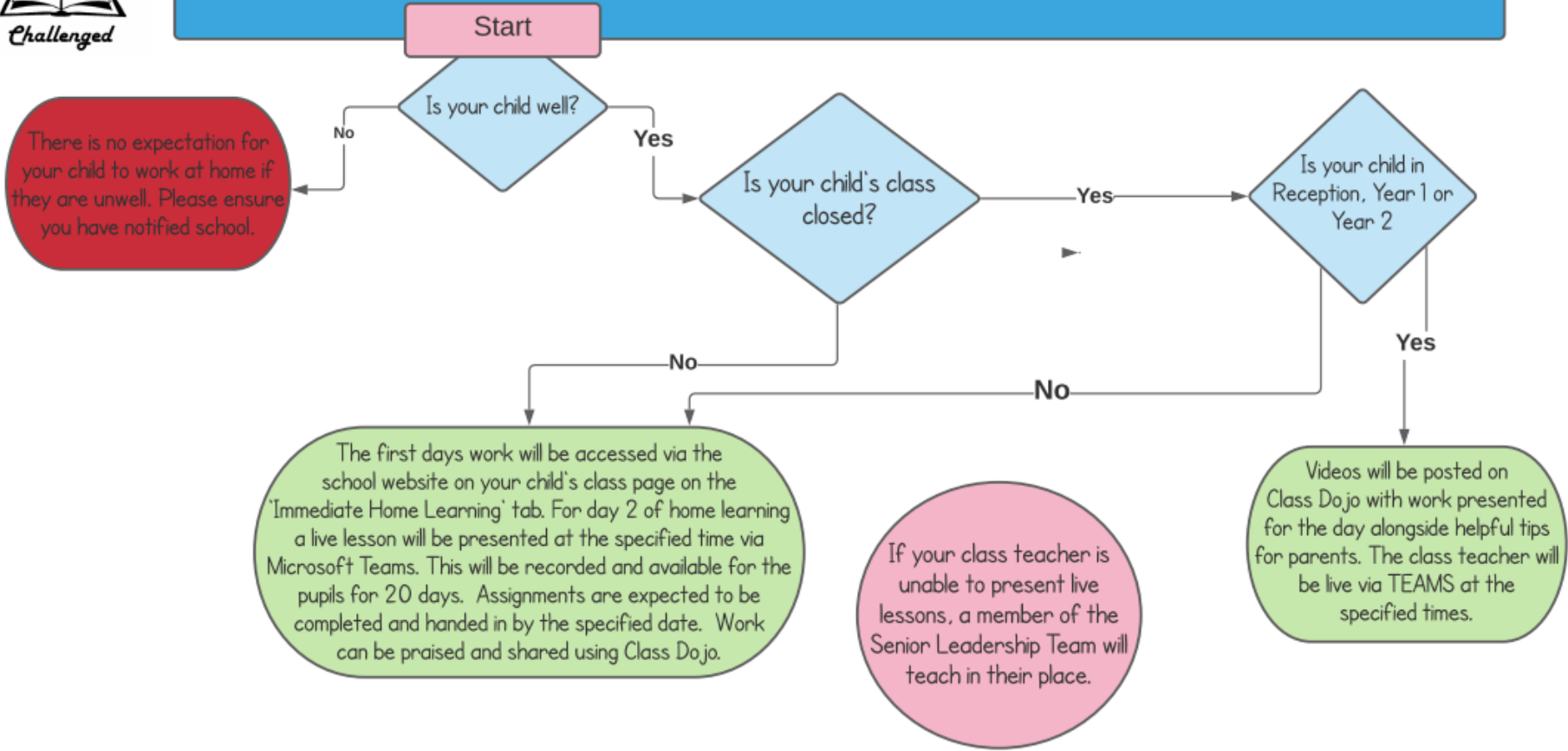


Parental Guide to Remote Teaching
at Holy Cross Primary CVA



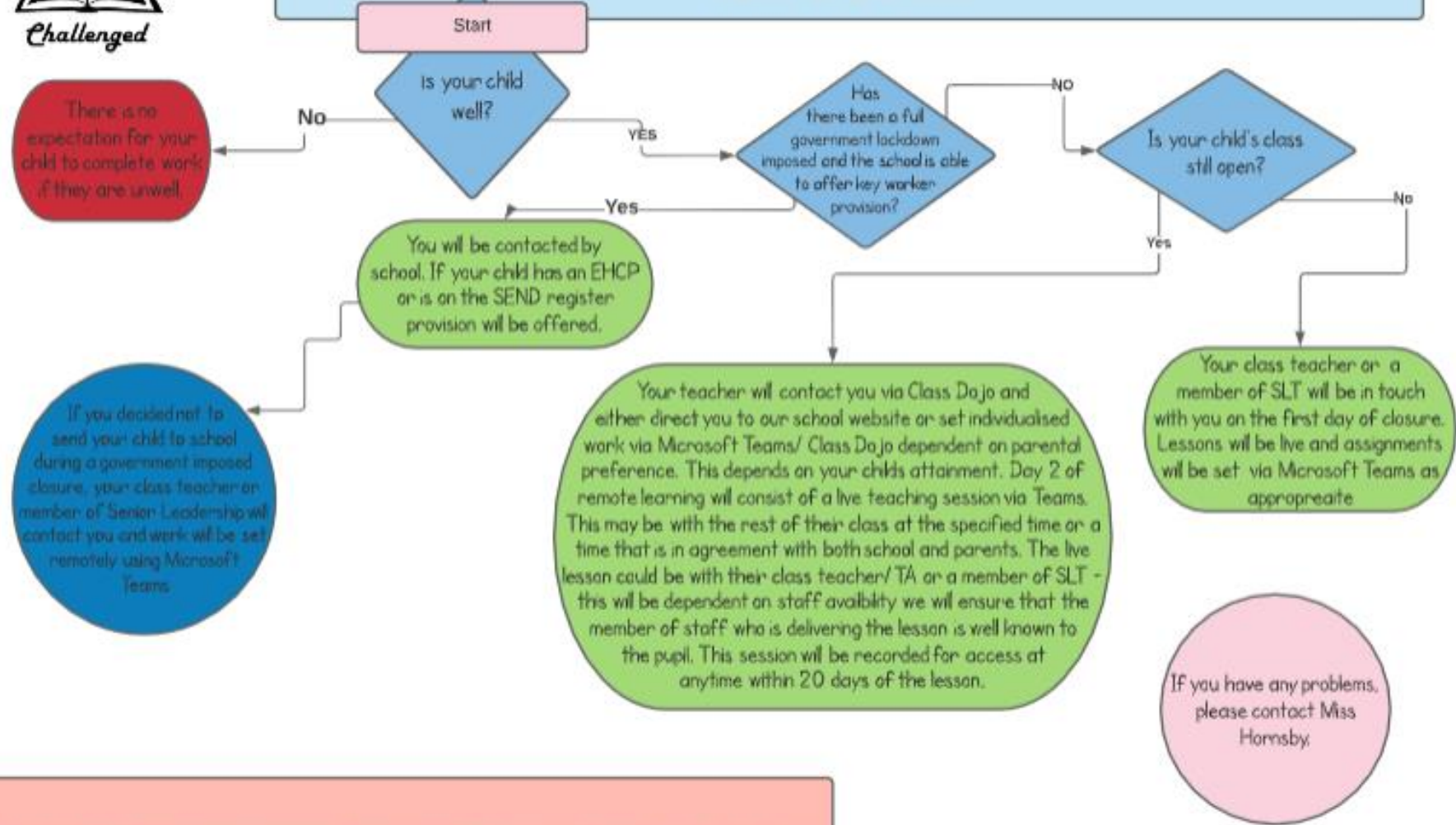


A Guide for Parents - Remote Learning - If pupil is NOT in school.





A Parents Guide to SEND Remote Teaching if the Pupil is NOT in School.



There is no expectation for your child to complete work if they are unwell.

If you decided not to send your child to school during a government imposed closure, your class teacher or member of Senior Leadership will contact you and work will be set remotely using Microsoft Teams.

You will be contacted by school. If your child has an EHCP or is on the SEND register provision will be offered.

