

# KS2 ONLINE LEARNING

Wednesday 2<sup>nd</sup> March 2022

Mr Briggs

# LOGGING ON

- ▶ Every child has their own High Ham Primary email address and password. This will give them access to their Google Classrooms.
- ▶ When you go onto Google there is a sign in button in the top right hand corner. If someone is already logged on, their initial will appear in a coloured circle. **You must log in with your child's email or you will not be able to access their classrooms.**
- ▶ If you are struggling to log on, please put a note in the planner.
- ▶ The email format is:
  - ▶ [Firstname.lastname@highhamprimary.co.uk](mailto:Firstname.lastname@highhamprimary.co.uk)
- ▶ Their password has a mixture of capital and lower case letters, and numbers.
  - ▶ This information is in the back of their planners under the password section.

# WHICH GOOGLE CLASSROOM TO USE?

- ▶ You will notice that your child has two active Google Classrooms (GC): a class one and an online learning one.
  - ▶ If your child is in a class higher up the school, they will have inactive GC from previous years.
  - ▶ The latest GC will be at the top of the list.
- ▶ Work will be added to the online learning GC if your child is isolating due to COVID, or if the class/school went into another lockdown.
  - ▶ The work will be uploaded the day after the school is informed about your child's absence.
- ▶ Homework and other classwork will be added to the class GC.
  - ▶ For example; topic homework will be handed in on the class GC.
  - ▶ There will be an assignment to hand this in with the guidance for the work attached.

# DAILY WORK

## Online Learning Google Classroom

- ▶ If your child is at home isolating, and they are well enough, there will be work set on the **online learning GC** for this to be completed.
- ▶ New work will be added daily, as long as the previous work has been completed.
- ▶ The work will be connected to what is happening in class and **follow along with the curriculum**. It will be adapted so that it can be completed at home with **parental support**.
- ▶ There will be a range of activities that can be completed either on paper or on the screen. None of them will require printing, although some of the work may be easier to complete if it is printed.
- ▶ The activities will not equate to a full school day, but there will still be a range of tasks (usually 3 or 4 a day).
  - ▶ The children are likely to complete the work quicker working 1:1 with parental support, as opposed to the independent work they would be completing at school.

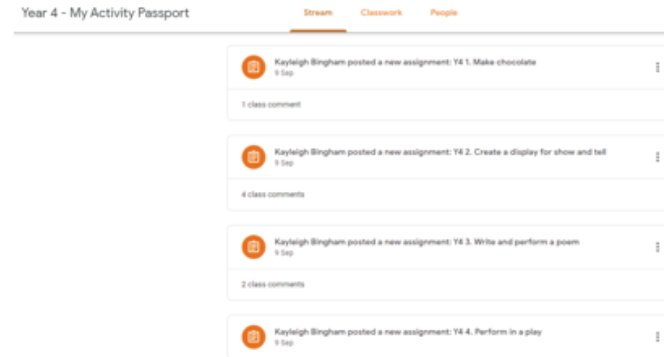
**If you are unable to help with every task, because you are working, please try to complete at least 1 activity. Please try to prioritise the phonics/spelling activity and reading, if they are part of the daily work.**

# GOOGLE MEETS

- ▶ If the majority of the class is off due to COVID, the class teacher will provide at least one live session through Google Meets (accessible through GC)
- ▶ This link will appear at the top of the page for you to follow.
- ▶ There are a few rules to follow during a Google Meet:
  - ▶ Only join the Google Meet when it has been arranged by a member of staff. It is for educational purposes only!
  - ▶ Wear appropriate clothing. Something that you would wear on a mufti day, for example.
  - ▶ Ensure you are in a public space, with an adult nearby.
  - ▶ Do not record anything that is said during Google Meet, it is a private session.

# HOW TO UPLOAD

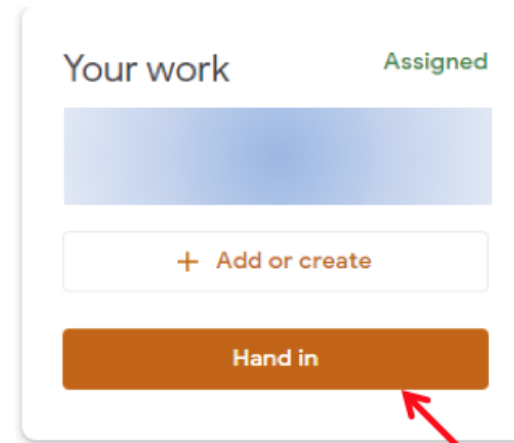
- ▶ There will be assignments for you to upload your child's work so that it can be viewed by a member of staff, typically the class teacher.
- ▶ If you are uploading more than one document, you will need to add them all before you hand the work in.
- ▶ At this point you can also leave a comment for the teacher. This can let the teacher know if your child struggled with something or if you have something else to say.



Click on the assignment you wish to upload. These will appear both on the stream and in the classwork tab.



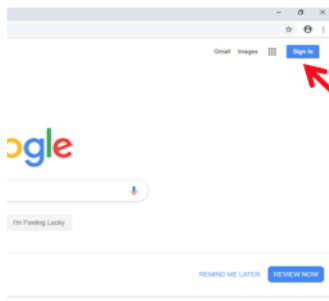
On the right-hand side, you can add your work. You can add a photo, video, or document.



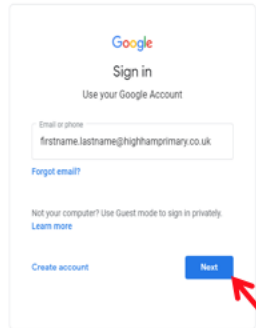
Finally, once you have uploaded everything you want to- related to the assignment you have chosen. Click the 'hand in' button and you are done.

