



A Guide to Remote Learning at Malton Community Primary School.

Please read this guide to remote learning and keep for future reference. It will also be saved onto the website or additional copies can be provided as necessary. We will continue to use Seesaw as we did during the previous lockdown. We will also start offering additional support via Microsoft Teams to help pupils with their learning from home.

How and when will my child receive their remote learning?

Teachers will deliver live sessions each day and then set work on Seesaw as they did during the previous lockdown. This will be linked to the annual learning plan for your child's class so that, where possible, pupils do not miss out on key learning.

How much learning will be set for my child each week?

We will take into account the age and stage of development for each child in school when setting learning so that the length and content is appropriate. For example, the type of activity and what is expected of the pupils in KS2 will be very different to that for younger pupils in KS1 and Early Years.

Your child will be set a Reading activity, a Maths activity and a Writing activity each day on Seesaw. They will also be set activities linked to other subjects such as Geography, History, RE etc. each week.

How will my child access the learning?

Your child will need to login to Microsoft Teams in order to access the live sessions that their teacher will be delivering. Please see below for information on how to do this.

Your child will need to login to Seesaw and check the activities set by their teacher for that day. They will then need to complete the activities using the instructions and resources provided. The teacher will then look at your child's work and either 'like' or comment to share praise or comment to provide feedback and support.

What is Microsoft Teams and how will it be used?

Microsoft Teams is an app which is provided as part of Microsoft Office 365. It is another tool that teachers can use to support pupils with their learning remotely.

Every child in school now has a Microsoft Office 365 account. This means that they have access to their own email address as well as other Microsoft apps including Word, PowerPoint and Teams. These can be accessed from mobile devices, tablets and laptops with an internet connection.

Teams is an online classroom hub where your child can chat with other pupils in their class and also one to one with their teacher. Teachers are also able to use Microsoft Teams live meetings to speak to pupils directly via video call. This means that pupils and teachers can continue to communicate as they would do in school and it will allow teachers to support pupils with their learning at home much more easily.

Live lessons will be delivered each day at the following times:

-Reading at 9.00am Mon to Fri –Maths at 9.45am Mon to Fri –Writing at 11.00 Mon to Fri – Assemblies at 1.15pm Mon, Wed and Fri –Foundation subjects at 1.45pm Mon to Fri.

These lessons will also be recorded and shared with you so that pupils can watch at a different time.

My children need to share a device to access their learning, what should I do?

Each child has their own individual Microsoft Office 365 account. They will need to login to access their own account and then logout afterwards so that a sibling can use the same device.

We have now changed the way pupils login to Seesaw so that pupils will now login with an email address rather than the class code we used previously. This will mean that where children are sharing a device to access learning from home, they will now be able to do so without the need to get a new code from the teacher each time they logout. Each child will need to enter their email address and password to login to their class Seesaw and then logout afterwards so that a sibling can then use the same device.

I have a question or need support with remote learning. Who should I contact?

You can email your child's class teacher who will be happy to support you with any queries or concerns you have.

Miss Anderson now leads on Remote Learning in school and she is also always available to help. Please email her on j.anderson@maltonprimary.org and she will get back to you as soon as possible.

I am worried about how to support my child with remote learning. This was really difficult for us as a family during the previous lockdown.

Please try not to worry – you will all be doing your best under incredibly difficult circumstances. Please ask for help - we are here to support you and your child. We understand as a school how difficult remote learning can be for parents and we appreciate the many different situations people have at home with work and other commitments, access to technology etc. We also know how different children are when they are at home to how they are in school and we do not want remote learning to cause problems amongst families at an already challenging time.

