



## Home Learning: A Guide

Contents	
1	Joining home learning through Google Classroom
1	Code of Conduct for Pupils for Online Sessions
2	Timings (and conduct related to this)
2	Important information for parents and carers
3	Some important points to consider
4	Safeguarding
4	Recording of live lessons
5	Spelling Shed
6	Mathletics
9	Purple Mash

### Joining home learning through Google Classroom

Children will need their username and password to access learning. School can provide this if it has been lost.

TO LOGIN TO GOOGLE CLASSROOM:	
1.	go to <a href="https://classroom.google.com/a/princessfrederica.com">classroom.google.com/a/princessfrederica.com</a>
2.	Key in your child's username, press enter
3.	Click 'agree'
4.	When asked the question, Teacher or Student, click Student.
5.	On the home page of Google Classroom, you should see your child's class come up. Click 'join.'
6.	Click on your child's class.
7.	Click on the google meet link that is below your child's class name.
This is a google meeting that the teacher will use to connect with and teach children. If there is a technical issue or connection is lost, you should use the same details to re-join the meeting.	

### Code of Conduct for Pupils for Online Sessions

This code of conduct outlines what we expect of pupils during online sessions.

Much of this echoes our expectations of pupils in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning.

- This is our virtual classroom. Appropriate classroom behaviour is expected. Please make sure you are listening to your teacher when they are talking to you.
- Log into Google Classroom in a distraction free, quiet environment.



- Your audio must stay on mute until you are asked to speak. This will also help to limit background noise. Mute will be controlled by the teacher. Please don't worry if you can't unmute yourself. This feature has been enabled by the teacher and they will unmute you if necessary.
- Be ready for your Google Classroom session! Have paper and a pen or pencil handy to take notes and use to carry out activities and challenges. The teacher will tell you how long you have got to do these.
- Children are not to communicate with other children during the session but are allowed to ask the teacher questions.
- Make sure your video is on so we can see your happy face.
- When taking part in the online sessions I will make sure that:
  1. I'm always on time.
  2. The background (and foreground) is appropriate (Be mindful of what is visible behind you/in front of you).
  3. I will not take photos of my screen or record online interactions in any way.
  4. I am suitably dressed.
  5. I remain attentive throughout the session.
  6. I communicate in a polite way at all times to both teachers and fellow pupils.
  7. My screen will stay focused on the active speaker and not on my friends.

### **Timings (and conduct related to this)**

- Teachers will start the day at 9am. Children are expected to have joined the Google Classroom by then. The teacher will lead learning until midday with breaks outlined in which they will not be present in the Google classroom.
- Afternoon sessions will start again at 1:30pm unless there is a session being led by another teacher at 1pm.
- From 1:30pm until 3:30pm, the teacher will lead learning in the Google classroom.
- During 9-12 and 1:30-3:30, the teacher is responsible for Google Classroom except for when they indicate that the class is taking a break. During break-times and at times either before 9am, between 12 and 1:30pm and after 3:30pm, the school does not take responsibility for the actions of children in the Google classroom. Our advice is that your child leaves the classroom at this time.

### **Important information for parents and carers**

**Important message to parents and carers: Please read**

At Princess Frederica CE VA Primary School we are keen to find ways to continue to educate pupils to the high standards which they have come to expect, despite these challenging times. As part of this we have been reviewing our processes and working with our Data Protection Officer in order to replicate them securely and safely in a remote working environment. One of the ways we will be moving forward is to use Google Classroom Video Conferencing to facilitate some of our lessons linked with PurpleMash (where the teacher chooses to use this and dependent on age), this will help give a more personalised face to face teaching environment.



During these lessons, both the video and the microphone will be enabled and therefore pupils will be able to both see and hear their teacher and, at times, their classmates. Additionally, their screen name will also be present to everyone in attendance on the call. Attendance at these lessons is expected. Attendance can also occur without the video enabled however it may result in not getting the full teaching experience.

