Parent & Carer Guidance for Remote Learning

Greenhills Primary School

@greenhillsps

SOUTH LANARKSHIRE COUNCIL

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Foreword

We live in unprecedented times in Education with staff, learners, parents and carers having to adapt to a situation that we could never have foreseen. At the time of creating this document, we are living through our second National 'lockdown' with pupils and staff participating in 'remote learning'. This has provided many hurdles as we adapt and change the way in which we provide a wonderful education at Greenhills Primary School and Nursery. In the last 12 months, many of us have developed our ICT skills beyond any level that we could have imagined, from recording lessons, providing live interactive teaching, sharing documents with learners remotely, providing written and recorded feedback… taking all the excellent teaching that we do so well and transferring it to a digital platform. We also recognise the hard work of our parents and carers during these times and commend them for their wonderful efforts in supporting their children with remote learning tasks.

We hope this guidance provides assistance to all parents and carers moving forward. Nelson Mandela once said, "Education is the most powerful weapon which you can use to change the world." We commend all staff, parents and carers for their exceptional hard work and adaptability to ensure that they continue to provide this "powerful weapon" in an ever changing world.

#TeamGreenhills

Introduction

The purpose of this document is to provide guidance to parents and carers on our approaches to remote learning within Greenhills Primary School and Nursery. At the time of writing our school, as well as all others across the world, have moved to a remote learning model in response to the Global pandemic caused by the Covid-19 outbreak. While we hope this will be a 'once in a lifetime' challenge, we recognise that the skills our pupils and parents and carers have developed in this time can enhance learning both within 'normal schooling' and through the use of home work tasks in future. We hope this document supports parents and carers with ICT and learning during times of 'face to face', 'remote learning' and potential 'blended learning' models.

If you have any further questions regarding the use of ICT to support learning, or accessing GLOW and Google Classroom, please do not hesitate to contact the school and one of our ICT co-ordinators will be happy to help.

Online Platforms used

Greenhills Primary School

Within Greenhills Primary School we use Google Classroom as the online platform for homework and remote learning. This is accessed by staff and pupils through their GLOW username and passwords. At the start of each academic year, staff create their own Google Classroom and add all members of the school's Senior Leadership Team as well as any allocated Support Staff.
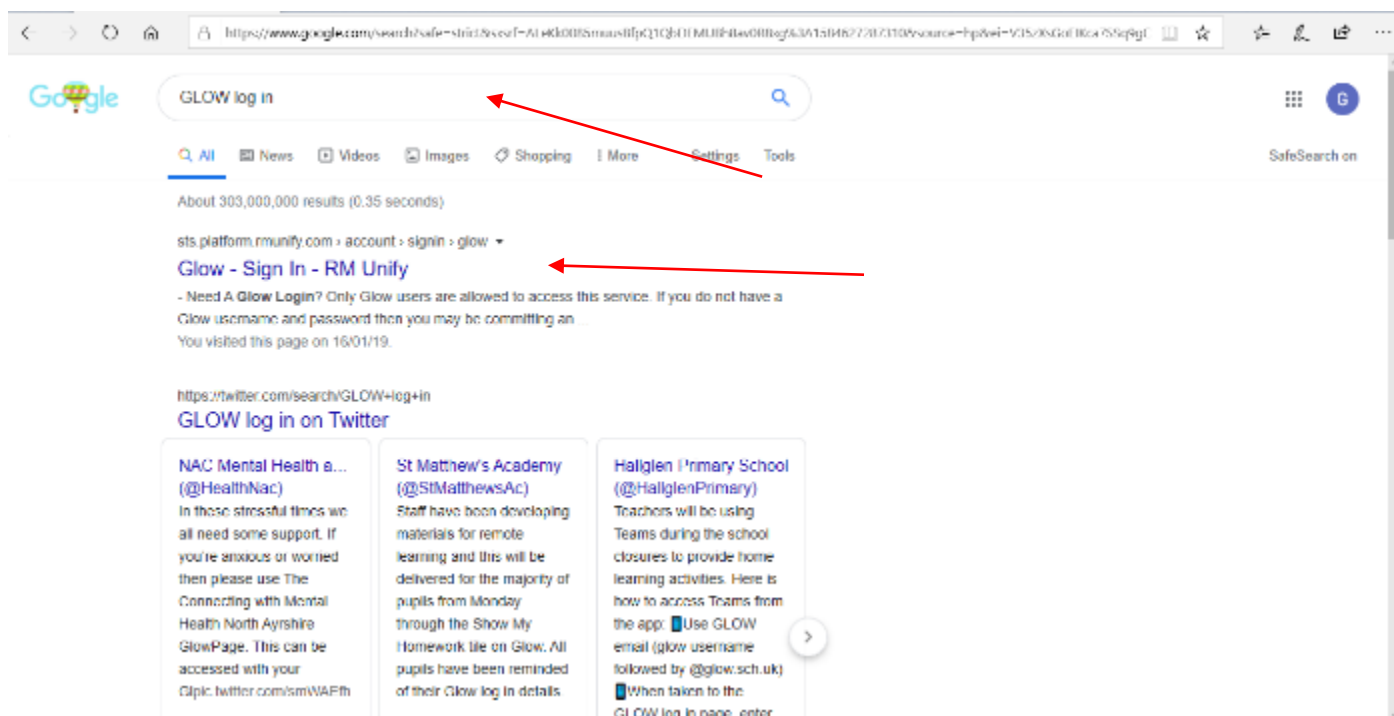

