

Dear Parents,

During the upcoming period, the school will operate in a distance learning format.

We understand that this transition requires additional organisation from both the school and families. That is why it is especially important for us that all members of the school community feel calm, understand how the process will work, and have time to prepare in advance. We have designed the learning arrangements in a way that helps maintain the academic routine, support students, and at the same time reduce excessive workload.

How learning will be organised

In order to support students' wellbeing and reduce screen time, during the distance learning period the school will follow an alternating weekly model.

In Week 1 (odd week),

lessons with odd numbers – Lessons 1, 3, 5, 7, and Lesson 9 where applicable – will be conducted as live online lessons.

Lessons with even numbers – Lessons 2, 4, 6, and 8 or 10 where applicable – will be organised as supervised independent study sessions.

In Week 2 (even week),

the pattern will reverse:

even-numbered lessons will be conducted live online, while odd-numbered lessons will take place in the supervised independent study format.

What supervised independent study means

Even during these lessons, students are required to join online at the scheduled time.

At the beginning of the lesson, the teacher will explain the task that students are expected to complete independently. This may include textbook work, a written exercise, reading, consolidation activities, or another type of academic task. The teacher will remain available throughout the lesson, so students can ask questions, clarify instructions, and receive support if needed.

In this way, students are not left without guidance, but are given the opportunity to work at a calmer pace and with reduced screen time.

Where lessons will take place

All lessons will be conducted according to the regular school timetable.
All online lessons will take place in Google Meet using the school links provided.

Please make sure that your child joins using the links provided by the school and logs in on time for each lesson.

What we kindly ask you to pay special attention to

Your support in organising the school day at home is very important to us. Please help your child to:

- follow their usual daily routine;
- join lessons on time;
- remain present for the full duration of each lesson;
- complete assignments and submit them within the required deadlines.

Please also note that attendance is recorded for every lesson, so if your child is absent, it is important to inform the school in a timely manner.

Technical readiness

Before the start of the school day, please make sure that your child has:

- a working device for joining lessons;
- stable internet access;
- a functioning camera and microphone;
- a quiet and suitable workspace for learning.

Even a simple technical check in advance helps avoid unnecessary stress and allows the child to begin lessons calmly and confidently.

Dress code and learning atmosphere

During online lessons, we kindly ask families, where possible, to help maintain a focused academic atmosphere. Students are encouraged to attend lessons in school uniform. If this is not possible, a plain white T-shirt is acceptable.

This helps children switch into “school mode” more easily and maintain a sense of school routine even while learning from home.

Student wellbeing

We also ask you to pay attention not only to the completion of assignments, but also to your child’s overall wellbeing. During distance learning, it is especially important to maintain:

- a reasonable daily routine;
- regular breaks;
- movement and physical activity;
- sufficient rest;
- reduced unnecessary screen time outside lessons.

Younger students especially need adult support at the beginning of the school day, when joining lessons, and when organising independent work.

Safe and respectful online behaviour

Please remind your children about the expectations for behaviour during online lessons:

- listen carefully to the teacher and follow instructions;
- use school platforms for educational purposes only;
- communicate respectfully;
- avoid sharing personal information and using outside resources unless necessary.

Communication with the school

We will remain in contact with families through our usual channels of communication. If your child experiences technical difficulties, has questions about learning, or requires additional support, please contact the school.

It is very important for us to maintain calm, open, and supportive communication with families, as this helps make distance learning clearer and more comfortable for children.

Thank you for your understanding, support, and cooperation.

**Yours sincerely,
School Administration**