A number of security precautions will be taken in order to protect your children during the lesson. We are using Google Classroom with only children in a selected class invited to join for increased security.

## **Some important points to consider**

- Google Classroom sessions will be carried out by teachers from their home (or in some circumstances, from school). Please understand there might be temporary disruptions that are unforeseen and unavoidable and may require pauses (internet disruptions being one, fire alarms being another). These may be temporary or last for a longer period of time. We are working to keep these to an absolute minimum.
- While teaching, teachers will be focused on delivering content and are not expected to manage behaviour.
- Teachers fully understand that sometimes further clarification on a teaching point might be required but we ask politely that parents and carers do not interrupt teaching at any point. Children should be encouraged to ask questions following guidance given on how to do this by their teacher
- Teachers will monitor children while children are doing small tasks within the input and will aim to verbally encourage but will not be able to monitor individual behaviour and will not be able to intervene if a child is not focused. Please check in regularly with your child to make sure they are focused on their teacher and not their friends.
- Please do not read too much into how your child acts on a Google Classroom lesson (lack of interaction with teacher, not volunteering to give an answer etc) or if they are not chosen to read an answer. Again, your interaction with your child is key. If your child doesn't promote their answer or idea is not seen by the teacher, neither of these things are cause for alarm and understandable given the learning platform. Give both the child and the teacher time. This type of learning is not representative of what happens in class.
- Parents are not to ask questions during sessions. Teachers may ask if children are feeling confident about something but the child must take ownership over the decision like they do in class.
- There will be times your child is not sure about their learning, even after the input. Don't worry if this is the case. There will be opportunities to ask follow up questions.
- Senior leaders at the school will occasionally run lessons and will occasionally join teachers while they are running sessions. This is similar to what happens in school.
- Children should be dressed for learning (this does not mean school uniform but children should be changed out of pyjamas and in a comfortable space for learning).



- Please remember that when children are not muted, background noise can easily be heard. Class teachers are not currently able to blanket mute all children so it is important you regularly check-in with your child that they know how to mute themselves when asked to do so. Please also be aware of the conversations you are having in the background as they often can be heard.

## Safeguarding

- Teachers retain a safeguarding responsibility while running remote lessons.
- The school retains the right to pass information (including referrals) to the police if they are required for an investigation into safeguarding concerns that have arisen during the Google Classroom sessions or come to light afterwards.
- Parents and carers must be in the vicinity, either in a nearby room with the door open.
- Children will not take photos of their screen or record online interactions in any way.
- The school behaviour policy will be applied where necessary.

Important notice to all children, parents and carers
No copying using any technique from any remote learning sessions of teachers or children is allowed. Any replication of any material (including pictures or videos) and publication on any social media (or other) platform for any purpose is not allowed. The school will work in the strictest terms (and will involve the police where necessary) in investigating any such incidents where this notice has not been adhered to. By giving your child permission to enter into a Google Classroom session run by Princess Frederica, you adhere to this notice.

## Recording of live sessions

From Wednesday 13th January, all live Google sessions will be recorded by the host of the session (the class teacher). The sole purpose of this recording is safeguarding. Videos will not be made available at a later date for viewing purposes for children but might be used by the school if there is a safeguarding concern that requires investigation. This is a necessary protection for both your child and for members of staff leading remote learning.

- During live lessons' pupils, with parent/carer support, will need to follow the rules outlined below: All Live Lessons will be recorded for safeguarding reasons, and by your child joining the class you will be consenting to said recording. The following disclaimer will be advised as a regular reminder. 'By joining a Google Meet lesson you will be subject to voice/video/chat interaction recording for safeguarding purposes. This recording will be kept by the school for one year from recording.'
- If your child is present in school, please make Mr Richards aware if you do not agree for your child to appear within any remote teaching sessions being recorded.