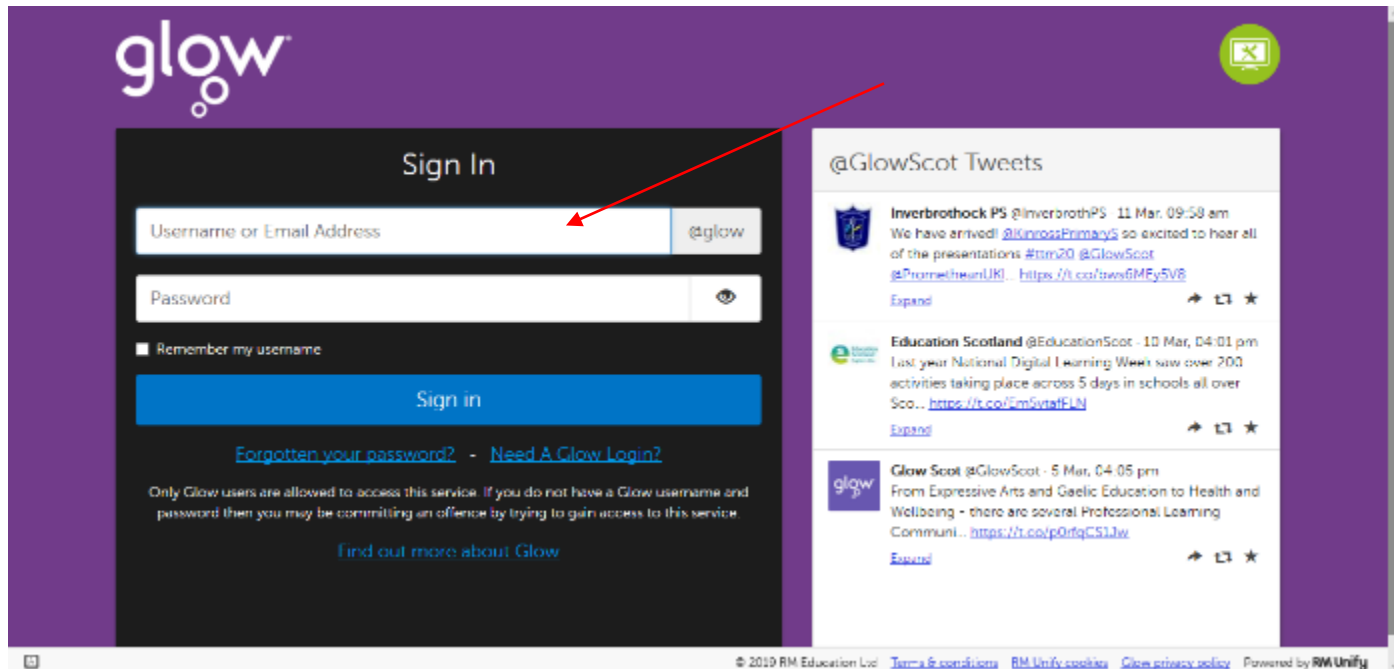Google Classroom
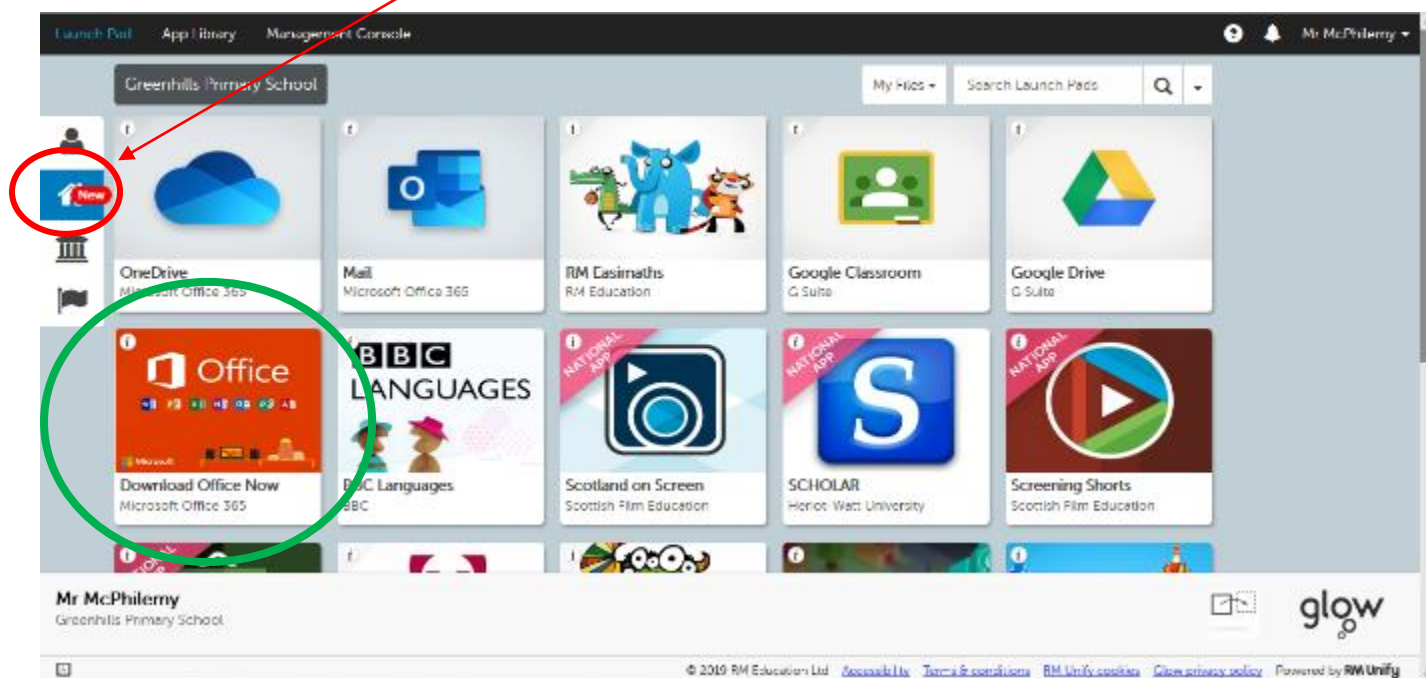
Accessing GLOW

