

Online Classes

Thank you for your understanding and cooperation with Higashimachi's educational endeavors. An option to attend class online will be offered as outlined below. Please read the following information and discuss with your children about how they want to attend class.

1. Schedule for Online Lessons

Date	Periods and Lunch	Online Lessons	Attendance
Sept. 4 (Sat.)	3 periods, no lunch	Available	Choosing to study at home over concerns about COVID-19 will count as attendance.
Sept. 6 (Mon.) – 10 (Fri.)	Usual schedule with school lunch		

- ※ School on the 1st (Wed.) concerns mainly the opening ceremony and submitting homework, so online lessons will not be held.
- ※ Online lessons will be held on the 2nd (Thurs.) and 3rd (Fri.) but attending them will be counted as an excused absence.
- ※ Details about school after the 13th (Mon.) will be sent via email.

2. Attending Online Classes

Students can attend classes online via Teams by using the tablet they are borrowing from Minato City. For example, a student in Grade 5 Class 1 use "R3_東町小学校—5年1組" to join class online. However, ESC students and students in Grade 5 and 6 International Studies Advanced course will join separate, specific classes. Details are provided in a further entry.

3. Time for Online Classes

- ① The teacher will have Teams open by 8:20, so you may join by 8:25.
- ② When you join your Teams session, please turn off your microphone and turn on your camera. **Please make sure the camera is turned on and your child's face is visible. You may change or blur the background.**
- ③ From 8:25 to 8:50, there will be morning studies, morning meetings, health checks, and class time. Teams will remain open so students can participate in them online.
- ④ During the morning meetings, the teacher will call roll and **online students will be expected to reply. During roll call, please make sure the microphone is turned on.** After your child has replied, have them turn off their microphone.
- ⑤ Classes begin from first period, so please remain online.

4. Notification about Schedules

Homeroom teachers will share the class schedule and online availability via Teams by either text, picture, or digital file. The homeroom teacher will submit the next day's schedule by 17:00. the previous day. Some classes may post several days' schedules at once.

5. When Teams Will Not Be Used

Teams will not be accessible during the following times.

- morning and afternoon recess
- lunch time
- afternoon meeting
- changing clothes for P.E. or health checks
- dealing with injuries or incidents
- test taking

In addition to the above, there are other circumstances (unstable Wi-Fi connections, emergencies, etc.) where Teams cannot be accessed, but please refrain from calling the school.

6. If Students Cannot Join Teams

If students cannot join Teams due to illness or a situation at home, please contact the school via Gakupuri (学プリ) stating they **will be absent from online classes for the day**. The absence will be recorded as an excused absence.

7. Taking Tests

Tests are administered as a way to evaluate the students' learning. These tests cannot be taken at home. Absent students will take the tests when they attend school.

8. Joining Teams

Please refer to the instructions about joining teams on the back of this sheet. Families that want to check their accessibility before online classes start may do so on Thursday, September 2 from 15:00 to 19:00. At the time scheduled above, open Teams. You will see the message "〇年〇組の Teams につながっています" written on the blackboard.

There is no need to inform your teacher if you wish to test joining Teams. The teacher may be out of the room or unable to reply to any calls or provide support over the telephone. Please refer to section 12 for the email address for questions.

9. Teams for ESCs

ESC students can join their homeroom teacher's Teams session from 8:20 to 8:50. Before first period begins, ESC students will leave their class's Teams sessions and join a separate Teams session for ESCs. The EST will also be in that Teams session, so students will receive translations and instructions in English.

The following are each class's ESC Teams.

Grade 1: ESC G1	Grade 2: ESC G2	Grade 3: ESC G3
Grade 4: ESC G4	Grade 5: ESC G5	Grade 6 Class 1: ESC G6-1 Class 2: ESC G6-2

10. International Studies

International studies is divided into standard and advanced courses. Grades 5 and 6 study this subject as their English class, so they can join the advanced class's Teams session. Grade 5 advanced students can join "R3 G5 I.S. Advanced Class" and Grade 6 advanced students can join "R3 G6 I.S. Advanced Class."

Grades 1 to 4 students in the advanced course will join the standard course's Teams session.

11. Music and Art Classes

Music and art classes will also be available online. When it is time for music or art class, students will leave their class's Teams session. Afterwards, the music or art teacher will start a class Teams session again. The students join the same Team, but the homeroom teacher the music or art teachers will change as facilitators, so students will need to leave their class Team and then join it again.

This procedure will not be necessary for Grade 1 music or art since the homeroom teacher will lead the class.

12. Questions

Although the need to conduct classes via Teams was prevalent in the first term, this is the first time to conduct classes online on such a large scale, and it is most likely that there will be difficulty or uncertainty with studying online. We hope to address each concern and encourage all questions be directed to the email address below. Depending on the subject matter, some questions may not be answered on the same day that they are sent. Please understand that there are limited phone lines, so we ask that all enquiries be sent by email.

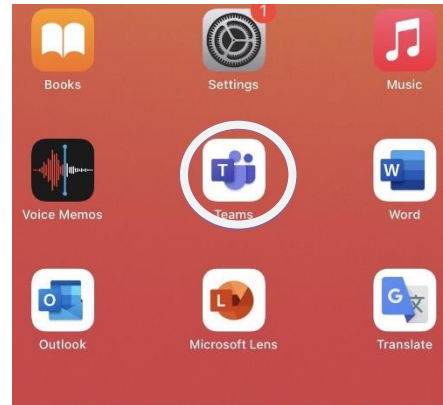
higashimachisho@minato-kyo.ed.jp

Please refrain from sharing any pictures or recordings of any videos or audio from the online sessions to any social networking sites. We appreciate your understanding and cooperation.

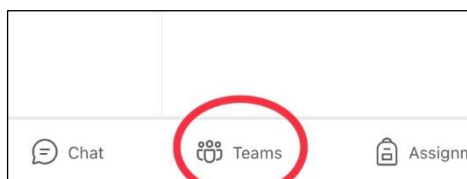
Joining Teams

1. Open your tablet.

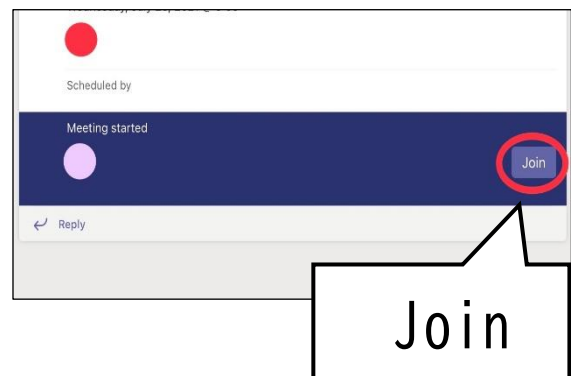
2. Open the Teams app from the home screen.



3. Tap on the Teams icon.



4. When you see the notification that the meeting has begun, tap the button to join.



5. Check that the mic is off and the speaker is on and tap on the button to join the meeting.

6. Long press on your teacher's screen and tap the button to pin them in place (This will enlarge the teacher's screen.)

