



# The Leys Primary and Nursery School

15th January 2020

## Remote Teaching and Learning

Dear Parent/Guardian/Carer,

We hope that you and your families are all safe and well at the start of this new term. As you can imagine, it has been, and continues to be, a challenging time for the school in dealing with changing government guidance - we are grateful for your patience. Thank you to the very many parents who have already offered support to us, including some extremely motivational and positive emails - they have been gratefully received.

I was delighted that The Leys' remote learning was up and running within hours of the Government's lock-down announcement and on behalf of all the Governors would like to thank teachers, children and parents for their support and engagement on what they have achieved, with virtually no notice.

This is completely uncharted territory for us all and we want you to know that as a school we are here for you throughout these difficult times. We want to work closely with you whilst you are assisting with educating your child from home. It's a scary thought to have been tasked with educating them during this unsettling time and not knowing for how long, we really do understand your anxieties and want to do everything we can to help you.

We know from research into what has been the most successful for parents recently in isolation in other countries, that the best way we can support you is to have an open line of communication, keep you updated with work and information, give you clear instructions and provide loads of ideas of additional activities so you can have some choice too. We endeavour to do this through daily contact with pupils via google classroom and google meets. We ask parents to email the year group for any further guidance or queries. We will keep you updated by emailing weekly timetables and key information.

For further guidance, resources and links to useful websites please visit our **Home Learning page on our school website** or see link below. We have included some useful tips and suggestions to make home learning an easier experience.

<https://www.leys.herts.sch.uk/pupils-home-learning.html>

Please see below useful tips for using Google Classroom.

Many thanks for your support.

*Davinder Khangura*

Deputy Headteacher

These are just a few helpful tips that should help your child navigate Google Classrooms.

### Timetables

- A timetable for the following week will be emailed out by the school office
- Teachers will also be posting the timetable to the Google Classroom stream.
- In lessons where the class is split into different ability groups (e.g. Maths and English) the timetable should contain links to the different Google Meets.
- All year groups have now scheduled CATCH UP SESSIONS to allow families to complete any unfinished work.

### Google Meets

- **MAKE SURE THERE IS A TEACHER OR TA IS ON THE MEET BEFORE YOUR CHILD LOGS ON**
- If an adult is not online then the child should not join the meeting. It says before you enter a meeting who else is online so they should be able to check.
- All children should be on mute, unless asked to contribute to the conversation by the adult running the session.
- If the child has something to say/ ask they can type it in the comments section or raise their hands.
- Children must only use the comments section to correspond with the adults and not each other.
- Children do not need to have their cameras on if they are feeling anxious about being seen - although we do like to see their smiling faces.
- Please do not use background filters - these slow down the Google Meet

### Set work/ assignments

- When a child logs on there will be a box on the left hand side that has all their assignments, this will contain all the work your child has been assigned.
- If the teacher has directed them to a piece of work but they can't find it then there is a possibility that the teacher has not set a hand in date - in the case there should be a drop down menu at the top of the page with these assignments.
- Most teachers have made sure that the assignments are saved by subject area eg. 'Reading comprehension'. These should have the same title as the subject on the timetable supplied.
- Please ensure that your child submits the work once completed. Once it has been marked by an adult it will be returned to the child with either a mark or comment.
- If a child has not been able to log in during the Meet when the work was being explained then there is always a set of instructions attached to the work to give guidance.