Parents/Carers Guide to
Remote Learning at Crayke C of E Primary School

Updated for the remote learning - Spring first half term 2021

In Classes 2, 3 & 4 children will receive two pre-recorded lessons from the class teacher, and one other directed activity each day. Children will be required to complete activities set by the class teacher by 3.30pm each day and will receive some marking and feedback as appropriate, via the online remote learning site as soon as is practical.

There will be absolutely nothing to print out. It is important that your child knows how to pause and 'rewind' the videos so that they can re-watch any parts that they need to.

In Class 1, children will receive two pre-recorded lessons and one story-time each day, supplemented by a range of screen-free and on-screen activities if you wish to use them.

Important

Please make sure that your child continues to work on their handwriting, spellings, regular reading to an adult and times table practise (where appropriate) in addition to the remote learning activities we provide. These were areas that we noticed in September that children overall were founding difficult after the first lockdown and it is important that we maintain these vital skills.

Not all work will be submitted electronically, to allow your child to work on their overall handwriting, presentation, and sentence structure whilst getting enjoyment from taking pride in their work. This also helps their stamina for learning, so that when we return, children can pick up where they left off. Thank you for your support with this.

How to use the remote learning

Please follow the guide carefully on the next few pages and refer to it if you need to at any point during remote learning.

There is a useful 'troubleshooting' section and 'FAQs' towards the end.

Accessing 'Google Sites'

Each class has their own private website, where you can access all of the remote learning activities from one central place.

The website link can only 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:

COVID-19 & REMOTE LEARNING INFORMATION

Remote Learning

Links to each class home learning page can be found here: (Children need to be logged in to access their class page)

CLASS 1 – https://sites.google.com/crayke.n-yorks.sch.uk/class1homelearning

CLASS 2 – https://sites.google.com/crayke.n-yorks.sch.uk/class2homelearning

CLASS 3 – https://sites.google.com/crayke.n-yorks.sch.uk/class3homelearning

CLASS 4 – https://sites.google.com/crayke.n-yorks.sch.uk/class4homelearning

NEW as at 04.01.2021 – REMOTE LEARNING GUIDE AND POLICY

As outlined before the holidays, in the event of remote learning being required we have prepared both a parent guide and a policy document to support families.

Please take some time to familiarise yourself with the expectations in relation to the differing scenarios you may find yourself in over the coming weeks.

We are aiming to spend time this week in school reminding pupils about how to access the site and to complete a short task.
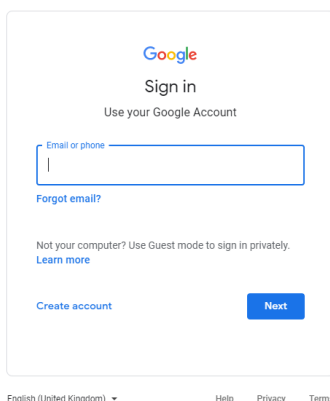
I am immensely grateful to Mrs Rayner for taking the lead on this and to all staff for their support, flexibility and dedication in striving to ensure that we are able to continue to provide a quality education in these uncertain times.

Should you have any queries please do not hesitate to contact us.

Remote Learning Policy January 2021

Remote learning letter to parents

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 (on brightly coloured card.) Please get in touch with your child's class teacher if you need them to confirm your child's username and password.

Google

Sign in

Use your Google Account

Email or phone

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account   Next

English (United Kingdom)   Help   Privacy   Terms

If you reach this stage and you see 'error 404' or have any other issues, please see 'trouble shooting' below.

This is an issue related to your devices web browser or settings, rather than the home learning page.

