

Friars Primary School & Nursery

Part of the Portico Academy Trust

Principal - Mr C. McClay

Vice Principal – Mr S. Roche

Constable Way, Shoeburyness, Essex, SS3 9XX

Tel: 01702 294837 Fax: 01702 382820

www.friarsprimary.co.uk

Email: office@friars.southend.sch.uk



PORTICO
ACADEMY TRUST

opening doors, unlocking potential

CEO – Mrs C. Woolf

4th January 2021

Dear Parents/Carers,

Remote Learning Guidance for parents/carers

Despite the current restrictions within our local area, we are committed to ensuring that our school remains a place of learning for our children and that disruption to their education is limited.

With the school currently being closed, the way that lessons will be conducted will obviously look very different although we hope not completely alien to the children as we will again be using Seesaw as our main home learning platform. The children used this platform during the previous lockdown and more recently have been completing homework online as well so it should be familiar to many children.

The children were given their Seesaw login codes to bring home at the end of the autumn term. These are the same codes as previously and will be valid until June 2021. If you do not have the code, please email your child's year group email.

Seesaw is a very 'user friendly' system but it is crucial that as parents you also have a basic understanding of the system. Please see our pupil/parent's guide attached to this letter and alert us to any potential problems you may have accessing the programme as soon as possible.

Daily Learning

On Seesaw and the Home Learning section of the website, you will find a weekly timetable showing the planned lessons for each day.

Each day class teachers will post a mixture of learning activities onto Seesaw. This will include live lessons delivered at specific times by one of the year group teachers, recorded lessons for you to access at any time during the day and learning tasks to help reinforce the learning from these lessons such as times table revision, spelling practice etc.

The 'live' lessons will be delivered at a scheduled time using Microsoft Teams. For ease, the children will not require logins for any 'live' sessions on MS Teams; all of the required links will simply be shared through Seesaw. All live sessions will be recorded for safeguarding purposes and will also be made available to view at a later time, should you not be able to be online at the specific scheduled time. A short guide to MS teams is also attached.

You will be reassured to know that all work will be planned, delivered and marked by our class teachers.

What to Expect during Live Lessons

- Teachers will share lesson resources (PowerPoint, whiteboard, worksheets) with children, talking through the key points.
- Teachers may share other interactive materials to support children's learning on screen such as video clips, scanned pages from textbooks and resources.
- Teachers may talk children through the work and give modelled examples on how to complete it.
- As the children are working independently, the teacher may stop if necessary to model specific concepts within the subject. For example, highlighting key language used in a paragraph from a novel or going through the steps to solve a mathematical problem that several children are struggling with.
- If children have any questions, they can raise their hand using the icon. They also have the opportunity to ask the teacher questions about the learning via the live chat facility.
- Teachers may address common areas of misconception or the next steps needed to improve a piece of work.

Online Safety and Conduct

Our aim at Friars is to keep the children safe and happy despite having to work at home. To make sure this happens, we need the children to follow the rules below when joining live lessons or using Seesaw. This will also be shared with the children to give them an element of responsibility to ensure that their own learning continues unaffected.

Please DO

- Join the live 'morning get together', live lessons or assemblies each day
- Check Seesaw every morning for your daily work
- Follow instructions carefully to ensure that you understand the learning before completing the work.
- Ask the teacher for help if you don't understand
- Complete all work assigned that day to the best of your ability
- Manage your time effectively to make sure work is completed on time
- Act and reflect on the feedback given by your teacher

To keep everybody safe online, please make sure that the children;

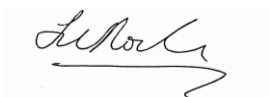
- Only contact teachers via MS Teams or Seesaw
- Communicate in a sensible and respectful manner
- Behave appropriately when joining live lessons (parents will be contacted if necessary)
- Dress appropriately when posting videos or photographs
- Do not record or take photos of peers or teachers online
- Report any inappropriate behaviour to the teacher
- Know that they can contact their teacher if they feel worried about anything

Regardless of the length of time out of school, I cannot stress enough how important it is that your child accesses any home learning in order that they do not fall behind.