Access GLOW from Home

1. Search 'GLOW log in' using any search engine.
2. Select 'Glow – Sign In – RM Unify'.

3. Type in Username and Password.

4. You should see a page that looks similar to the one below. Click on the 'School' button to access all school recommended apps.

5. From here, One Drive, e-mail, Google Classrooms and many other educational sites can be accessed.
6. The Microsoft Office 365 tile (circled Green) allows GLOW users to download and install Microsoft Office onto both desktop machines and mobile devices.
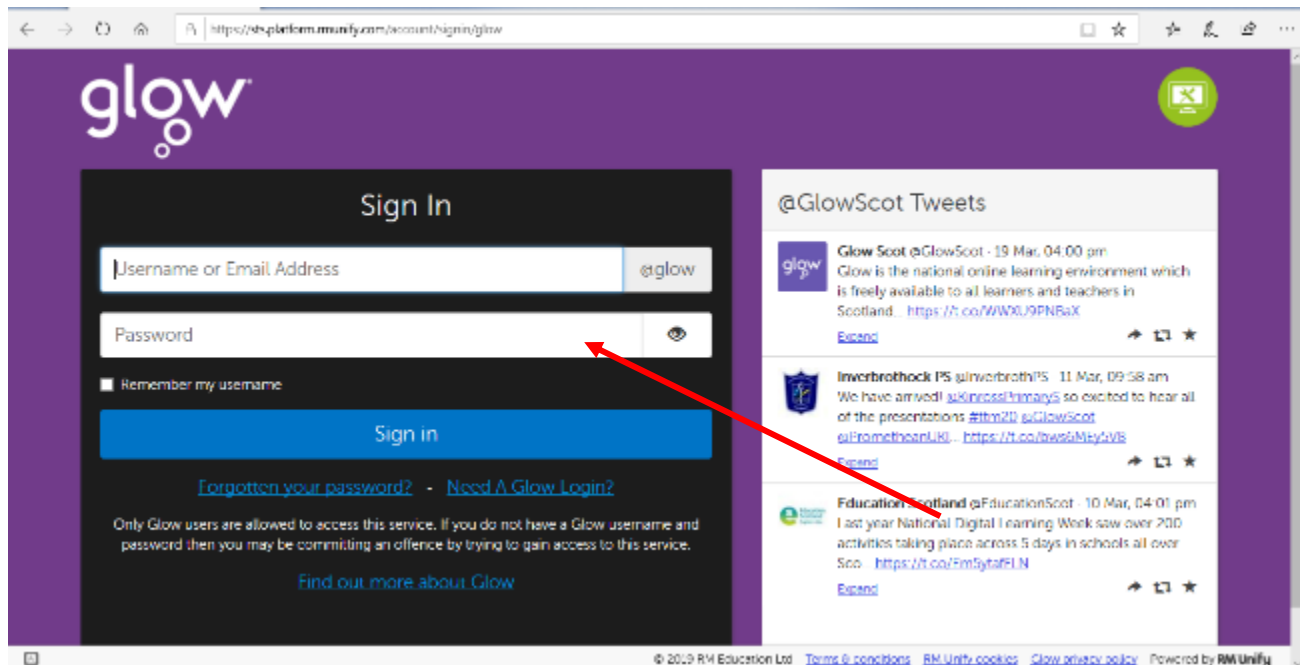
Google Classroom