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. (labelled 'Lesson 1', 'Lesson 2' and 'Lesson 3' in Class 4.) The 'links' page is particularly useful for supplementing our remote learning plan offer and CGP books are widely available from online bookshops.
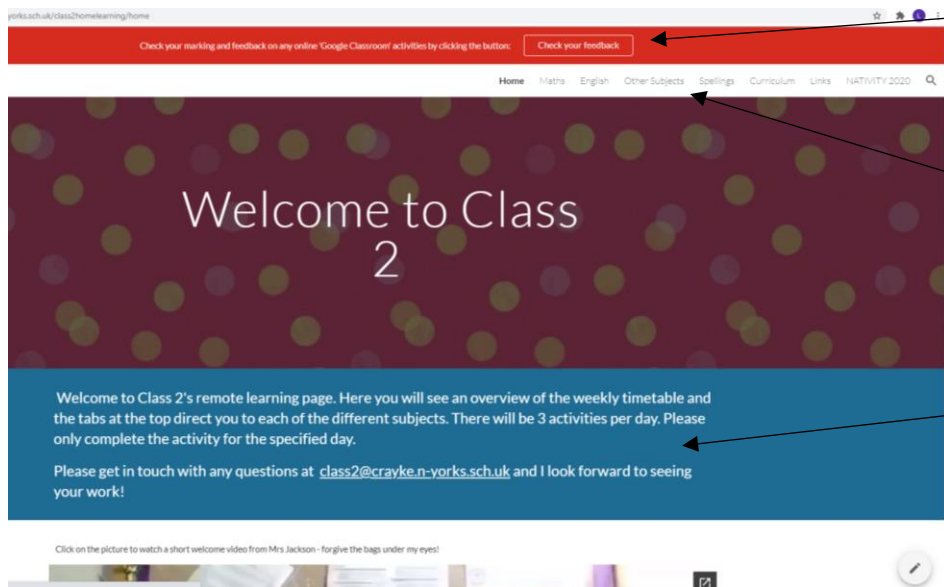

The red section contains a link where your child can see their marking and feedback

Navigate around by clicking these tabs.

Your child's class teacher e-mail address.

The class teacher (and any other adults who work with the class,) will put different tasks and activities on, under daily headings within the subject pages so please always check the different tabs and not just the red section.

In Class 1, a timetable of three activities per day will be provided, with the activities under different sub-headings along the top.
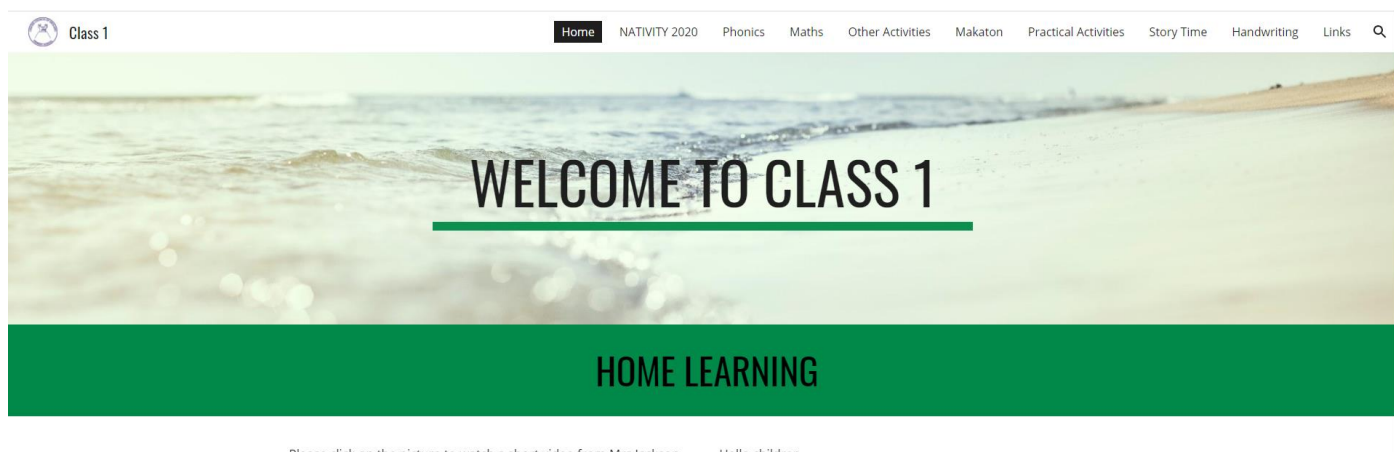
Children in Classes 2, 3 and 4 only

Completing online work for the class teacher to mark

Within the English, Maths and 'Other Subjects' tabs (or 'Lesson 1/2/3' for Class 4,) there will be some activities that require the children to complete something online. They will follow the link, which will automatically take them to the activity. For example:

Click here to go into the document.

IF it is relevant, a file such as photo of work can be added here.

Private comments between the child and the teacher can be sent about this piece of work, here.

It is vital that children click on 'Turn in' to submit their work when it is completed, to alert the teacher that it is ready to be marked.