Key information summary

1. Your child now has a Microsoft Office 365 account which they can use to access Microsoft Teams, Outlook emails and Microsoft Word. *Please read the Quick Start Guide to Microsoft Office 365 to find out how to set up your child's account.*
2. Live lessons will be delivered daily and follow up tasks will be set daily on Seesaw. Your child can login to their Seesaw account using their Microsoft Office email address. This means that where children need to share a device to access Seesaw, they can do.
3. Teachers will 'like' and comment on work completed on Seesaw as they did before.
4. Help can be provided for you by emailing your child's class teacher or Miss Anderson on j.anderson@maltonprimary.org

Quick start guide to Microsoft Office 365

A school Microsoft Office 365 account has been created for each pupil.

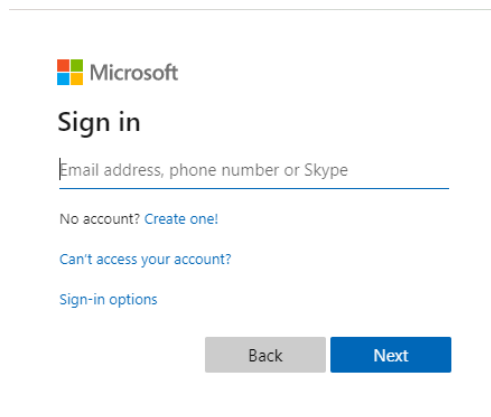
Your child's email address is: firstname.lastname@maltonprimary.org e.g. joe.bloggs@maltonprimary.org

Their initial password is: School123

Students can join a Teams meeting from any kind of computer, tablet or phone that is connected to the internet or a mobile network.

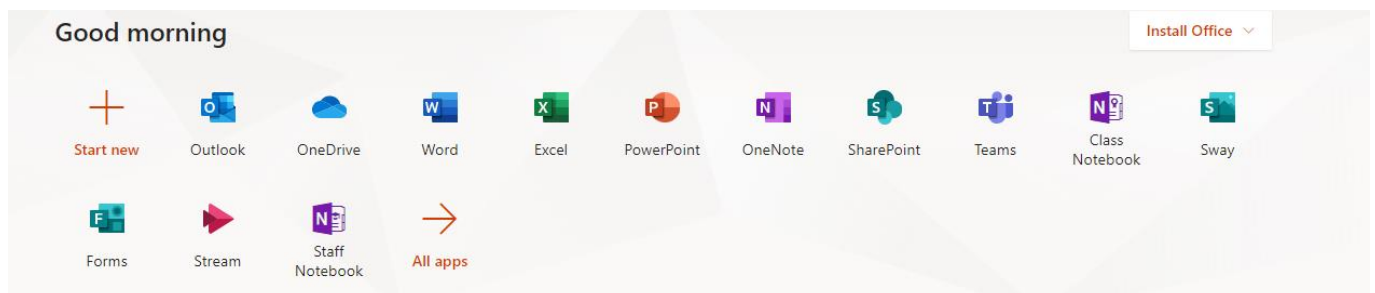
If you are using a computer or internet browser the easiest way to access your Office 365 account is as follows:

1. Go on the internet and type Office.com into the address bar.



2. Type the email address above into the box above and click next.
3. You will then be asked for your password which can also be found above.
4. You will then be given the option to change your password to something more memorable.
5. Change your password to something secure but which your child will remember.

Once these are entered you will find yourself on a screen which looks similar to the one below:

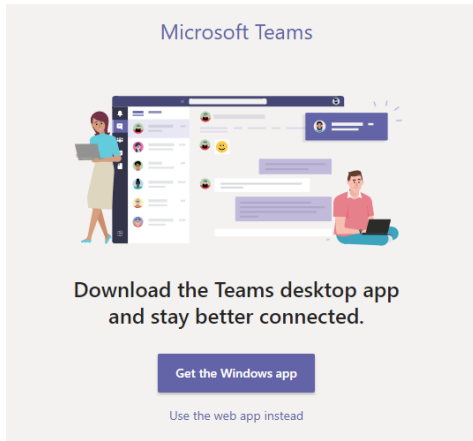


There are two icons that will be especially useful to pupils at present.

