

Dear Parents and Pupils,

This guidance is intended to provide clarity and transparency to pupils and parents about what to expect from remote education where national or local restrictions require the whole school, selected bubbles or individual pupils to remain at home.

Pupils who are required to stay at home will be given a home learning pack, which contains exercises books, text books and school supplies to help them continue their education at home throughout the time of their isolation. Pupils will be expected to login daily to Google Classroom. Using this virtual classroom tool, they will be able to access the timetable of the day, the lesson materials for the day as well as their assignments, which they will be expected to upload back for marking on a daily basis.

## HOW TO USE GOOGLE CLASSROOM?



Google Classroom

### To log in

1. Use the link: <https://classroom.google.com/h>
2. Log in using your email address and password (it does not have to be a Gmail address, you may be sent a verification code on your email)
3. Click on the + sign in the top right corner of your screen to 'Join your first class'
4. Select '**Join Class**' and enter the code for your child's class (codes have been provided by the administration)
5. You will now be in your child's virtual classroom for both French and English classes.

### Stream tab

**Stream**    Classwork    People    Grades

There is a section at the top of the page within your designated classroom called '**Stream**'. The 'Stream' page acts like a wall on which you see all the posts of your classroom, including assignments, comments etc. In here, your child's teachers will be posting messages to the whole class.

### Classwork tab

Stream    **Classwork**    People    Grades

Within this section, you can find all the relevant material and assignments for your child's learning that day.

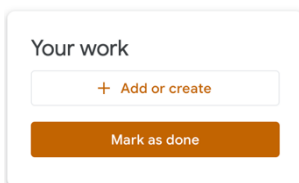
Teachers are uploading instructions and documents the day before to give you time to print out resources in advance.

You can use the menu on the left to navigate between the different topics: **'Remote learning - French'**, **'Remote learning - English'** etc...

Every day, the teacher will create a new **'Assignment'** folder, which will include a list of tasks that the children are expected to complete that day and the relevant material to watch or print out.

You can access the assignment by clicking the title (for example "Spelling for 7<sup>th</sup> January"), then click on **'View Assignment'** to read the list of tasks for the day and print the relevant material.

### Turning in your assignments



- Open the **'Assignment'** folder for the day
- Click on **'View Assignment'**
- Click on **'+ Add or Create'** to either attach a file (e.g. a photo of the child's work or an audio file of him/her reciting his/her poem) or create a document (e.g. if your child wants to have a go at typing up his/ her work).
- Once **all** assignments for the day have been uploaded, click on **'Turn in'**.

After you have turned in your assignments for the day, you will not be able to add more work so please make sure to click on **'Turn in'** only once you have submitted all assignments.

### Commenting on assignments and communication with the teacher

In the **'Assignment'** folder you or your child can also write a private post to the teacher with questions or comments.

It is helpful for teachers to receive short feedback on how your child dealt with the tasks (e.g. autonomously or with help, was it easy or difficult?).



During the period of school closure, live lessons will be taking place on the Zoom platform (<https://zoom.us/>) as follows:

Reception and Year 1	Year 2 to 5	All pupils
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<p>Daily pre-recorded videos from their teachers</p> <p>Two weekly live lessons (one in English and one in French)</p>	<p>Two daily live lessons (one in English, one in French)</p> <p>One weekly Latin lesson for Years 4+</p>	<p>One weekly P.E. lesson (two weekly lessons for Reception and Year One)</p> <p>One weekly music lesson</p>
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**Exact times and invitations are posted weekly in the Timetable section of Google Classroom.**

Pupils in Reception and Year One will be provided with daily pre-recorded videos of their teachers, as we have learned from experience that these are more productive than live video sessions for children of that age. Their progress will be assessed during their weekly live interactive sessions with their teachers, which will take place in small groups or approximately five pupils.

Pupils in Years Two to Five will have class zoom sessions with their French and English teachers daily.

Individual sessions will be arranged on a case by case basis where we feel this is required.

When joining a live session, children should prepare themselves to learn by:

- sitting at a desk or a table in a quiet space and preferably using headphones
- dressing up appropriately
- finishing any meal/snack before joining the session
- having all the material listed by the teacher ready (please make sure you print out the documents before the start of the session)
- not using the chat/emojis unless directed by the teacher



*Parents are expected to supervise their child during Zoom session and regulate distracting behaviour.*

### READING



Reading is the key to academic success, and we continue to encourage children to read daily.

The School will be open at the usual times, so if you need to change your child's reading books, please email us, and we will arrange a time for you to come and pick-up new ones.

Alternatively, the following websites provide free online resources (both require creating an account):

**Oxford Owl website:** <https://home.oxfordowl.co.uk/reading/free-ebooks/>

**Open Library:** <https://openlibrary.org/collections/k-12>

### HOW CAN I HELP MY CHILD?



- Keep their routine as close as possible to the normal school day (healthy snack mid-morning, one-hour break after lunch preferably outdoors)
- Ensure that they work in an appropriate working environment with a desk or table and without distractions
- Download/print anything you need in advance. Keep the desk tidy and clear the table at the end of the session as your child would do at school
- Discuss the work they have been set each day and check that it has been completed
- Encourage them to take an independent and proactive approach to their work
- Don't overwhelm children and yourself with too many pedagogical resources. Let the teachers guide you. There are many resources available on the internet, as well as apps etc. Stick to what is asked from the teacher and focus on completing the assignments.

As always, we very much welcome feedback from parents so please do not hesitate to write to us on [admin@stewartbilingualschool.com](mailto:admin@stewartbilingualschool.com) with any questions, comments or suggestions.