Within 'Google Docs'

This works very much like 'Microsoft Word' and children can type straight into it. The document auto-saves as they work.
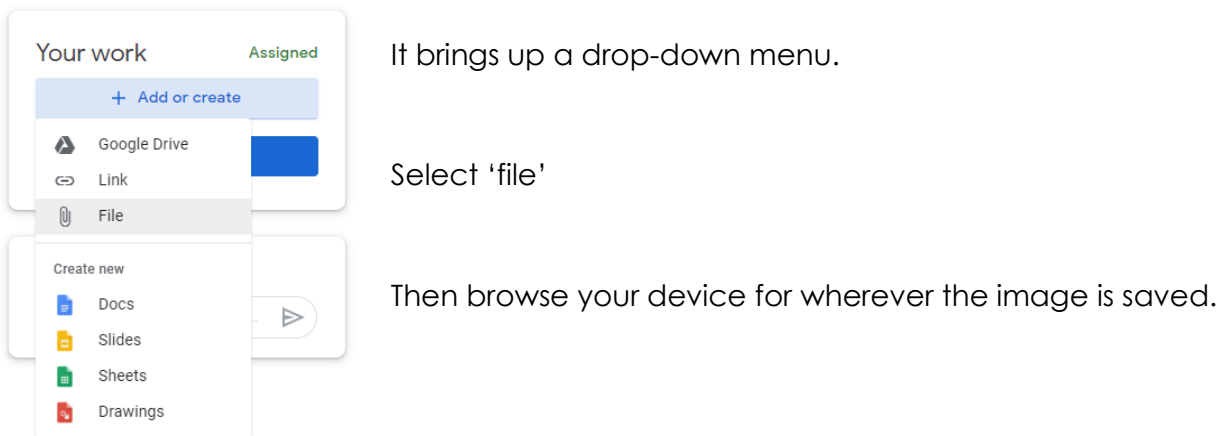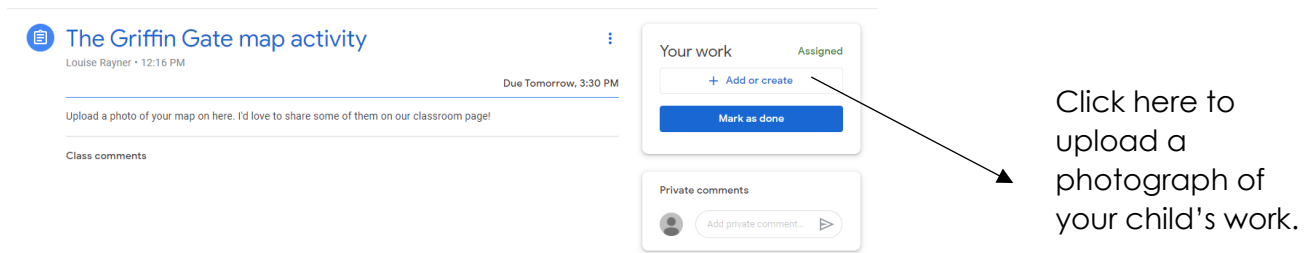
Voice typing:

IF your child needs to type any length of text and they are working in a quiet space, it may be useful for them to use 'Voice Type' in Google Docs.
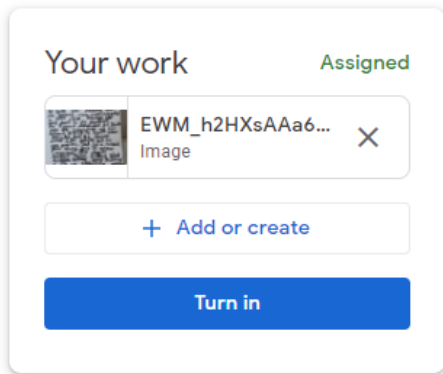
To do this, go to 'tools' and 'voice type.' You will need to have the microphone enabled and the language set to 'English (UK') as the default is American. Children can speak slowly and clearly, even saying punctuation such as 'full stop,' which Google Docs will put in.