Accessing Google Classroom
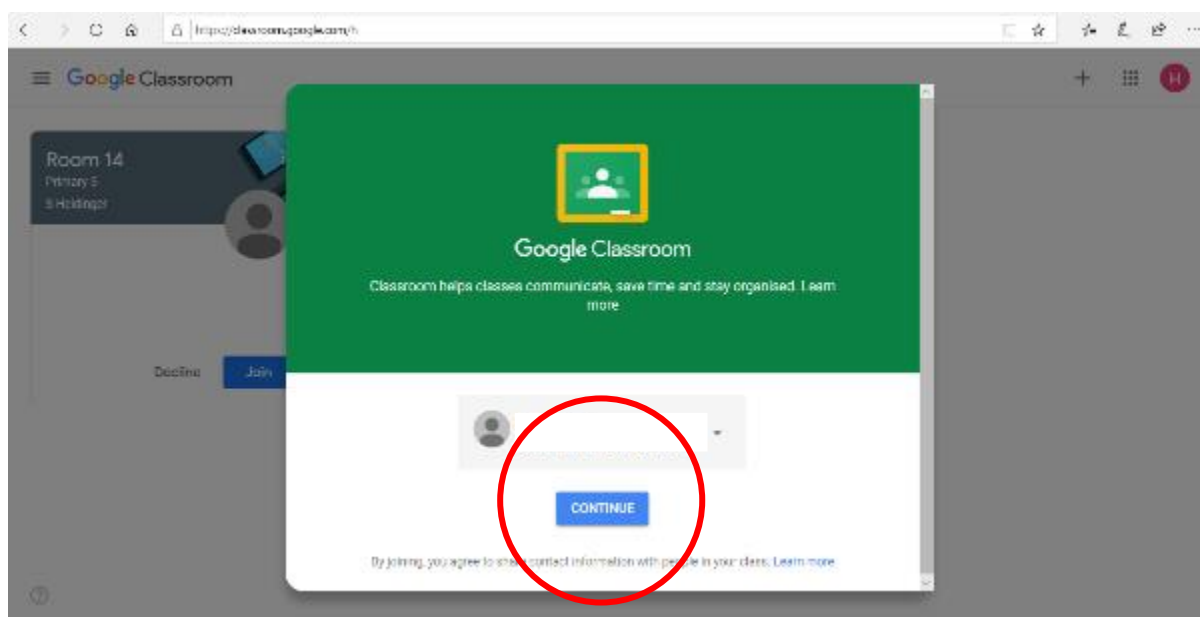**Guide to accessing Google Classrooms**
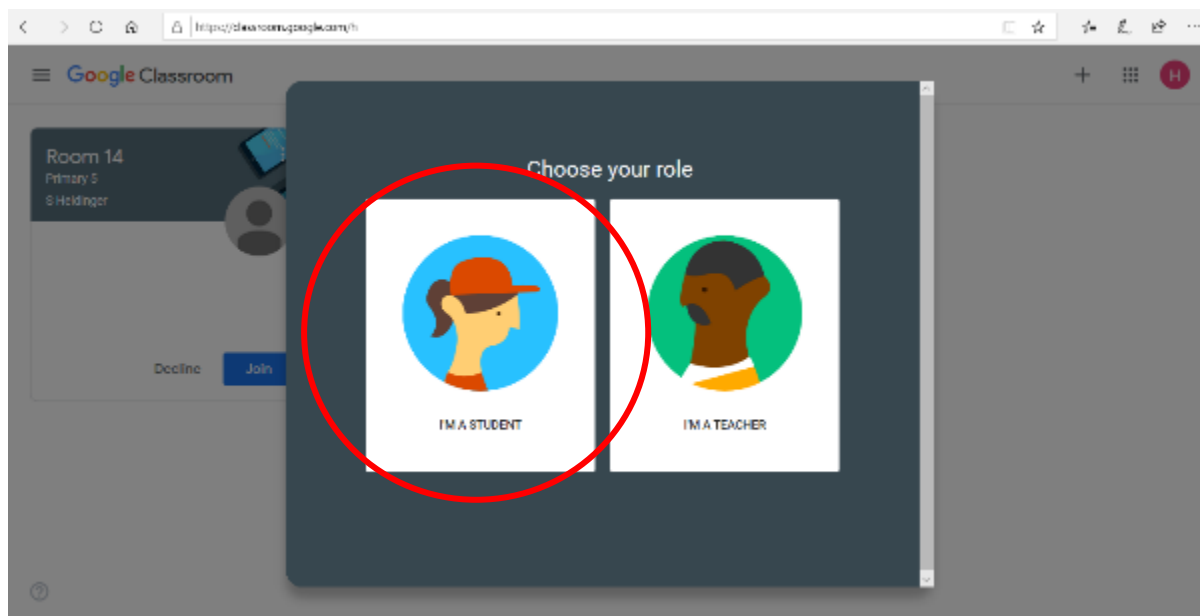
1. Log in to GLOW with your Username and Password.
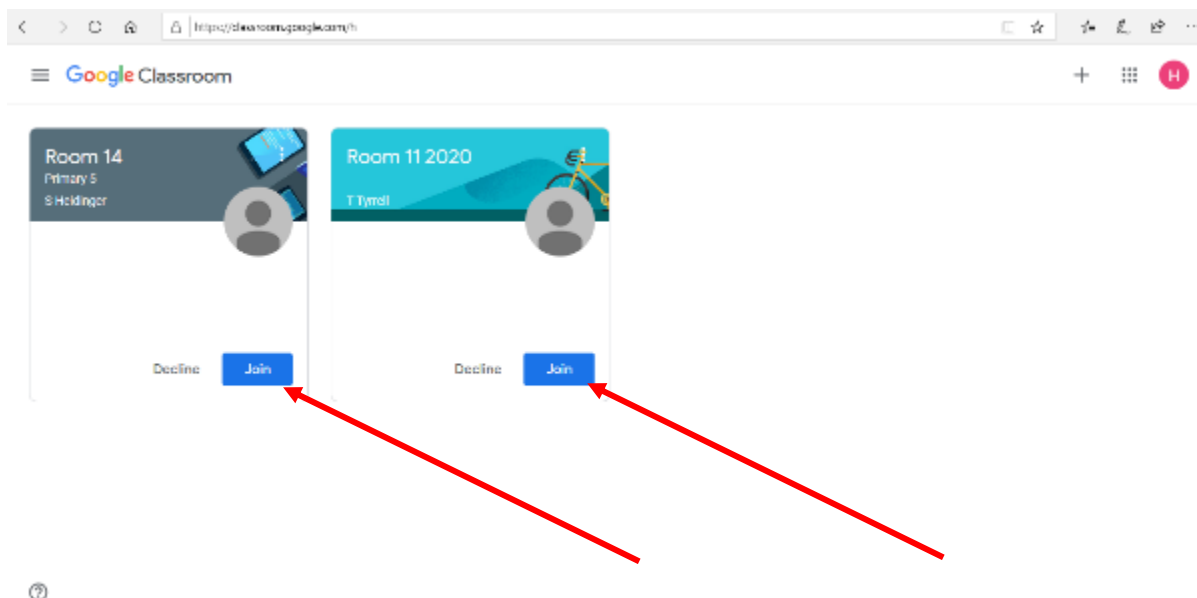