# COMMENTING AND REPLYING

- ▶ Once you have handed in the assignment, a member of staff will be able to mark and comment on the work.
- ▶ The work will be returned to you with a positive comment and some suggestions, if there are any mistakes.
  - ▶ If you respond further to this, the teacher will not be notified and it may be missed.
  - ▶ If you have something else you would like to say, you can still comment. So we don't miss your response add a public comment the **daily overview** saying "Private comment on today's ... assignment". This will mean your comment is still private, but the teacher will know to look further.
- ▶ You can hand in work a second time, if you have more work to do or if you have made corrections.



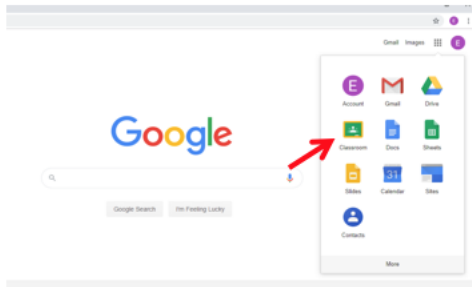
Start by clicking on Google. In the top right-hand corner there will be a sign in button. If you are already signed in on your own account, you will need to log out.



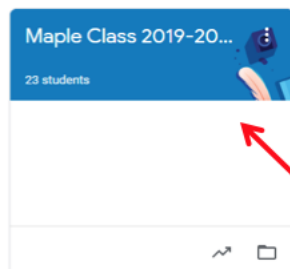
Each child has their own email for google:

*firstname.surname@highhamprimary.co.uk*

Their password is the one they use to get onto the Chromebook. Each child's password consists of capital letters, lowercase letters and numbers. You will find your child's password in the back of their planner.

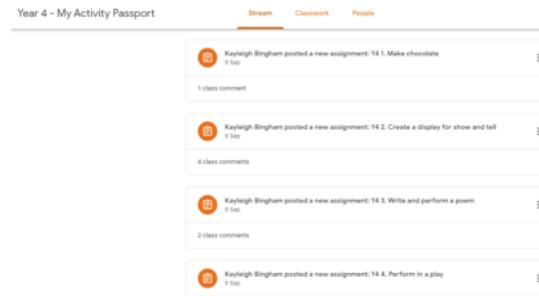


Once your child is signed in, click on classroom. If it does not appear when you click on the 9 small squares, simply type it into the search bar and it will come up.



Your child should be a member of their classes Google Classroom.

*This image is an example of what you will see.*

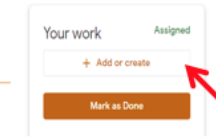


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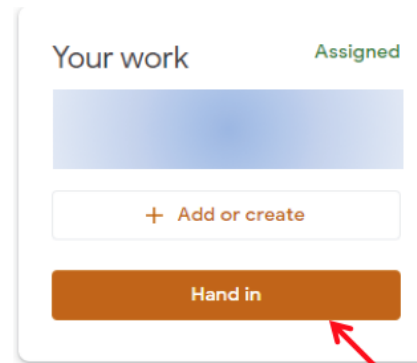
### Y4 1. Make chocolate

Kayleigh Bingham 9 Sep

Class comments



On the right-hand side, you can add your work. You can add a photo, video, or document.



Finally, once you have uploaded everything you want to- related to the assignment you have chosen. Click the 'hand in' button and you are done.

Once the work is handed in, a member of staff will be able to view and mark the work. Most of the time, they will respond with a private comment, you will be able to see these when you go back on the assignment.

You can also add private comments on the assignments, however, if you do this please add a class comment so that a member of staff knows where to look. This can just be a simple comment, i.e. "Private comment on today's English assignment."



# ONLINE SAFETY

We talk to the children a lot in school about how to stay safe online, it is important that this message is portrayed at home too.

Here are some tips for staying safe:

- ▶ If you using a public (not just for the child's use), log out at the end of each day
- ▶ Keep passwords secure and do not share them on the public steam of work.
- ▶ When commenting, either public or private, make sure they are polite and respectful. Be aware that others can see your comments.
- ▶ Take movement breaks away from the screen throughout the day
- ▶ Google Classroom and Google Meets are for educational purposed only. It is not social platform.
- ▶ When researching for a task, please make sure you use a child appropriate/friendly search engine. E.g. <https://www.kiddle.co/>
- ▶ If you see something that upsets you, tell an adult straight away
  - ▶ Parents have this conversation with them at the beginning of each day.

# Links to sites with help and advice for parents about online safety



## **Key Communication Reminders**

We use twitter to update our website remotely. You do not need to follow twitter to keep up to date. This reminder list is on the online school noticeboard (or on school twitter feed) every Friday in the weekly summary.

- **Summary of ways we communicate** - [communication methods](#).
- **School daily noticeboard** – [front page](#) of the website or follow school twitter account
- **Class updates** – [class pages](#) on the website or class twitter feed (Monday homework is added)
- **Dates for the future** – [calendar page](#) of the website (most events when clicked open and give more information)
- **Any queries?** Please add a note to the pupil diary.
- **Latest Covid information** is always on the [front page](#) of the website.
- **Parents' evening booking** link is always on the bottom of the [front page](#) of the website.
- **School answer machine** – for absence

## **Mobile Phones**

Recent update for this year, you can now save a quick link to your mobile phone, should you wish.

Bottom of front page of website:



### **Quick Links**

*For quick access, download to your mobile*

Here you can save a quick link page to your mobile home screen if you wish.