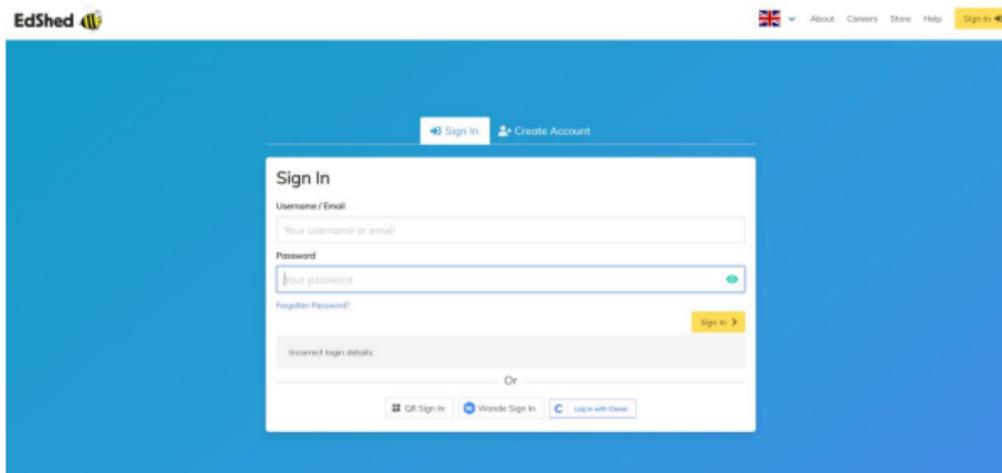


## Spelling Shed

### How to Log into Spelling Shed

Go to the website: [play.edshed.com](https://play.edshed.com)

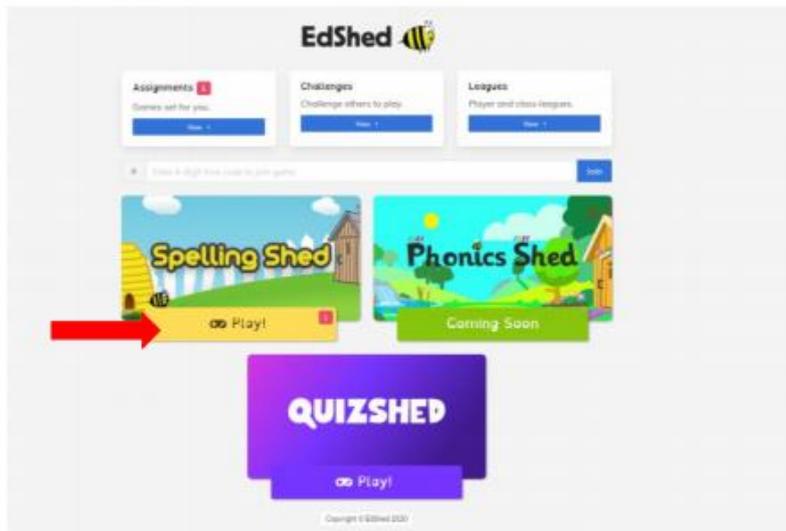
Your screen will look like this:



Use the log in details sent home with your child. It should look like this:



When your child has logged in, they will see this screen:



Click on Spelling Shed (red arrow). From there you will be able to see the work that has been set. Spelling Shed allows your child to also play games, but they will need to complete the set work 5 times first.

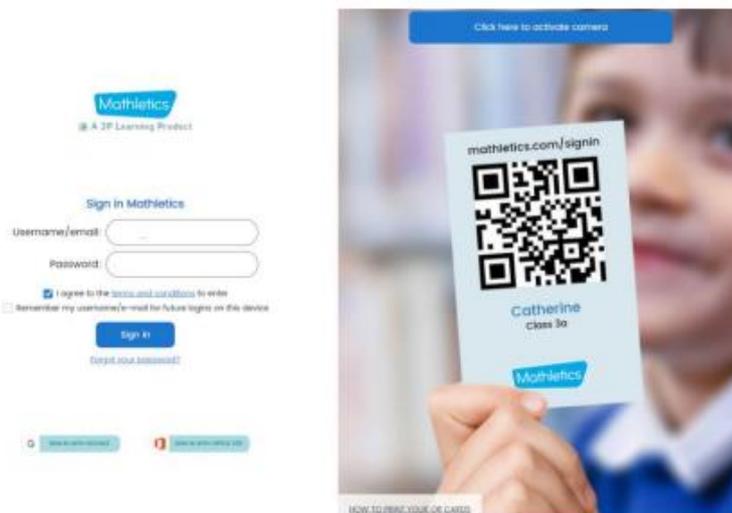
Spelling Shed work will be set weekly, on Fridays at the same time as Mathematics work.

