

Remote Learning

Guide for Parents/Carers

Dear parent/carers,

We would like to make you aware of our remote learning plan, should this be required. In order to do this, several different scenarios have needed to be considered in which children would not be able to attend school. We would appreciate you reading this carefully so that as a school, we are prepared for all eventualities and should remote learning be required, this should prove to be a smoother transition for you and your child.

Scenario	Remote learning offer
Illness (not Covid related.)	If your child is not well enough to attend school, we would not expect them to participate in any remote learning.
Child needing to self-isolate due to a positive Covid-19 test but their class remains in school. Child feels unwell.	If your child is not well enough to take part in learning activities, we would not expect them to participate in any remote learning.
As above, but child has become well enough to take part in learning.	Remote learning required – Learning Plan A
Child needing to self-isolate but well, whilst their class remains in school.	Remote learning required – Learning Plan A
'Bubble' closure of their class.	Full remote learning plan in place – Learning Plan B
Government closure of schools.	Full remote learning plan in place – Learning Plan B <i>(subject to change, depending upon any guidance given in this event.)</i>

Remote Learning Plan A

In this eventuality, a child is unable to attend school physically, but is well enough to learn. Their class teacher is continuing to teach the class in school.

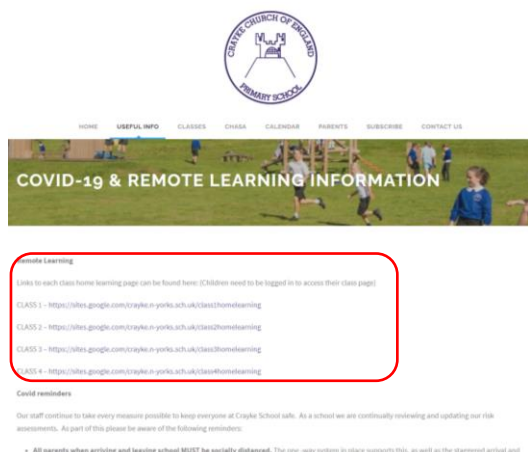
Using '**Google Sites**,' children access a timetable of learning objectives that the teacher is delivering in lessons within school. The class teacher will signpost some websites to support the child in following the same or similar learning objectives. Communication with the class teacher is still possible through '**Google Classrooms**.'

Accessing 'Google Sites'

Each class has their own private website, where you can access the timetable for the week and any additional websites or resources the teacher would like your child/children to look at. The website link can be found on our school website '**craykeschool.org**' then click on the banner:

Covid-19 and Remote Learning Information

Click on the link beside the name of your child's class:

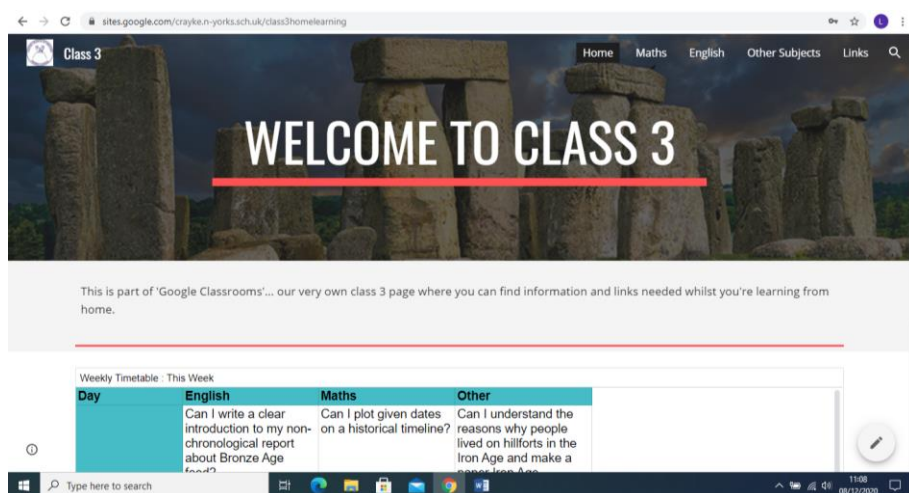


Your child will then be prompted to log in using their Google account. The details of this can be found in your child's home/school record and we have also sent out a separate username and password for them to keep safe at home, should we be quarantining their home/school record when you need it.

Navigating the Class Site

Children in classes 2, 3 and 4 have a site like the example below, with a 'Home Page' (where you can find the timetable and any important messages,) in addition to pages for Maths, English and other subjects. The 'links' page is particularly useful for 'Remote Learning Plan A.' The class teacher (and any other adults who work with the class,) may put different tasks and activities on, under daily headings within the subject pages.

In Class 1, a timetable of three activities per day will be provided.



