LYCÉE CLAUDEL
L'école française internationale
d'Ottawa

ÉTABLISSEMENT CONVENTIONNÉ aefe
Agence pour
l'enseignement français
à l'étranger

IMPLEMENTATION OF CONTINUITY OF SERVICES PLAN

March 16, 2020

The development of the Covid-19 epidemic and the resulting measures place the entire school community in a unique situation.

At this time, public access to the school is suspended until further notice and we will keep you informed of the evolution of the situation on a weekly basis.

The teams met today to discuss the implementation of a service continuity plan that will allow all students to continue their schooling in a system that focuses on distance education. This plan involves all school's services and aims to prepare for a future return to normal rhythm.

During this period, all the teams will continue to be mobilized.

1. Administrative and financial services

The objective of the Continuity of Services Plan is to maintain essential functions during this period, regardless of duration and organization of services (e.g., staff members work in-person or remotely):

Reception

Lycée Claudel will be closed to the public, except for staff members, until further notice.

At this time, we must communicate via email. To facilitate this, you may consult the list of email contacts available on Lycée Claudel's website.

Telephone reception will continue; however, we may encounter technical difficulties in the coming days that could render our service inconsistent. If you cannot reach us by telephone, we invite you to contact us via email.

Registration

Registration and re-registration processes will continue as normal via electronic means. All records and communications must be sent to registraire@claudel.org.

Accounting and finances

In the current context, our priority is to maintain Lycée Claudel's essential functioning. We are working with the administrative council to measure the financial impacts of the situation and will contact you again when we have more information.

Communication

We are committed to sending out regular information updates as clearly and transparently as possible. For the time being, written communications will be posted on Lycée Claudel's website and social media accounts. We are considering organizing a live information meeting during which you will have the opportunity to intervene if the situation were to be prolonged.

Établissement ontarien homologué par le ministère de l'Éducation nationale
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2. Education and teaching services

- **Principles**

The introduction of distance education responds to the need to ensure the continuity of learning as long as physical access to high school is not possible.

Our objective is to allow our students to continue pursuing their education by using a distance implementation model characterized by specific organization and communication models and the creation of adapted educational activities.

Distance learning will be implemented **smoothly and incrementally**.

- **Communication tools**

Pronote must be considered as the **main reference tool** for students, families, and educational staff (most notably for schoolwork planning). All information communicated to students and/or parents, even if it has also been communicated by email, must be accessed via the Pronote application. This way, the information will always be easily accessible.

The ZOOM platform will be used to implement live synchronous timing with classrooms.

These two communication tools do not preclude the use of **educational tools normally used in class (Classroom, Classkick, Google Drive, etc.)** that students are already familiar with. However, all instructions and links related to the use of these additional platforms must be indicated in Pronote.

- **Organization**

Two types of work times are available to students: **synchronous times and asynchronous times**.

- A) **Synchronous times** allow students to attend class in real-time via the Zoom platform, during fixed time slots from week to week.
- b) **Asynchronous times** allow students to work independently and/or with their parents outside of scheduled class times.

Work programs and schedules will be posted at the beginning of every week in the Pronote notebook.

The suggested activities outline:

- Objectives
- Time required for implementation
- Content
- Skills
- Tools
- Resources
- Methods for submitting work, correction…

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- **Workload**

Distance learning cannot provide a workload equivalent to an ordinary school week for the following reasons:

- students' ability to concentrate in such a context is necessarily limited.
- there is a risk that students may become discouraged if hourly volumes are too heavy.

Our teaching staff is responsible for the workload assigned to students. This workload is visible and measurable on Pronote.

For these reasons, distance learning activities are designed differently, and teachers will indicate to their students when they may ask questions and receive answers.

Student evaluations may continue, although this is not our priority at this time. Various programmable tools (QCM Pronote, Google Form, etc.) may be used. Students will be informed via Pronote.

Head teachers (college and lycée) and primary class teachers will provide detailed descriptions of lesson timetables by the end of today.

The head teacher will act as the contact person for junior (college) and high school-level (lycée) students.

Each primary class' teacher will act as the contact person for maternelle and elementary-level students.

- **Exams**

The French *Ministère de l'Éducation Nationale* (National Minister of Education) is currently studying all possible consequences the current global situation may have relative to the organization of exam schedules. We will contact you again when we have more specific information.

This situation is not specific to Claudel High School. Many schools in the network and elsewhere are experiencing similar difficulties. I invite you to read the message that the director of the AEFE addresses to all school communities.

In these uncertain times, rest assured that the commitment of the teams at your side to accompany your children in their schooling is total.

Thank you for your trust.

Yours sincerely,

Philippe Courjault
Headmaster

Reference(s) : *G:\Drive partagés\3-Politiques et procédures\Communication\Politique sur la continuité des services - V1 - 2020-03-16 - FR.docx*

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