



HFS E-Learning Protocol

Rationale

HFS is aware that the school may be forced into a situation to make unscheduled school closures in response to events that may potentially make attendance at school difficult or unsafe. During an unscheduled school closure, the school will provide a Virtual Learning Environment to minimise disruption to educational provision.

Key Procedure

- An emergency E-Learning protocol will be announced to all staff and parents via email and text message by no later than 8:00 pm the evening prior to the school closure.
- The closure will run as long as it is deemed necessary by the HFS School Leadership Team working under the advisement of the Ulsan Metropolitan Office of Education or other advisory bodies.
- Once the situation is deemed safe and the school can reopen all staff and parents will be notified via email and text message by no later than 8:00 pm the evening prior to the school reopening.



Devices for E-Learning

- School computer devices for students will be sent home for E-Learning. Students from FS 1 to Year 1 will be given with tablets, and students from Year 2 to 9 will be given with laptops.
- Students in Year 4 to 9 can choose to use their personal computers, as long as they meet the minimum requirements described in the Parent Handbook, with access to Google Classroom and Meet available.
- If a student chooses to use their own computer they must ensure that they are able to login to and access the E-Learning environment
- Students are expected to act responsibly with the school property including the laptops and tablets. In case a student loses or damages a device, his or her parents will recompense for the price of the equipment/repairment.
- The admin office will provide a school headphone with the computer devices.
- All school properties such as tablets, laptops and headphones must be returned to the school when the school physically reopens.
- Students who have technical issues with the school computer devices can visit the admin office for assistance or a replacement.

Platform for E-Learning

- HFS has selected Google Classroom for our E-Learning since each HFS student (from FS 1 to Year 9) can access the Google Suite, including Email, Drive, Docs, Slides and Classroom, with his/her own school email address.

[* General Guide to Google Classroom and Google Meet](#)



- Students' accounts for online learning resources such as Reading Eggs, Mathletics and Starfall will remain activated.
- Teachers are to ensure that students and parents are familiar with the login details and the login procedures.
- If students and parents are not sure about the login details of the school email address, Reading Eggs, Mathletics, etc., please contact the admin office.

Schedule for E-Learning

- The E-Learning will follow the normal timetable as closely as possible. Specialist subject lessons (Art, Music and Korean), as well as ESL and assemblies will still take place as per the regular timetable.
- PE lessons will be planned for as normal or otherwise designated as outdoor playtime.
- Library sessions will be designated as reading time and the school library will be open in the regularly allocated class time slots for students to borrow and exchange books.

Learning Resources and Materials Delivery

- Learning resources and materials such as books, workbooks, worksheets or stationaries will be sent to students' homes on Fridays.
- Teachers need to have them ready in packages to be delivered to students' homes. They would also need to check with the specialist teachers and the teacher who is leading the assembly next week if they have material to send for their lessons. They are to place all the packages for their class students in a basket and leave it at the admin office by 3 pm on Fridays.



- The school van will do the rounds after school on Fridays delivering those packages. The van will follow the regular morning school bus route and stops. Parents should be at their scheduled stop at the prescribed time to receive the packages.
- If parents are unable to be at the bus stop, they must contact the admin office at least a day before to arrange to collect the necessary items from the school.
- All school property, including computers, books and stationary must be returned to the school when the school physically reopens.

Role of the Teachers

- All learning activities should be developmentally appropriate and connected to the planned learning in class.
- A schedule for the day of learning must be posted on the stream of Google Classroom by no later than 8:45 am.
- Learning activities for each lesson need to be posted on the Google Classroom by the beginning of each period.
- A register must be taken at the beginning of each morning and afternoon. Registers are completed online using Google Drive as we do for regular school days.
- Teachers should be able to answer questions and provide feedback between 9:00 am and 3:30 pm. Comments on Google Classroom, video chats on Google Meet, and emails are recommended as online means of communication with students in real-time.
- No additional work should be shared after 3:30 pm.
- Learning resources and materials for next week's learning need to be ready



for delivery by 3:00 pm on Fridays.

Suggestions for E-Learning Activities

Teachers are encouraged to provide learning opportunities that promote online collaboration, personalised feedback in real-time and tasks that allow for continued meaningful learning. For example, wherever possible, teachers should not provide a worksheet that a student needs to print and complete. Instead, consider using tools and resources listed below that will enable children to connect, collaborate and get feedback. They may:

- Have an online meeting on Google Meet to do an interactive live lesson. They may give students a written instruction on Google Classroom and have an online meeting on Google Meet for explaining activities and assignments in detail.
- Share an online video or article to read related to given units of work and set up mechanisms for responses with guiding questions.
- Set some writing work to do on Google Docs and comment and provide feedback in real-time.
- Share a Google Slide template with students and ask them to create a presentation. You can comment and provide feedback in real-time.
- Share some songs or poems to practice or learn.

Role of the Admin Office

The admin office is expected to:

- Be available to respond to questions or provide information to teachers and parents between 8:00 am and 4:30 pm
- Make sure that school computer devices for students are sent to students'



homes.

- Help with problems with school tablets/laptops or their login details of school emails, and other technical issues (Ms. Yujin at the admin office).
- Deliver learning resources and materials for the next week's learning to students' homes with the school van on allocated days.

Role of the Parents

Parents are to:

- Receive learning resources and materials on Fridays.
- Designate a quiet place with a table in your home for E-Learning environment. If you have more than one child participating in E-Learning, please split your children into different rooms to minimize interference in between their live lessons.
- Check and maintain the internet connection.
- Review assignments in Google Classroom, if needed, and encourage your child.
- Contact the class teacher or the admin office if you need extra support.
- **Ensure that their child is suitably clothed and attends classes punctually.**

Expectations for Students

Students are expected to:

- Be responsible for school properties. All should be returned to school when the school reopens.
- Keep safe and secured with your school account.



- Be on time for lessons, especially for the Google Meet.
- Be properly clothed.
- Be respectful to others with their comments during their chats and video conferences.

Library

- The library will be open during the scheduled class library periods for students to exchange books.
- The library will also be open in the afternoons from 3:30 pm to 4:30 pm in lieu of after-school club activities.
- Students will be allowed to borrow up to 4 books at a time and those who want to borrow new books again will be expected to return them in the following week.

Contact Us

In case of need for further assistance, parents are requested to email at admin@hyundaiforeignschool.com or phone the admin office at 052-252-2851.