

September Newsletter



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Dear parents and guardians,

Welcome to FocusOnline Term 1, 2021-2022! Thank you again for choosing us! I would appreciate it if you could spend a few minutes reviewing the following information. You can also [visit our website](#) for more course and holiday information.

Time and Dates:

Saturday Classes:

Starting Date: September 18th, 2021

Ending Date: January 29, 2022

Closed on: Oct. 9, Dec. 25, Jan, 1, and Jan 8.

Sunday Classes:

Starting Date: September 19th, 2021

Ending Date: January 30, 2022

Closed on: Oct. 10, Dec. 26, Jan, 2, Jan 9

Monday Classes:

Starting Date: September 20th, 2021

Ending Date: January 31, 2022
Closed on: Oct. 11, Dec. 20, Dec. 27, and Jan.3

Tuesday classes:

Starting Date: September 21st, 2021
Ending Date: January 25, 2022
Closed on: Dec.21, Dec. 28, and Jan.4

Wednesday classes:

Starting date: September 22nd, 2021
Ending DAtE: January 26, 2022
Closed on: Dec.22, Dec. 29, and Jan.5

Thursday:

Starting date: September 23rd, 2021
Ending DAtE: January 27, 2022
Closed on: Dec. 23, Dec. 30, and Jan. 6

Friday classes:

Starting date: September 24th, 2021
Ending DAtE: January 28, 2022
Closed on: Dec.24, Dec.31, and Jan.7

Teaching Platform - Teams:

All our classes are offered on Microsoft Teams. Please take a few minutes to go through the following checklist to make sure your child is class-ready:

- Downloaded Microsoft Teams
- Updated the password of Office 365 account (the @imadeit.life account from Focus Learning);
- Logged into Microsoft Teams;
- Found the class team;
- Found the meeting link in Calendar

You're set!

The following additional checklist is for **Minecraft Education Edition (MEE)** students:

- Downloaded Minecraft: Education Edition
- Logged into Minecraft: Education Edition with the @imadeit.life account

Teams for Education is an integrated platform where classes, meetings, assignments, and chats (in and out of class) all happen in the same place. Compared with Zoom, it does take more RAM (4.0 GB) and is more demanding on the internet bandwidth (1.5 Mbps).

Please feel free to contact me if you have not received your child's Office 365 account (the @imadeit.life account), or have any additional questions.

How to Find and Attend Classes:

By now, most of the classes have been set up. Once you are logged in, you can find the class meeting links in the **Calendar** section. To join the class, simply click on the Join button and check the Computer audio and turn on the camera and audio. Contact me if you need any assistance.

Class Policies:

It is of extreme importance to create a safe online teaching environment for every student. As stated in the attached Registration and Cancellation Policies, every student has to **keep their video cameras** on during the class unless we have their parent/guardian's written notice to exempt this obligation.

Materials and Homework:

All the electronic materials provided by Focus Learning will be posted in **Teams - Files** session or in the **Class Notebook**. Our teachers will guide your child through.

For any unaddressed matters, please feel free to contact me. I am always happy to receive your call! I look forward to seeing you all soon!

Shelly Zheng
Focus Learning

Director/ Founder

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REGISTRATION AND CANCELLATION POLICIES

FocusOnline is an online enrichment program offered by Focus Learning (school) since November 2019. This policy is created to ensure successful teaching and learning, and to facilitate communication between parents and School.

Registrations, Cancellation & Refund

- Registration is completed only after full payment is received. Spots in class will not be held until registration is complete.
- Fees will not be refunded after the first class.
- If permission is granted to parents/guardians to withdraw their child from a course, the remaining fees minus \$20 processing fees can be saved in the student's account as credit for future classes.
- No refund nor credit will be applied to missed classes. Class recordings can be provided to the absent students.

Student/Parent Responsibilities:

- **Camera:** Interaction is the key to effective teaching and learning. To make sure students are fully engaged, we request every student to keep their cameras on and show their faces. Exceptions are made only if parents or guardians send us a written notice to exempt teachers of the obligation to request the students to keep their cameras on. Failure to turn on cameras may result in lack of attention and interaction from the teachers and the classmates.
- **Attendance:** It is the responsibility of the students to join class meetings on time. Teachers will notify all absent students from Teams meeting once the class starts. It is important to keep the calling notification on in Teams. We will do our best to notify you of your child's absence via email, WhatsApp or WeChat text messages.

Homework:

- Homework is strongly recommended for some courses but not compulsory. Please check the Material & Homework guide for each course.
- All homework is set up in Teams, except for Computer Programming classes.

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