

SUPPORTING STUDENT SUCCESS

Dear Parents, Students,

I hope this letter finds you and your family well. Following are preliminary decisions taken today that will ease your mind about the process of awarding calculated grades, upcoming plans for e- learning for all students in the weeks to follow, in addition to weight of each requirement included for the final grade.

School administration, in collaboration with all IG teachers, held a zoom meeting today finalizing plans and developed a protocol of a general assessment framework determining a range of evidence that will be available for each individual candidate, in the form a portfolio/ file.

We put down certain objectives, and discussed various areas to be assessed. Particular objectives such as direct examinations or mock exams require hands on and one on one and therefore were disregarded since accurate and fair results were not guaranteed.

Final Assessment Criteria:

Formative Assessments	
Attendance	15%
Assignments, Classwork / Homework	15%
Summative Assessments/ Online submissions	
Quiz	20%
Research / Project	50%
TOTAL GRADE	100%

Teachers will be talking to students about how this would work for each class discussing each criteria and how the type of research required may vary from one subject to the other. They will create groups, adding students to prepare to send schedules of e-learning classes as per timetables. We will need the support and flexibility of everyone involved to make this uncertain process successful.

Now students finally need to take responsibility for their work and engagement. Logical timetabled “class times” will be held and teachers will regularly be sending assignments/ homework, various learning activities and collecting those as evidence of your child’s work during this time starting as of “NOW” to be fair to all students. In case of any incident at home that could compromise a student’s ability to complete work for a period of time, just as you regularly would communicate with school, in the event of the illness of your child who would be then unable to complete his work, please contact IG admin or your sons/daughter teacher to report this in-order to resolve any issues since time is very precious and we don’t have the luxury of wasting it anymore.

An MLS British Division Evidence Process Committee was also formed to review evidence securing that the protocol is applied, and grades are placed in a highly proficient manner so that

all stakeholders have confidence upholding MLS credibility, and authority. This committee will also support any issue that may arise at any time and address them instantly, for example the problem the students faced during their math online session a while ago in Grade 10 and was resolved by committee members instantaneously.

COMMITTEE MEMBERS:

Shahinaz Shehata	School Principal
Mrs. Iman Salama	MLS Vice Principal
Mrs. Magda Kamel	Head of Committee
Administration Team	
Mrs. Dina Seleem	Deputy IG WhatsApp/ 01140604699
Mrs. Dina Madkour	Grade 10 / Mobile: 01003109299
Mrs. Rehab	Grade 11 & 12 / Mobile: 01129904000
AND TEACHERS	

As I said in my previous letter, this is a rapidly changing situation and updates from the Examination Boards evaluated policies, procedures and recommendations may bring on new questions and tasks. While we do not have all of the answers yet and recognize that there will be some bumps on the road, MLS staff is working hard and stand committed to address and cope with any potential challenges that may arise. We will be providing more information in the coming days concerning any updates from the all Boards. We ask for your patience as we work through these challenges to guarantee that students receive a fair, valid and globally recognized qualification.

MLS will continue to strengthen its efforts to communicate with parents at these critical times keeping you informed of any updates and emerging challenges through Up-to-date information sent to parents regularly by e-mails and through class representatives to provide necessary guidelines for upcoming days. *As always, I urge parents to contact me by mail for individual concerns or directly contact the IG Admins incase of any questions and to adhere to MLS official communication channels.*

*Shahinaz Shehata
School Principal
Misr Language Schools*