Children can also [+]'turn in' work from here, once complete.
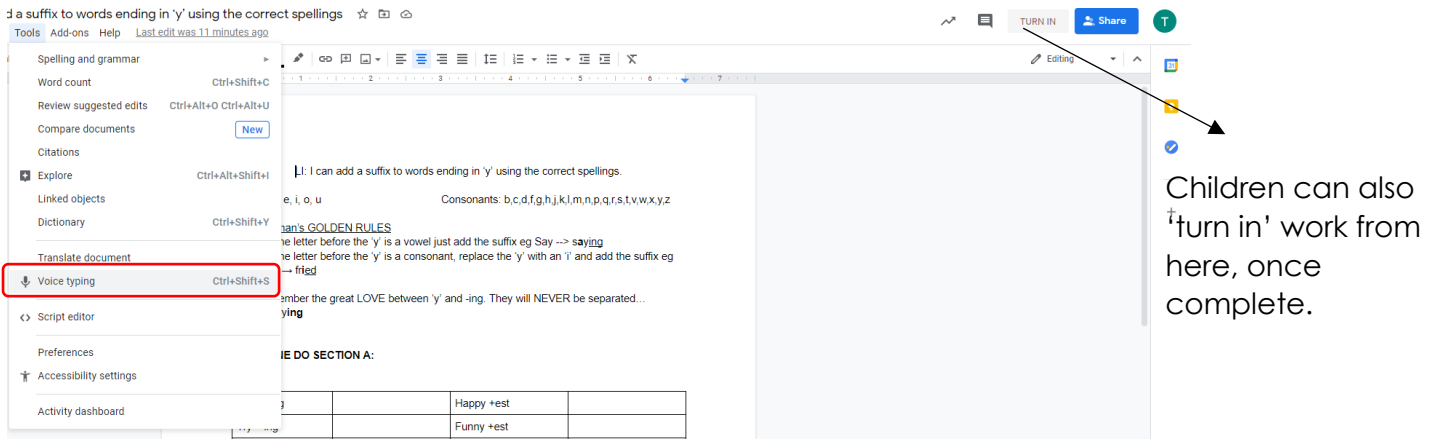
Submitting work that has been done 'by hand'

To enable your child to continue writing and drawing by hand, we will also be asking for some tasks to be done on paper and submitted via a photograph of the work. To do this, access the task in exactly the same way as above. It may look similar to this:

Click here to upload a photograph of your child's work.

It brings up a drop-down menu.

Select 'file'

Then browse your device for wherever the image is saved.

Your work
Assigned

EWM_h2HXsAAa6...
Image ✕

＋ Add or create

Turn in
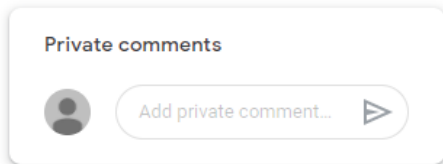
Private comments

Add private comment... ▷

This then makes the 'Turn in' button appear, for children to submit their work.
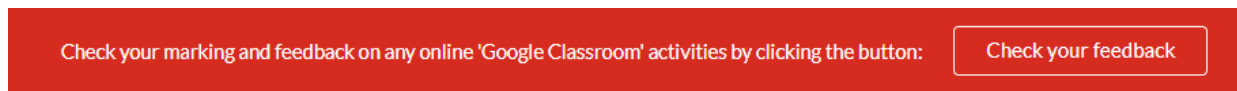
Multiple images can be sent, if required.