The first is the Outlook icon. When you click on this it will take your child to their emails. If your child's teacher has a live meeting/video call planned for students later that day/week then an email will have been sent to them. The email will have a link in it which can be clicked to join the meeting at the appropriate time.

The second icon that will be of use is the Teams icon. This icon is the one we recommend you use to join a live session if one has been arranged.

When you first click on the app the following screen will appear:

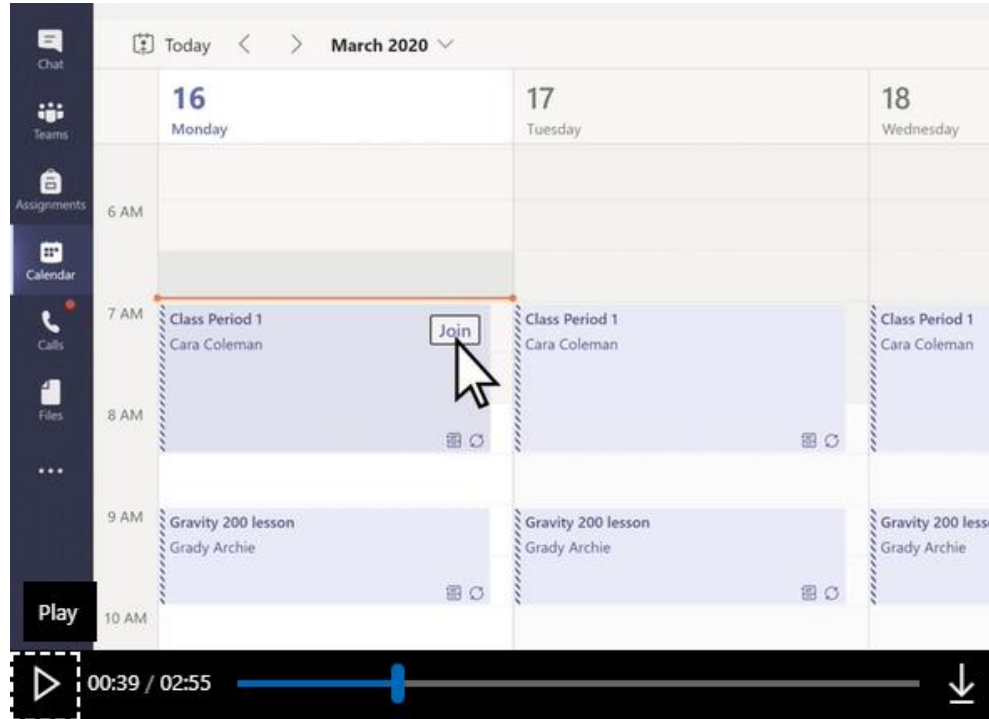


We recommend that you click on “Get the Windows App” for the best experience and download Teams onto your computer.

If you are unable or do not want to do this then click on “Use the Web App Instead”.

When you open the app the first thing you will see is the Team that your child is a member of e.g. their class team. Click on the Team Icon to go to that Team. You can post a message in the chat bar from here.

To join a meeting follow these instructions:



1. Click the Calendar icon on the right-hand side of the screen.
2. Your teacher will have scheduled a meeting at the time they want you to join.
3. Click the join button to join the video call.

If you are using a tablet or a phone you will need to download the Teams App from the Google or Apple Store. Once you open the App you will need to log in to your account using the details above and you will then be able to access your meetings in a similar way to above. The Calendar icon will be at the base of the screen and once pressed a list of meetings you are invited to will appear. You just have to press the join button next to each

meeting. The diagram below shows the main buttons and what they do during a meeting:

Once you access Teams, move your mouse or touch the screen to display the control task bar. **These are the four controls you need to know about:**

1. Click on this icon to turn the **camera** on and off



3. If you can't see or hear anyone, you can type in a message using the **chat** icon



2. Mute and unmute yourself using the **microphone** icon



4. You can **hang up** and drop out of the meeting at any point