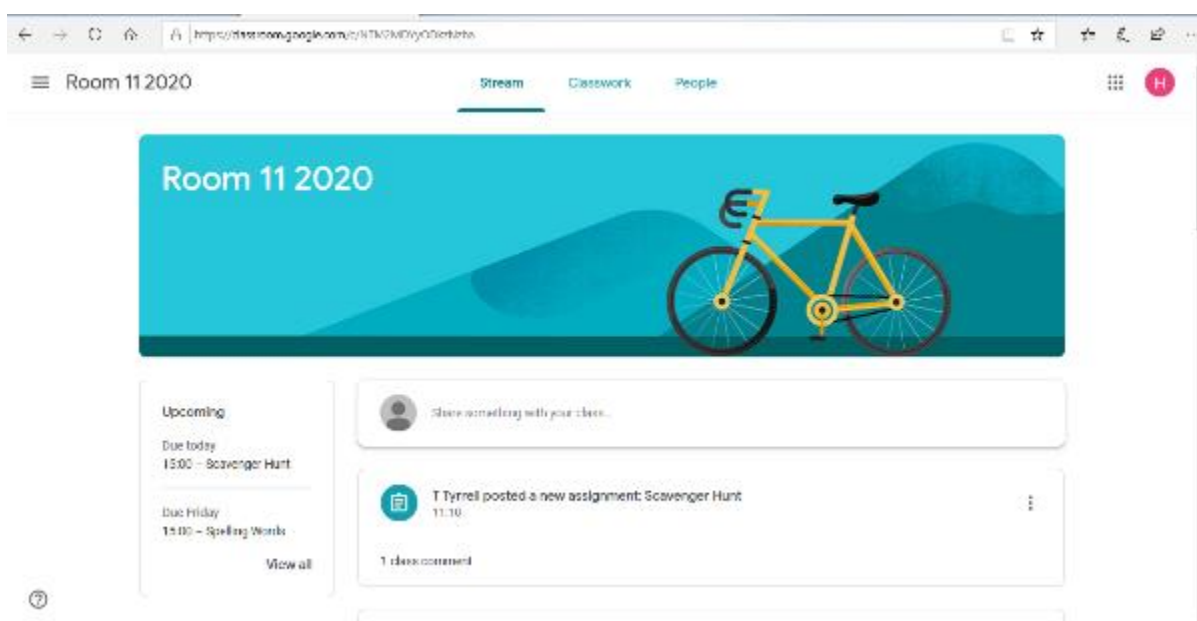2. Select the 'Google Classroom' tile.