Remote Learning Plan B

Remote Learning Plan B occurs when the class is not able to attend school physically, but your child is well enough to learn. ***This will be different from the offer during the school closure in the summer term and we would appreciate you familiarising yourself with the procedures, should this scenario happen.***

Children should still login to the class page, in the same way as 'Remote Learning Plan A' (see previous page.) This is the main hub for information and tasks, providing a child friendly way of being able to access learning materials.

Pre-recorded lessons

Each day, there will be two pre-recorded lessons plus one other independently led activity. The pre-recorded lessons can be directly viewed in the relevant subject's page using the class website mentioned above. Children should know how to pause, rewind and play the recorded lessons to be able to get the most out of them.

Pre-recorded stories

In Class 1, children will also be able to access a pre-recorded story using the 'Story Time' tab on their class page.

Independently led activity

The details and resources for any independently led activities can also be found on the class website, under the relevant subject heading. We have planned for worksheet-free lessons, so any information will be website based and you won't need to print anything out.

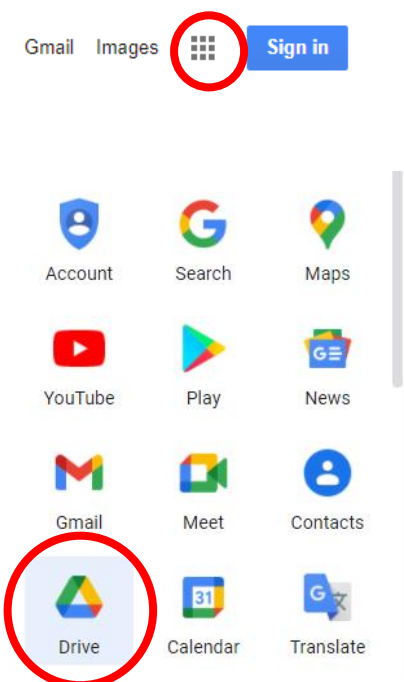
Google Classroom (Classes 2, 3 and 4 only)

This site enables teachers to set specific tasks for each child. Children can complete the work, submit it (referred to in Google Classroom as 'turning in' their work,) and also receive written feedback from the class teacher.

It is entirely web-based and free, so there is no reliance of people having software such as Microsoft Word etc. **Please note, however, that if your child is using an I-pad, they will need to have 'Gsuite for Education' installed (Google Classroom, Google Drive, Google Docs, Google Slides are the main ones we will be using.) These can all be installed completely free from your usual App store.**

Getting onto Google Classroom

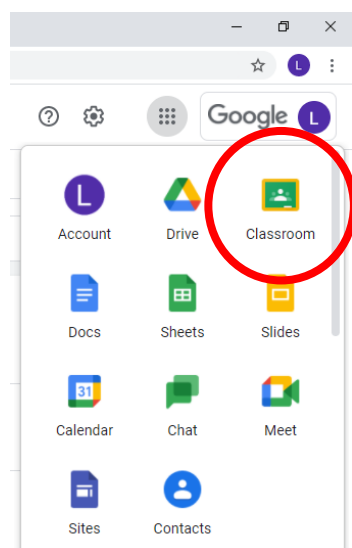
From **google.co.uk**, children click on 'the waffle' (the 9 small squares) and select 'drive'



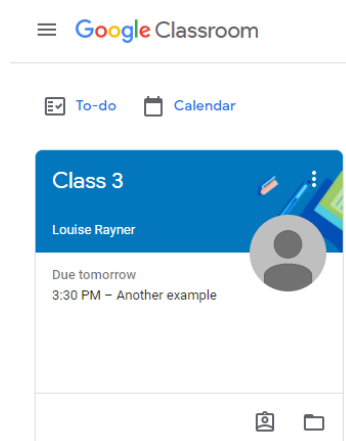
They then log in using their Google account details. These can be found in your child's home/school record and we have also sent out a separate, username and password for them to keep safe at home, should we be quarantining their home/school record when you need it.

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text 'Sign in to continue to Google Drive'. Below this is a text input field labeled 'Email or phone'. To the left of the input field is a blue link that says 'Forgot email?'. Below the input field is a line of text: 'Not your computer? Use Guest mode to sign in privately.' followed by a blue link that says 'Learn more'. At the bottom left is a blue link that says 'Create account', and at the bottom right is a blue button that says 'Next'.

