

**Dear students and guardians,**

In accordance to the orders of the Finnish government, lower secondary school is shifting into remote teaching from tomorrow, 18<sup>th</sup> March, onwards. We go by the instructions given by the Finnish National Agency for Education (Opetushallitus, later OPH) until the 13<sup>th</sup> of April. OPH will give further instructions to schools on the 17<sup>th</sup> and the 18<sup>th</sup> of March, and we will clarify our own instructions accordingly. Information concerning studying in the 5<sup>th</sup> study period will be given out in Wilma later on.

Until the end of the ongoing 4<sup>th</sup> study period, **studying will proceed for the most part according to the teaching schedule in the teacher's preferred learning platform**, either in Google Classroom or Microsoft Teams. Students are familiar with both platforms and know how to log in to both independently. Both platforms also have a video conferencing feature that enables the teacher to contact the whole group and a student individually. We will make use of different online teaching methods to facilitate learning, which gives us the opportunity to learn new ways of teaching at the same time.

**The most important means of communication is**

**Wilma.** Teachers will use the lesson diary to write down the lesson agenda. Instructions for assignments and tests will be given in Wilma in the days to come. School books are still an important learning tool, most assignments will be based on them, but of course there will be other kinds of assignments as well.

**It is essential that the student finds the following in**

**Wilma** (in browser, not the app) independently: **the schedule and the subject-specific lesson diaries.**

**If a student has problems in logging in to**

**Wilma or the learning platforms**, please contact the school's IT support Aleksander Heino either in Wilma (through the Staff page) or by telephone 050 348 46 47.

**It is the student's responsibility to follow the messages and lesson plans in Wilma and go by the teachers' instructions.** If

a given task is difficult, the teacher or special education teacher can and should be asked for help. Special education teacher Matt Barns can be contacted via Wilma.

**The tasks and assignments will be given out in the learning platform before the start of the lesson and they must be handed in by a given time**, preferably during the actual lesson time, but at least by 4 pm on the same day. Tests already marked in Wilma will be held as planned, although there will be some changes this week. Tests can be timed in a way that they have to be done during a certain time limit after which they close.

**Teachers and staff are available by phone, via**

**Wilma or through the learning platform during working hours, from 8 am to 4 pm.** You can ask about anything to do with studying.

**If**

**a student falls ill, the guardian has to mark the student ill**, in which case the teachers will instruct on how to proceed with tasks.

**Student welfare services are available for students remotely.** Our youth advisor Aapo Kenttä will be following Snapchat and Instagram, and students can be in touch with him easily. Our school social worker Anna-Maija Juutila (tel. 045 606 03 41) and our school psychologist Saila Joela (tel. 045 346 94 09) are also available – video conferences can be set up for personal consultation. You can arrange this in Wilma (through the Staff page) or by telephone. Study counsellor Marja Loukola (045 279 11 03) will manage guidance discussions remotely, she is also reachable through Wilma and telephone.

We are preparing a school welfare service's support package for students and families – more about that will follow.

It

is vital that the students develop working routines that help them cope in this new situation. Having breakfast and getting ready for studying at the normal time is important. Studying remotely with an internet connection will be a challenge to the students' own time management.

It can also be stressful to study at the screen for a long period of time, so it is important to learn how to study effectively; to take breaks so that it doesn't get too hard, but in a way that gets things done. Taking a short walk now and then is probably a good idea for boosting the brain.

**The guardians will also face challenges.** Studying remotely means that you have to check things out together and talk about them, sometimes even push a little bit to make sure everything really gets done in time. **The basis for remote studying is that the students take responsibility for their own learning.**

**Thank you to all students and guardians for your understanding in this very new situation!**

With kind regards

Virpi Vatanen

Assistant principal