3. Select 'Continue'.

4. Select 'I'm a Student'.

5. Select the class you wish to join – *You may be asked to enter your class code at this stage. If you are unsure of your class code, e-mail your teacher via GLOW to request access.*

6. Access work and activities set by your class teacher.

Google Classroom Functions

Class Stream

The Class Stream section is the first page any user will see when they log into their Google Classroom. This page provides an area for members of the 'Class' to interact in a similar way to many social media platforms. Within Greenhills, this is used for 'checking in' and asking questions linked to classwork, it is not an allocated 'social space'. The Stream also allows pupils to keep up to date with most recent announcements and Assignments (see section entitled 'Class Work').

Classwork

Work for pupils is allocated within the 'Classwork' section of each Google Classroom. In most situations an 'Assignment' will be created for each pupil group. This means that each pupil will only be able to see work allocated to them personally.
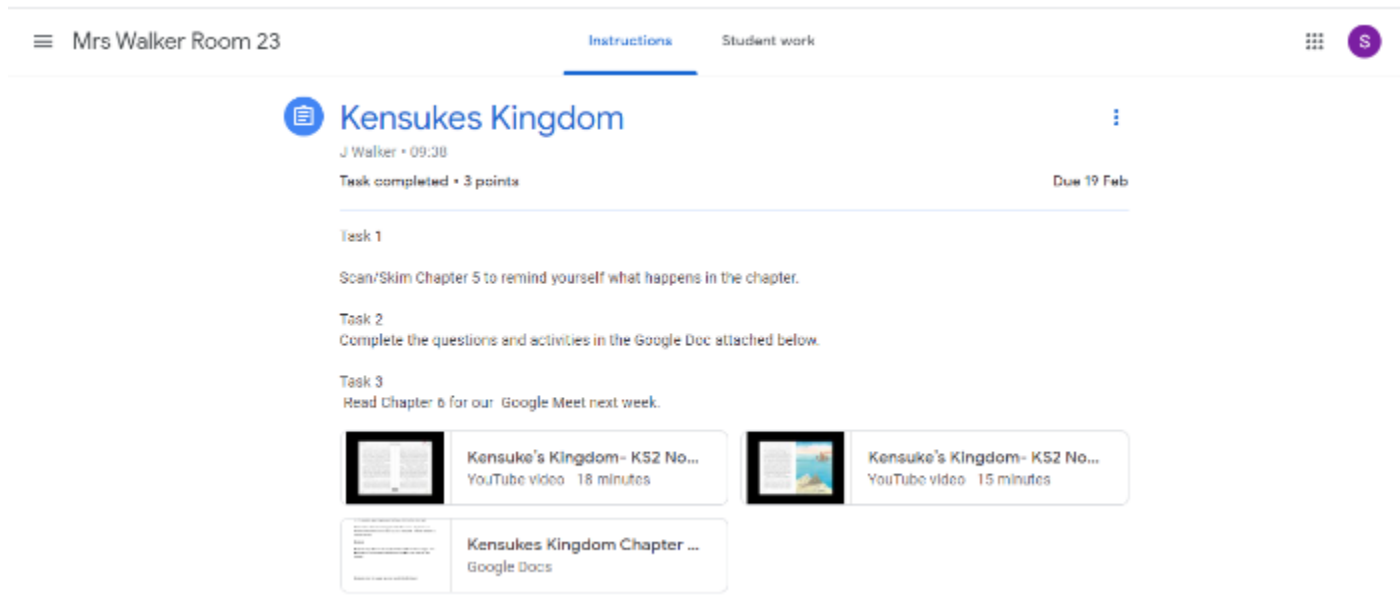
Classwork will be assigned daily with submission dates being set for Thursday at 8pm. This consistent approach allows for flexible working at home, taking account of parents and carers who may work shifts and rely on childcare facilities.