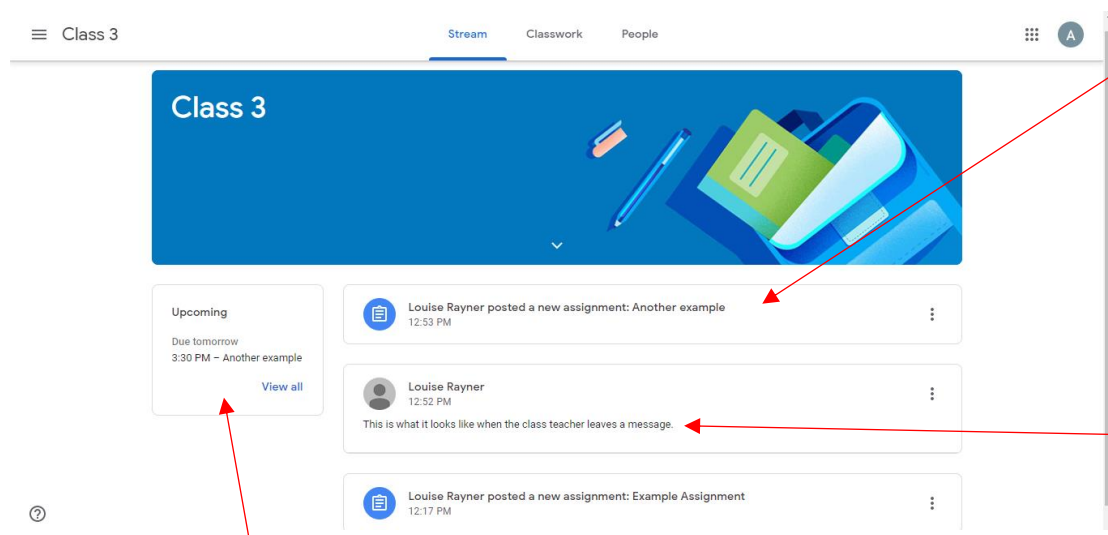
From 'Drive,' the children can then click on the 'waffle' again, and will now be able to access the 'Classroom' app:



Then, you will see the classroom entry button, with your child's class name and their teacher's name. You may also see the title of any assignments due soon. Simply click on the class to enter.



Once in the Google Classroom page, you will see the 'Stream.' This is where messages can be left by the class teacher for all of the class to see. Any upcoming assignments and work to be completed, can also be found here.

