

Sherard Primary School

Specialist Provision Remote Learning Guide

It is important to us at Sherard Primary school that we plan for any potential closures of 'class bubbles' or whole school closures to ensure that any impact on learning for our Seahorse children is kept to a minimum. In order to ensure this, we have created this guide to explain what the remote learning will look like and how to access it with your child.

How will we access remote learning?

Your child needs access to a laptop or computer, if you do not have either of these then we strongly suggest you purchase one. As your child has special educational needs you can apply for a grant in order to purchase one through <https://www.familyfund.org.uk/> . Please speak to your child's class teacher or Miss Walter if your child will have no access to either a laptop or a computer in order to complete remote learning. Children will struggle to access the full remote learning using only a tablet.

ClassDojo

Remote learning will be accessed through our learning platform 'ClassDojo'. You should all be familiar with this but if you are unsure how to login into ClassDojo as your child or have any questions then please speak to your child's class teacher.

All work to complete will be set on ClassDojo and children need to submit their completed work through the Portfolio section of the website, please see attached guide.

Microsoft Teams


Teachers will also be teaching your children directly through Microsoft Teams. Please see the attached guide with how to use Microsoft Teams with your child.

Your child will be added to their class group and teachers will then be able to individually call children, so they can get used to using the platform, this will happen over the next few weeks.

We will also be setting homework on ClassDojo which will be explained over Microsoft Teams, again so that the whole class can get used to interacting in this way.

Please see attached guide for accessing Microsoft Teams and information below for how to login.

Sign in to Teams

1. Go to [Office.com](https://office.com) and sign in with your school email and password.
2. From your [Office.com](https://office.com) homepage, click on the **Teams** app to open it right in your browser.
3. Select  Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

What resources will I need?

Your children will hopefully be provided with some resources in the event of a bubble closure but this may not always be possible. Please find below a list of useful resources to support their home learning.

- Whiteboard, Pen and whiteboard eraser
- Colouring pencils
- Pencils
- Ruler

- Cubes or counting equipment e.g. small objects which can be counted
- Spare paper
- Story books

Teachers and class LSA's will be available between 9am and 3:30pm to answer any questions or queries during the day. Teachers will also provide regular feedback to work on ClassDojo so please ensure you support your child to review this.

Tips with how to support children with remote learning

- Provide regular prompting to keep children on task and engaged.
- Provide some scaffolding for children but follow the class teachers lead. Please let them complete the work as independently as they can.
- Scribe any words above their writing in their remote learning book which cannot be read.
- Use the prompt cards to support your child to listen with lips closed during whole class teaching over Microsoft Teams.
- Support your child with communicating at appropriate times.
- If you have attempted to engage your child a number of times and they continue to remain disengaged please speak to your child's class teacher and it may be that they require a Brain Break, activities for which we will post on ClassDojo.

Seahorses

Remote Learning Parent agreement

Expectations of Parents/Carers during remote learning

- Please ensure you continue to alert the school if your child is poorly and unable to access the home learning for the day.
- Support your child to access the work set remotely and encourage your child to complete the work to a standard which reflects what they are capable of.
- Stay in regular contact with your child's class team and teacher.
- To ask for help and support when needed either over Microsoft Teams or ClassDojo.
- Be respectful when explaining any concerns or queries to staff.
- Please support your child to hang up after each Teams chat and then await the next call.

Expectations of children during remote learning

- To complete the work to the best of their ability and submit it for feedback.
- To participate in the school day and interact as much as they can with their class.
- To ask for help when they are finding something tricky, this may be with parent support and can be completed on Microsoft Teams using the Hand up function.

Data Protection

Microsoft Teams live teaching sessions will be recorded in order to safeguard children and staff, these will be stored on school owned devices which are secure.

Parents will consent to this and this remote learning agreement through School Gateway.

Accessing personal data for remote learning purposes will always be done through a school owned device.