Submitting an Assignment

The picture below shows how an Assignment may look within your Google Classroom. Pupils can easily navigate the post, and select the website and Google Doc by clicking on the relevant links. Using Google Docs allows pupils to instantly share their work with the class teacher. This also works in reverse to provide feedback to learners. Within this example, the teacher has attached two YouTube videos for pupils to watch as well as providing a Google Doc for each pupil to complete their work within.

Organisation

At Greenhills we have a uniformed approach to all Google Classrooms. This has been implemented to make our virtual classrooms easier to navigate for all parents and carers. The 'Topic' function is used to organise work within sub headings on each Google Classroom. During periods of 'remote learning' assigned work will be posted daily, with 'Topics' being named in the format below. Topic headings include the day and date. With Assignment headings including Subject, Date and Group Name.

Each Friday class teachers post a Weekly Overview, for the following week, on their Google Classroom. This gives a brief outline of the upcoming week including times for Google Meets. This approach has been commended by the School's Parent Council for helping parent and carers to plan their week more efficiently.

When issuing homework, the Topic title of 'Homework' is used to organise your Google Classroom with each Homework Assignment having 'Week beginning…' at the start of each title.

Sample Weekly Overview

If your teacher is teaching in school Mr McPhilemy will be online between 10am and 11am that day to answer any questions and give support. This will be highlighted in the planner below.

Day	Literacy and Numeracy	Numeracy and Mathematics
Monday	Spelling Task - 1 active strategy and Dictionary Definition for 5 words **Reading Task Visualisation and Comprehension** **Elves and Hobbits – Kensukes Kingdom – Chapter 4** **Wizards – Through the Cat Flap – Chapter 5** **Rings – Epic Books** Google Meet 9.30 am Elves and Hobbits 12pm - Wizards	**Mental Maths – RM Easimaths** **Maths – Number Talks** **Decagons and Octagons – Intro to Inequality equations** **Hexagons – Addition and Subtraction**
	Inter Disciplinary Learning	
	HWB – Eat Well Scotland Exploring food groups and a balanced diet.	Mindfulness Monday Mindfulness activities to complete if needed.
Tuesday	Spelling Task – Dictated words and alphabetical order **Reading Task -Novel Tasks – Discussing Themes of text and Creating questions** **Elves and Hobbits – Kensukes Kingdom Chapter 4/5** **Wizards – Through the Cat Flap – Chapter 5/6** **Rings – Epic Books** Google Meet – 11.15-1130 Rings	**Mental Maths - Big Maths CLIC challenge** **Maths – Inequalities** **Decagons and Octagons - Solving Inequality equstions** **Hexagons- Addition and Subtraction using written method** Google Meets – 11.45 Decagons and Octagons 12.15 Hexagons 1
	Inter Disciplinary Learning	
	HWB Task – Childrens Mental Health Week – Theme Express Yourself. Pupils to create mind map exploring theme and what it means to them. How do they express themselves -what do they find hard about expressing themselves. Anxiety Thermometer – start to recognise these feelings.	

Live Teaching Lessons – Google Meet

During remote learning, Live Lesson are provided by Class Teachers via Google Meet. The details for these lessons will be published on each Class' Weekly Overview as demonstrated on the example on page 12.

A member of support staff will participate in every online lesson. Their role will be to observe the online behaviour of pupils when the class teacher is delivering the lesson. Pupils will log into the Google Meet with their cameras and microphones on and will be asked to switch them off prior to the lesson beginning. These can be switched on again at the end of the lesson.

Class Teachers will record each live session, which is automatically saved within their Google Drive, via GLOW. This is a precautionary measure and recording will not be provided to learners.