Your teacher will contact you via Class Dojo and either direct you to our school website or set individualised work via Microsoft Teams/ Class Dojo dependent on parental preference. This depends on your child's attainment. Day 2 of remote learning will consist of a live teaching session via Teams. This may be with the rest of their class at the specified time or a time that is in agreement with both school and parents. The live lesson could be with their class teacher/ TA or a member of SLT - this will be dependent on staff availability we will ensure that the member of staff who is delivering the lesson is well known to the pupil. This session will be recorded for access at anytime within 20 days of the lesson.

Your class teacher or a member of SLT will be in touch with you on the first day of closure. Lessons will be live and assignments will be set via Microsoft Teams as appropriate.

If you have any problems, please contact Miss Hornsby.

If you do not have internet access, please inform school and work will be sent to you.

This guide was produced by Gary Roper from Christ Church (CE) Lichfield.
Thank you for sharing.

An introduction to Microsoft Teams for Parents and Children

Supporting Remote Learning

How to access Microsoft teams

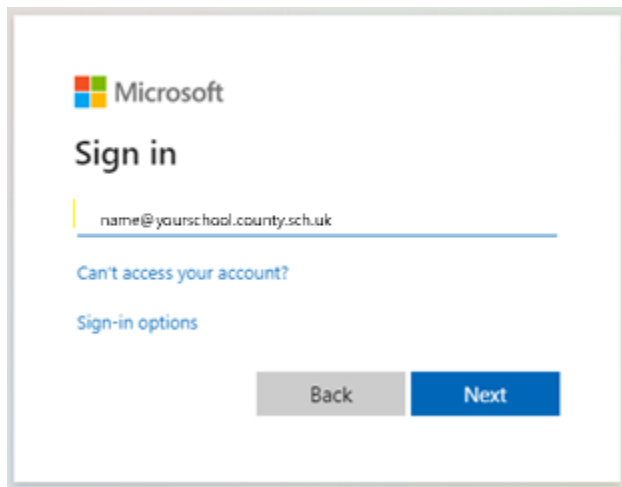
Teams can be accessed from the web browser, a desktop application or a mobile app.

<https://teams.microsoft.com>

Download Microsoft Teams for your desktop or mobile:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

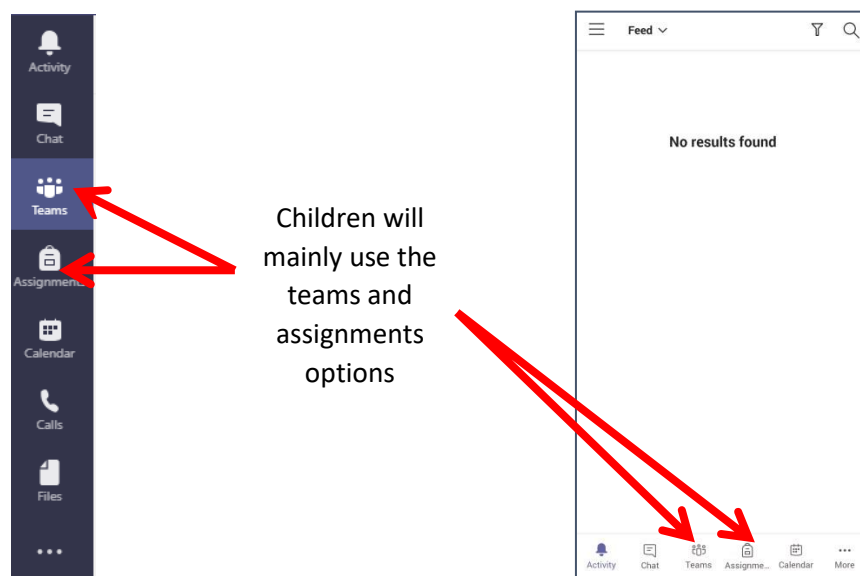
Signing In



Children will log into Microsoft teams with their username and password (provided by their teacher once the platform is launched).