We will take appropriate steps to ensure devices remain secure this includes but is not limited to:

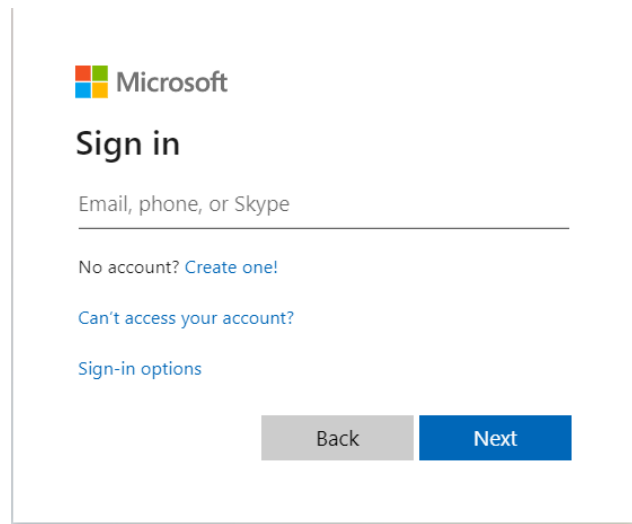
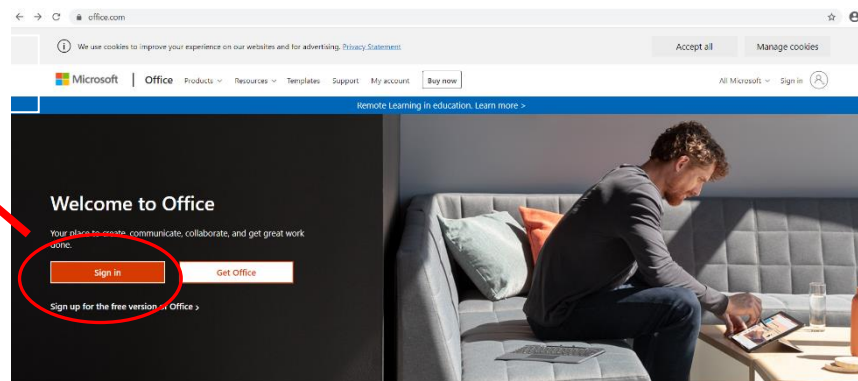
- Keeping the device password protected
- Ensuring the hard drive is encrypted
- Making sure the device locks if left inactive
- Not sharing the device among family and friends

Using Teams at home with your child.

To get started:

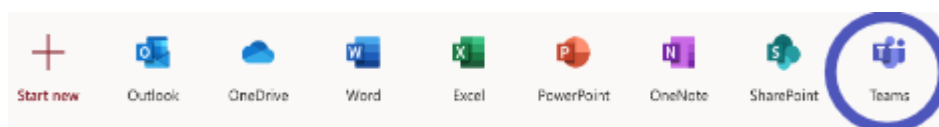
Your child must login to their Office365 account. This can be opened in any internet browser window, or you may wish to download the Microsoft Teams app for your computer or laptop, <https://www.office.com>. Your child has a username and password for this which will be sent to you via ClassDojo.

Sign In by clicking

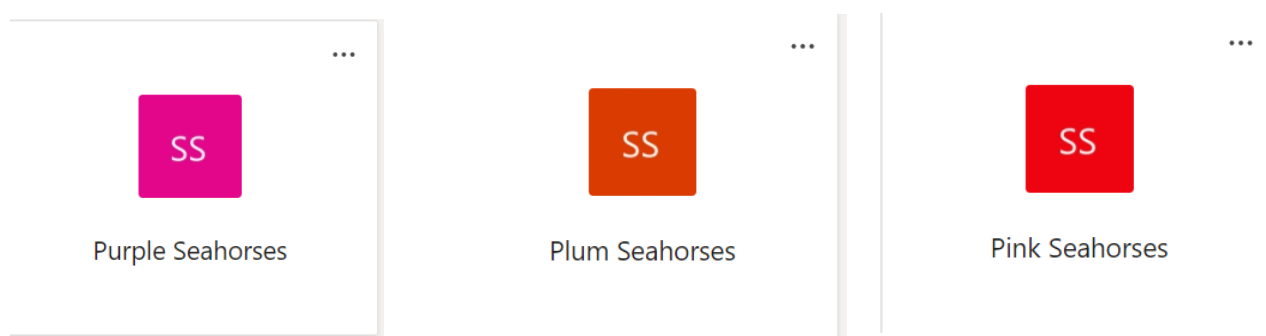
A screenshot of the Microsoft Sign in page. The page is white with a light blue border. At the top, there's the Microsoft logo and the text 'Sign in'. Below this, there's a text input field labeled 'Email, phone, or Skype'. Underneath the input field, there are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right, there are two buttons: 'Back' (grey) and 'Next' (blue).