Pre-recorded Teaching Videos

Remote lessons are also provided by staff creating 'teaching videos' or 'pre-recorded lessons'. These videos will be uploaded to assignments in order to support the delivery of teaching and learning.
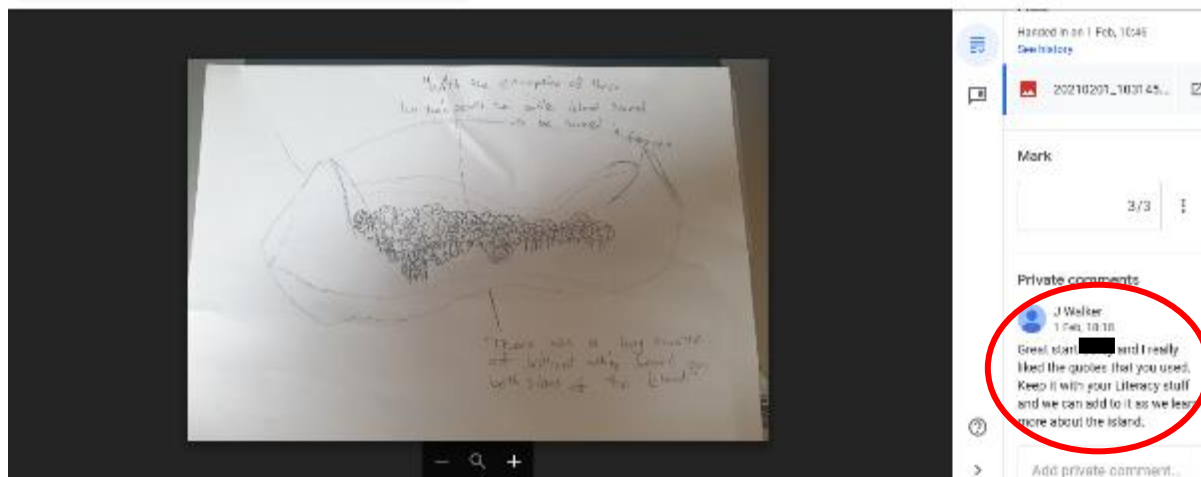
Virtual Assemblies

During times of Remote Learning, the school's Senior Leadership Team will record a 'Virtual Assembly'. This is allocated to every Google Classroom within Greenhills Primary School on a Friday morning at 9.15am.
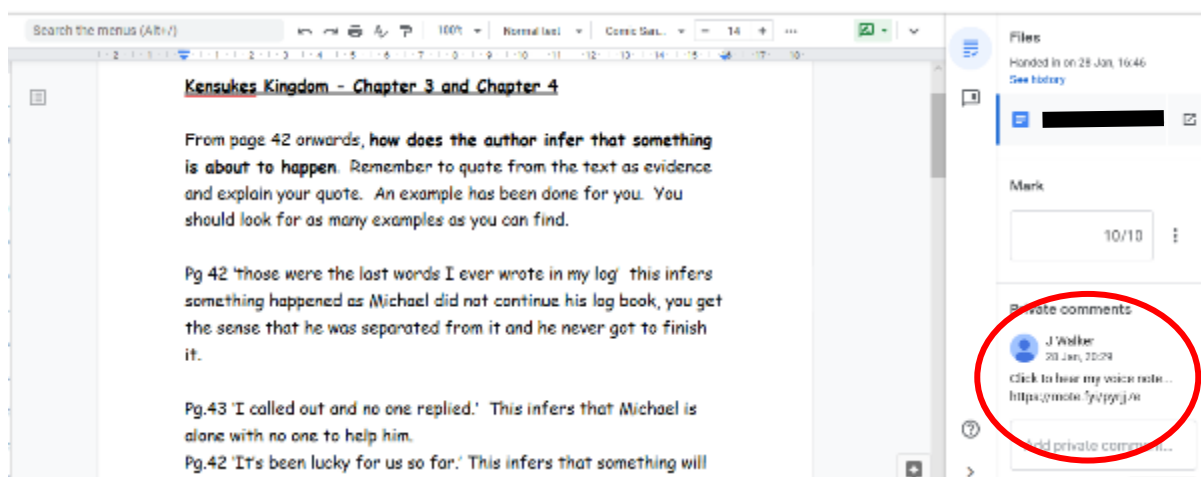
Pupil Assessment

As with in-class learning, a variety of assessment will be provided to all pupils in order to progress their learning. This can be provided in both written and verbal format during periods of remote learning. Feedback is provided using the 'Private Comment' function of Google Classroom. This ensures that feedback is only accessed by the pupil and can be specific to uploaded work.

Written Feedback

Verbal Feedback

Verbal feedback can be provided using 'Mote'. Staff record their feedback and share the link with pupils to listen to. If pupils do not have 'Mote' on their on devices, they can click on the assigned web link which allows them to listen to their teacher's comments.

Useful links for parents & carers

Documents create to assist parents and carers at home:

[Accessing GLOW and downloading Microsoft Office](#)

[Accessing Google Classroom](#)

[Setting up Google Classroom – A Guide for Parents and Carers](#)

YouTube channels to assist parents and carers:

[Uploading work onto Google Classroom (YouTube link)](#)

[Chromebook Select-to-Speak YouTube video](#)

[iPad and iPhone Reader YouTube Video](#)

[Microsoft Immersive Reader YouTube Video](#)