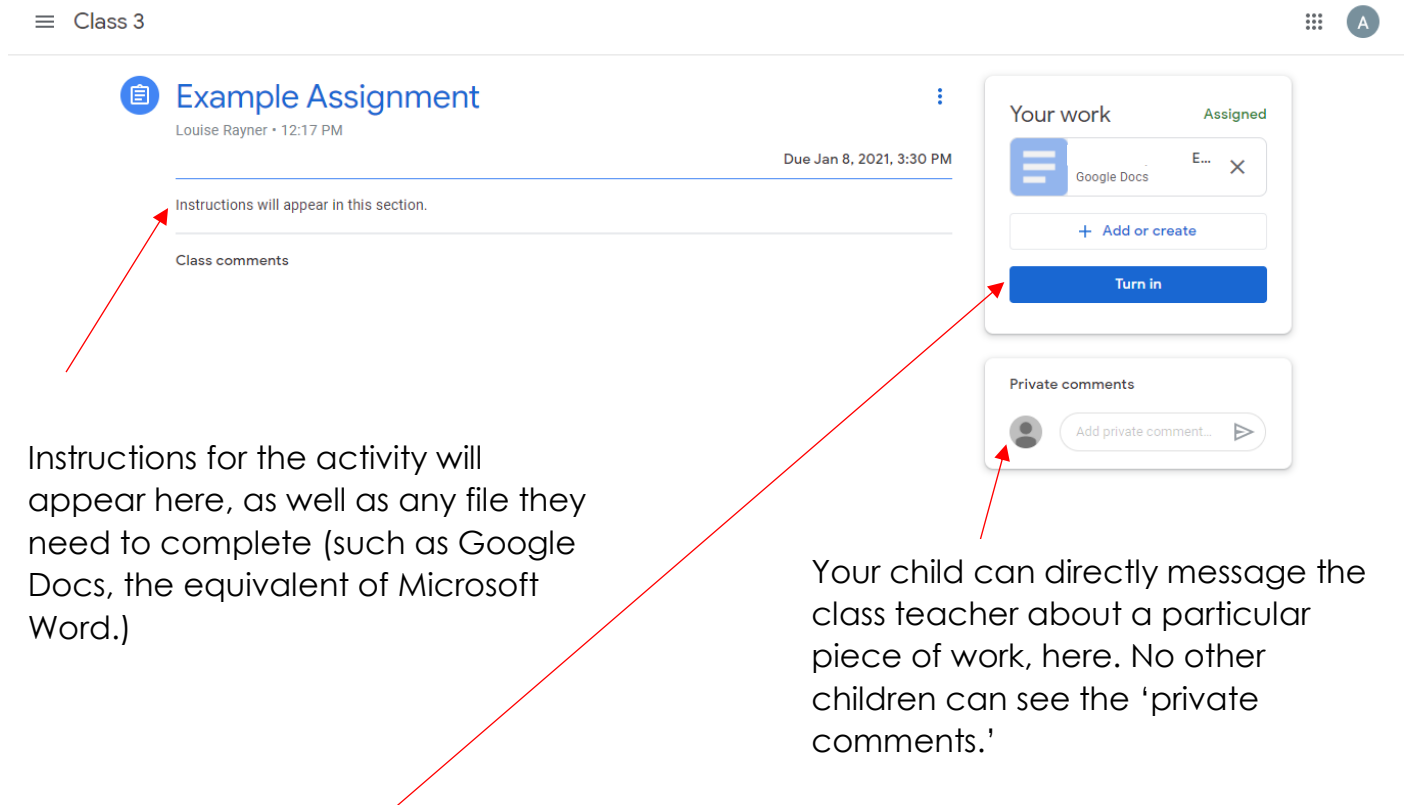


All assignments can be seen on the 'stream' in chronological order of when they were set (most recent at the top.)

The teacher can leave messages for the class on the 'stream.'

A list of any work due soon will appear here.

Pupils cannot add anything to the 'stream,' but should click on an assignment to get more information about it:



The screenshot shows a classroom interface. At the top left, there is a hamburger menu icon and the text 'Class 3'. At the top right, there is a grid icon and a circular profile icon with the letter 'A'. The main content area is titled 'Example Assignment' with a blue icon of a document. Below the title, it says 'Louise Rayner • 12:17 PM' and 'Due Jan 8, 2021, 3:30 PM'. There are two sections: 'Instructions will appear in this section.' and 'Class comments'. On the right side, there is a 'Your work' panel with the status 'Assigned'. It shows a 'Google Docs' file with an 'E...' icon and a close 'X' icon. Below this is a '+ Add or create' button and a blue 'Turn in' button. At the bottom right, there is a 'Private comments' panel with a user icon, the text 'Add private comment...', and a send button. Three red arrows point from text boxes to specific elements: one to the 'Instructions' section, one to the 'Turn in' button, and one to the 'Private comments' panel.

Instructions for the activity will appear here, as well as any file they need to complete (such as Google Docs, the equivalent of Microsoft Word.)

Your child can directly message the class teacher about a particular piece of work, here. No other children can see the 'private comments.'

Once the work is complete, they should click **'Turn in'** to send it to the teacher. **Without clicking this, the work is not submitted.**

If needed, the teacher can re-submit any work which needs editing and improving. This can be a normal part of the process in some lessons, so please do not worry if your child is asked to add more information or change something.

FAQs

What happens if my child doesn't have access to a suitable device?

If your child has either no access to a device, or only a parent/carer's mobile phone and we have been made aware via the remote learning survey, then we will get in touch with you to offer you a small laptop, if available. These are school laptops that need to be kept plugged in to the power, but they are suitable for accessing online learning. Please let us know as soon as possible if your situation has changed so that we can prioritise the equipment to those most in need.

Do I need to print anything out?

No. We hope that you will find it helpful that we have designed the learning activities so that nothing will need to be printed out.

Is the work optional?

The two pre-recorded lessons and one independently led activity are compulsory for children who are well enough to learn. The government have made it law that children have access to remote learning and any work not carried out will need to be followed up. We expect the work to be carried out to the same high standards within school and to be submitted, when required, by the deadline set by the teacher. These activities should also be supplemented with reading aloud to develop fluency, spelling practise and times table practise (particularly in Years 2, 3 and 4.)

What equipment do we need?

A suitable device (not a mobile phone,) to access the internet and be able to clearly watch video clips of no more than 20 minutes long. A sharp pencil, ruler and paper (ideally plain and lined.) Where possible, your child should have somewhere quiet and comfortable to work (ideally at a table.)

What if my child is on the special educational needs register?

Just as we would in the classroom, your child's teacher will take this into account and provide adjusted learning activities or input. Where appropriate, they may receive slightly different pre-recorded lesson input from either the class teacher or teaching assistant. Please speak to your child's class teacher if you have any concerns or questions.

What should I do if my child is unable to take part?

If your child is ill or is unable to access remote learning for any reason, please get in touch with the school office in the usual way.

What should my child do if they find a task particularly challenging?

If the task is set via Google Classrooms, then your child can use the 'private comment' feature within the assignment, to ask questions and let his or her teacher know about any difficulties. You can also e-mail admin@crayke.n-yorks.sch.uk and Mrs Bacon will forward the message on to the relevant member of staff.