If you are having issues logging in at any point, then please contact your child's class teacher via ClassDojo and they can support with this.

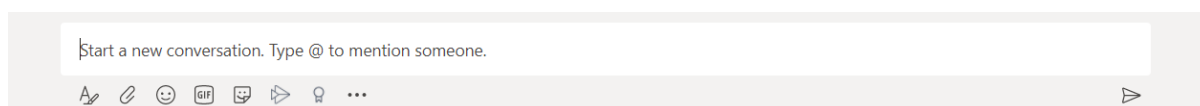
Click on 'Teams' to get to their virtual classroom.



Children should then be able to see their own class team. They then need to remain in this chat and keep it open throughout the day. This will be how their teacher and support staff will contact them and they will be able to see the rest of their class as well.



During the Teams live teaching there is also a chat function, so you will be able to communicate with the class teacher this way if needed.



Whilst using Microsoft Teams please remind your children to follow our rules, this includes making sure children have their microphones muted

whilst the teacher is teaching.



We also expect:

- Good Listening

- Good sitting
- Lips Closed (and microphones muted) unless answering questions or when they have been asked to speak.

Using ClassDojo

ClassDojo have lots of useful information for parents and support on their website:

<https://www.classdojo.com/>

<https://classdojo.zendesk.com/hc/en-us/articles/360047763572-How-to-Access-and-Respond-to-Activities-in-the-Student-Account#web>

In order to view activities which your child's class teacher has assigned your child will need to be logged into their own student account. They will do this by using the QR code or unique link which will be assigned by your child's class teacher.

What is ClassDojo Portfolios and How Do I See My Child's Work?

ClassDojo Portfolios is a 100% free, digital student portfolio that allows students to share their learning with their teacher and their family! Students can upload work to their Portfolio [in class](#) or [at home](#), and families can see their child's posts on a mobile device, or on the Web-wherever they login to ClassDojo. .

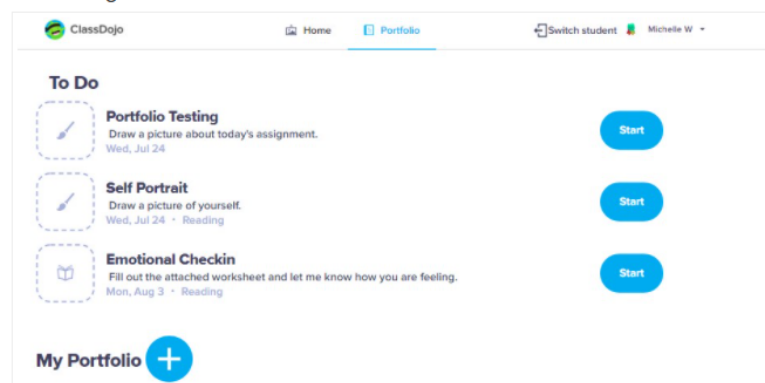
To see your child's work, simply log into your ClassDojo parent account and tap the Stories feed to see your child's posts. You can "like" a post and leave a comment, and both your child and their teacher will be able to see your feedback!

How to access and respond to activities in Portfolio

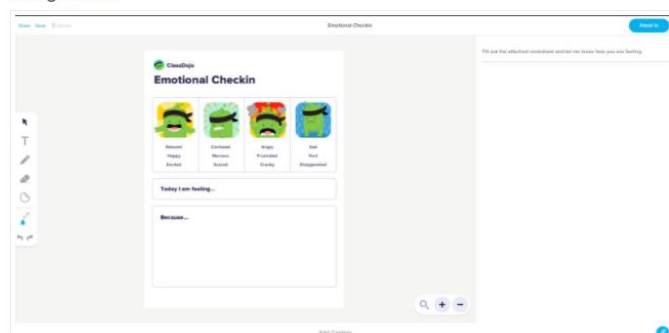
Teachers will use Portfolio to set work which requires completion.

Your child will need to be logged into their own student account. You can then help them complete the assigned activities.

- 1 You will see all of your child's assigned activities under "To Do" at the top of the "Home" or "Portfolio" tab. Click "Start" next to the activity you would like to begin.



- 2 Read the activity instructions and use the different tools to complete the assignment



- 3 Clicking "Save" will save the assignment as a draft that students can come back and access to finish later. Clicking "Hand in" will submit the post to the student's teacher for approval.