Marking and feedback can still be submitted by the teacher in the normal way, using the 'private comments' feature.
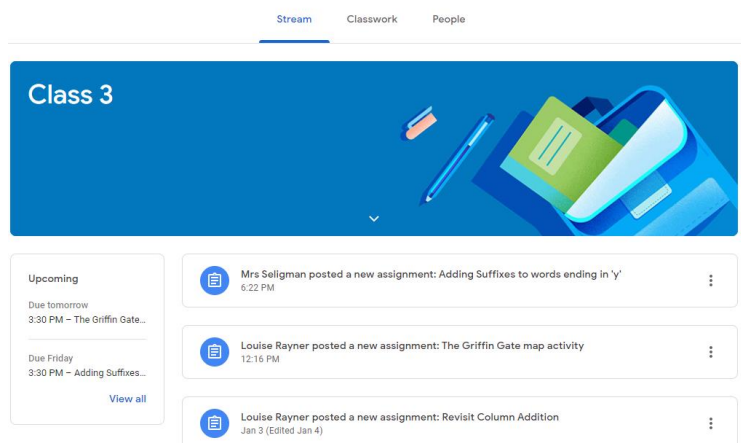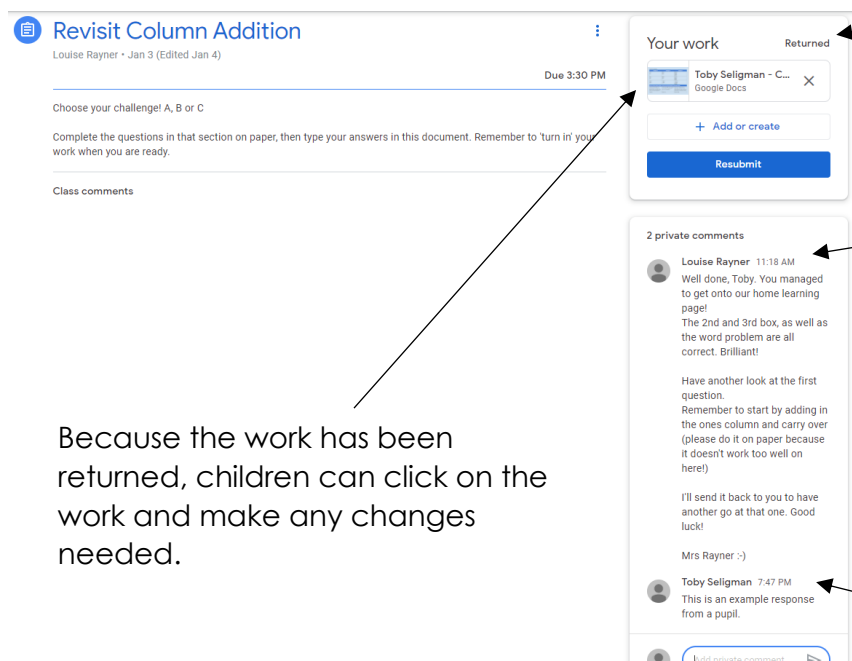
Seeing the marking and feedback

Children can either access the same link from the class website that they used to do the work, or to make it easier (and to act as a reminder so that they don't miss it,) children can click on the link in the red banner at the top of any page in their class remote learning site. For example:

Check your marking and feedback on any online 'Google Classroom' activities by clicking the button: Check your feedback

This takes them to the Google Classroom 'Stream' for example:

Click on the task that they have completed

A normal part of marking and feedback is *sometimes* passing it back to the child to make corrections or amendments. This 'returned' shows that this work has been passed back for changes.

Because the work has been returned, children can click on the work and make any changes needed.

The marking and feedback comments from the teacher, appear here (private and only seen by that pupil.)

They then press 'resubmit' to send it back to the teacher.

Pupils can respond privately to the comments about the work, to the teacher.

Troubleshooting

We appreciate everyone's patience as we all get to grips with using this new way of teaching and learning. Until everyone has attempted to log in using a range of different devices, it wasn't possible to know what problems may arise. We have had absolutely brilliant parents helping us to understand any issues they have had and how they managed to solve them. If you have any technical issues, their experiences may help:

- On Ipads/Iphones: Please make sure that you go onto the app store and download 'G-suite for education' (Google Classroom and Google Docs are the main apps needed initially.)
- On other devices, apps are not required.
- For the best experience, please use the web browser 'Google Chrome'
- Make sure that Google Chrome is up to date
- Remember that passwords are case sensitive
- If you have ever signed into google, it may be that your device has automatically remembered your login. Please log out and then try again with your child's username and password provided by school.
- Please make sure that you are only trying to log in via the school website (see the top of this document,) and on the correct class for your child.
- If there is a video on the site that you can't see and it brings up an error message about 'permissions,' please contact your child's class teacher as we may have forgotten to share the video with your child's year group by mistake!

As much as we would like to, we are unable to support parents with any technical issues relating to their own devices beyond this information. We can only ensure that the remote learning we provide works. Please do let us know if you are continuing to have problems so that we can come to an alternative arrangement, but there are plenty of online help websites that may support you with your particular device first.

Frequently Asked Questions

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 and spelling practise. Times table practise should also be a regular addition to the remote learning offer (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 has additional needs?

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.

<u>What should my child do if they find a task particularly challenging?</u>

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 your child's class teacher:

Class 1

Class1@crayke.n-yorks.sch.uk for Mrs Helfferich

Class 2

Class2@crayke.n-yorks.sch.uk for Mrs Dobson

Class 3

Class3@crayke.n-yorks.sch.uk for Mrs Rayner Monday to Thursday
mseligman@crayke.n-yorks.sch.uk for Mrs Seligman on a Friday

Class 4

headteacher@crayke.n-yorks.sch.uk for Mrs Jackson on a Monday
Class4@crayke.n-yorks.sch.uk for Mrs Chandler Tuesday to Friday