this pandemic.



Students who have achieved success in
International Competitions.



Participation in the Ek Bharat Shrestha Bharat Quiz



SECTION IV: STAFF DEVELOPMENT

A. PROFESSIONAL DEVELOPMENT PLAN FOR CONTINUOUS LEARNING.

Prior to our transition to **Learning from Home**, we conducted:

1. **Digital Induction in teaching-online/offline** blended learning design, prudent selection of contents and curating the contents from various resources.
2. A one-week **Microsoft Team training session** for teachers as part of teachers' professional development plan.
3. **Training programme in ICT** -Microsoft Office (MS-Excel, MS- Word, MS-Paint, PowerPoint Presentation) for teachers.
4. **Webinar on Cyber Security and AI Application in Teaching:** for teachers before the onset of LEARNING FROM HOME programme.
5. Equal opportunity for all teachers to participate and enhance skill through **CBSE capacity building Programmes**.
6. Teachers are encouraged to contribute in **CBSE e-content contribution** 'Vidyadaan' in Diksha Portal.
7. Teachers log into the Microsoft team Meets and WhatsApp Teachers Group to have questions answered in real-time.
8. The Microsoft team Meet sessions have promoted **teacher-to-teacher professional development**. Teachers have been sharing their best practices and new discoveries, thereby learning from each other.
9. **Monthly Staff Meeting** are conducted to help teachers tackle their most pressing issues with online delivery.

B. PROFESSIONAL DEVELOPMENT OF THE OUR STAFF DURING THE PANDEMIC

1. We have been successful in being approved for contributing in **Diksha App**.
2. We have the distinction of being the first among schools in the city to launch a **VIRTUAL LIBRARY** for our students, parents and teachers.