Navigating Microsoft Teams (desktop & Mobile)

Primary navigation appears on the left hand side of the screen (bottom on iPad and mobile devices) and includes the following icons: Activity, Chat, Teams, Assignments, Calendar, Calls and Files

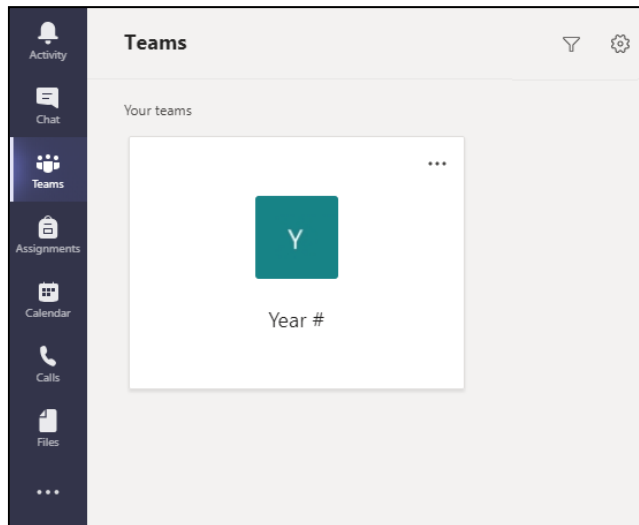


Desktop website/app

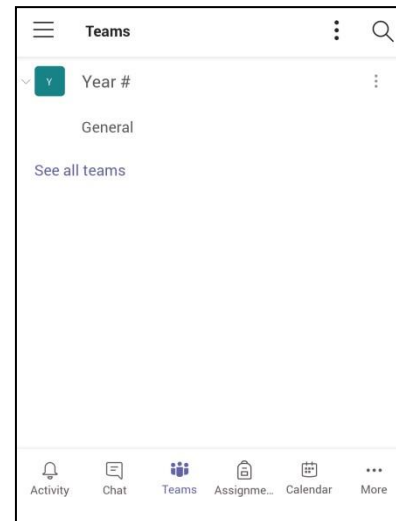
Mobile/iPad app (may vary on different devices)

Teams

Children will be part of a (Year group) team. To see which teams they are part of the children should click on the 'teams' icon.



Desktop website/app



Mobile/iPad app (may vary on different devices)

Clicking on the Team will allow the following options to be selected.

Posts	This is where your child's teacher can post general information
Files	A place where previous files that have been shared can be seen.
Class Notebook	A class notebook where children can collaborate (not used)
Assignments	Lessons, homework and activities set by class teachers
Grades	Points/Grades for assignments which will be displayed here. (not used)

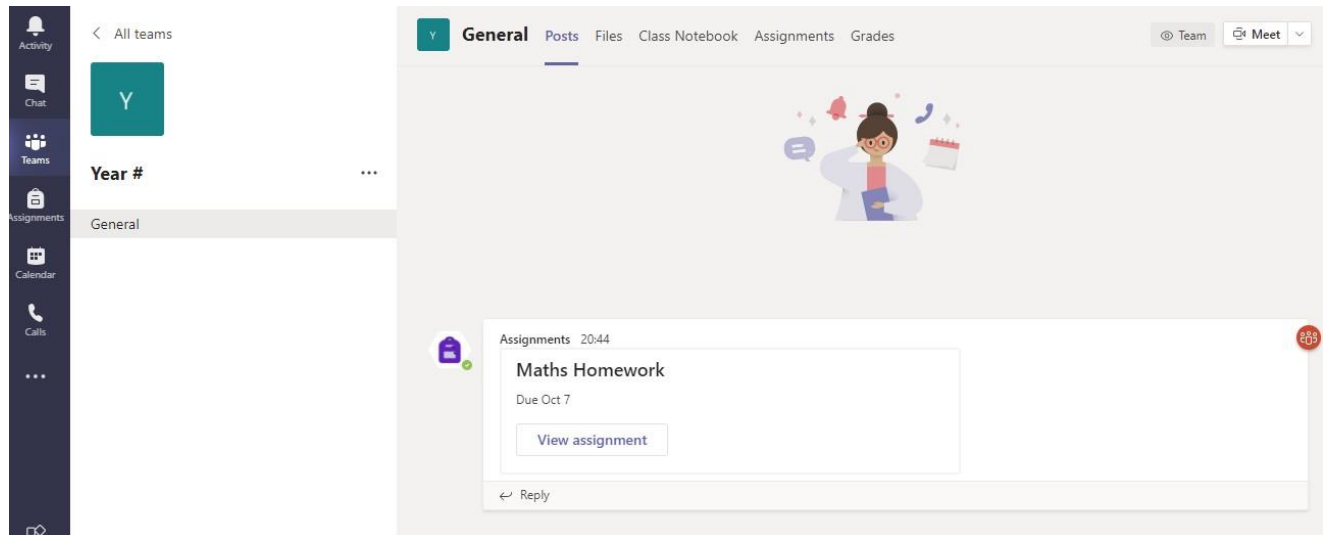
At our school we will mainly use the **Posts**, **Files** and **Assignments** options