## Mathletics

### How to Log into Mathletics

Go to the website: [login.mathletics.com](http://login.mathletics.com)

Your screen will look like this:



Use the log in details sent home with your child. It should look like this:



When your child has logged in, they will see this screen:



They can see the work that has been set for them under quests (red arrow).

Mathletics allows your child to also play games that have not yet been set for them.

Mathletics work will be set weekly, on Fridays at the same time as Spelling Shed work.



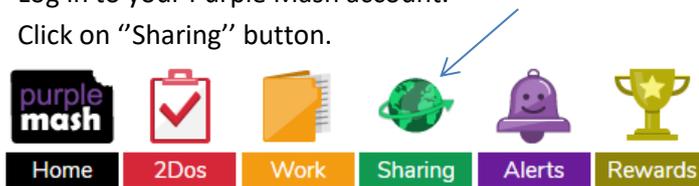
## Purple Mash

### Using Purple Mash for communication

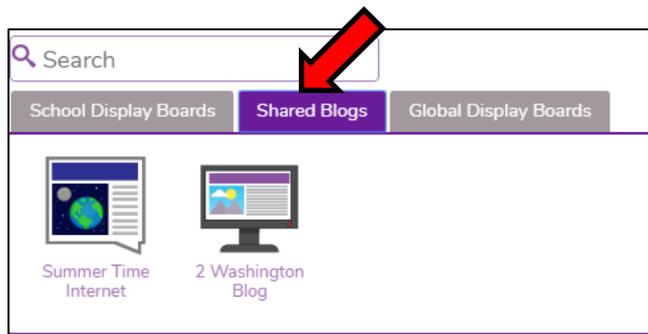
After every teacher input on Google, children will switch to using Purple Mash in order to obtain further support about the lesson from their teacher.

Communicating with your teacher on Purple Mash

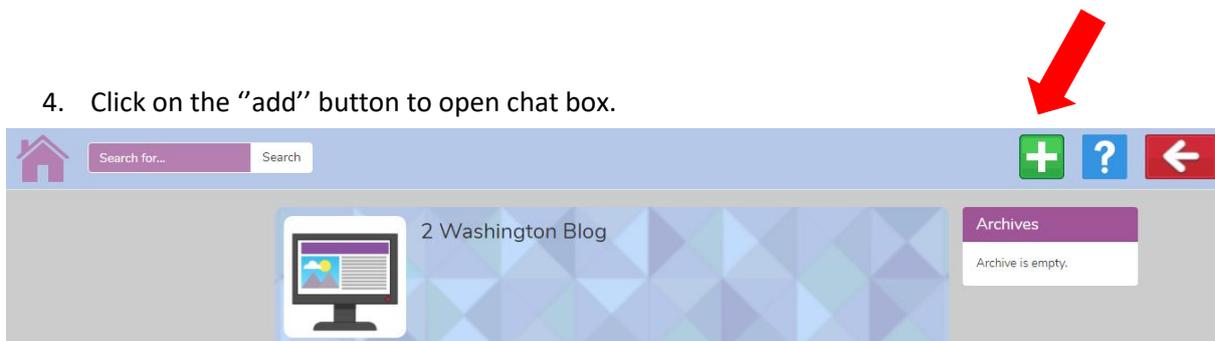
1. Log in to your Purple Mash account.
2. Click on "Sharing" button.



3. Click the "Shared Blogs" hyperlink and select your class blog.



4. Click on the "add" button to open chat box.





5. Type your question in the “content” box. Include title (e.g. maths lesson, English lesson and date) in the “Title” bar. Click “Save” to send.