If no teams are available, please let your child's teacher know.

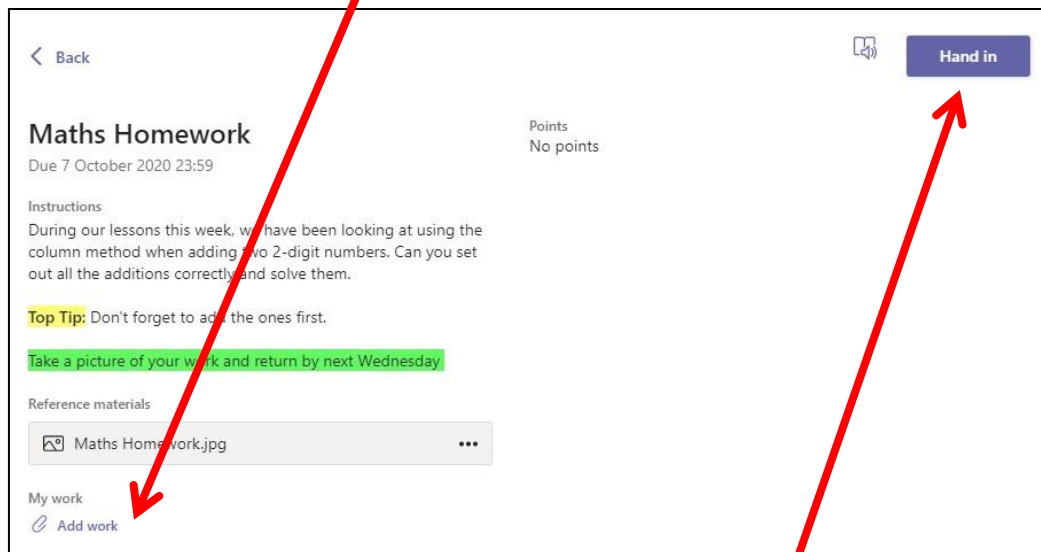
Assignments

Assignments will initially be used to set homework for children but will eventually be used to deliver remote learning if required.

In the example below you can see that a Maths Assignment has been set. It has appeared in the **Posts** section but can also be accessed through the **assignments** tab.



Clicking on **View assignment** will allow you to view the instructions, resources (including any video links) and also allow you to **add your work** for marking. You can **add work** from your device in most file formats.



Desktop version (mobile/iPad app shows the same details)

Once Completed, hand in your work by pressing the **Hand in** button.

Receiving Feedback

After the work has been handed in, your child's work will be sent to the teacher for marking. They will receive a positive comment on their work and it will be **returned** to them for viewing.

In the example below, the child has attached a picture of their written calculations for review. The teacher has then looked at the work and given a positive comment.

Maths Homework


Due 7 October 2020 23:59

Instructions
During our lessons this week, we have been looking at using the column method when adding two 2-digit numbers. Can you set out all the additions correctly and solve them.


Top Tip: Don't forget to add the ones first.


Take a picture of your work and return by next Wednesday

Reference materials

 Maths Homework.jpg ...

My work

 My Answers.JPG ...

 Add work

Feedback
Brilliant work. All correct! You have shown a good understanding of column addition.

Points
No points

Thank you for taking the time to read this guide