Create Post

Title:

Summary:

Content: **B I U** [List Icons] [Font size] [Font family] [Text Color] [Background Color] [Link] [Unlink]

### Uploading work on Purple Mash

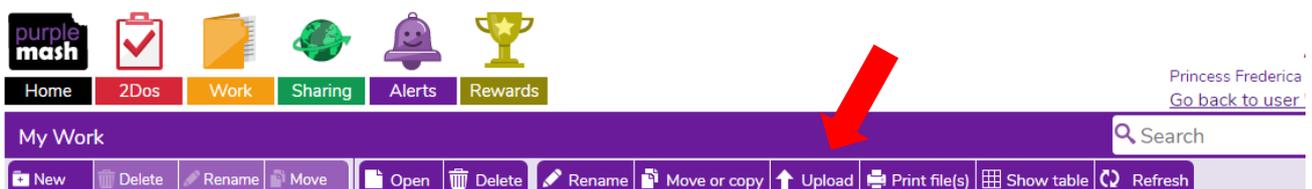
A photo of the child’s completed writing task can be taken and saved onto their computer to be uploaded on Purple Mash.

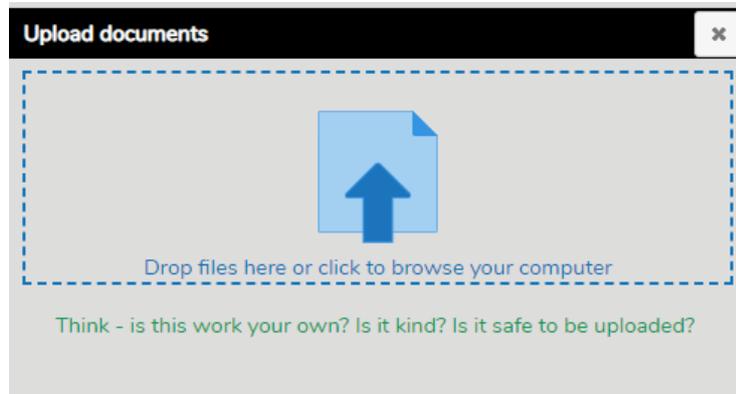
Uploading writing task:

1. Log in to your Purple Mash account.
2. Click on the “Work” button.

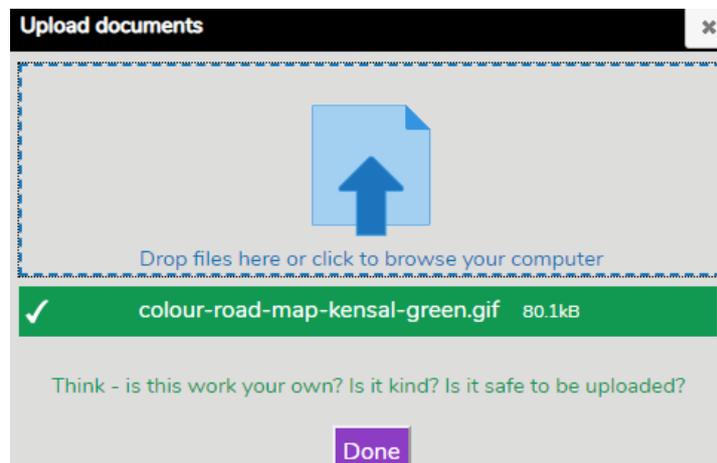


3. Click on the “Upload” button to open the “Upload document” box.





4. Click the blue arrow in the “upload documents” box to locate your saved work on your computer. Double click your written task to upload.



5. Click on “Done” to complete upload.

**Purple Mash Guidance:**

- Children are to upload work completed on the day specified by the teacher.
- Children are to use their class blog to seek learning support from their teacher.
- Children are to communicate politely when asking for help with their learning.
- Children must remember the exact location of the saved file containing their completed writing task in order to upload onto Purple Mash with ease.