We would therefore ask that you support us by reinforcing the importance of their learning and by ensuring work is completed on time. We hope that these measures will be short term only, but we also need to be realistic and ready to ensure uninterrupted learning can continue if the need arises.

Thank you for your continued support.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'S. Roche', with a long horizontal flourish extending to the right.

Mr. S. Roche

Vice Principal

Live Lessons on Microsoft Teams

Microsoft Teams is used to have online lessons, which include audio, PowerPoint, video and screen sharing. Teams allows you to communicate with your teachers.

On Seesaw there will be a link to access a live lesson using Microsoft Teams. This link will be in the blended learning folder.

You do not need to have a login to use Microsoft Teams.

Web browsers that support Teams:

- Microsoft Edge – latest version



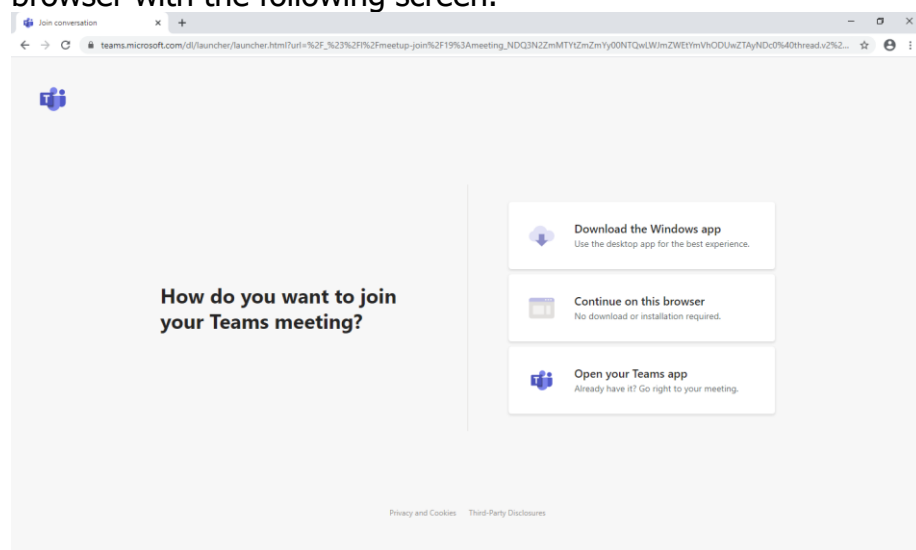
- Google Chrome



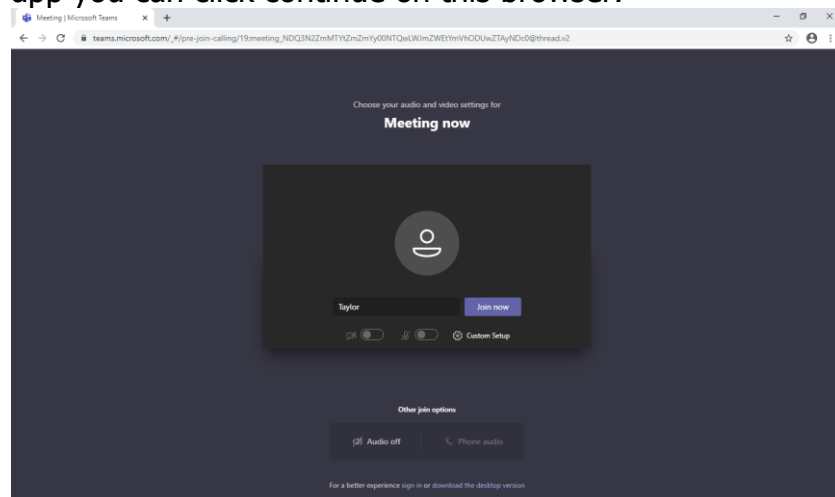
On a mobile device or tablet you will need to download the Microsoft Teams app.

Using a PC:

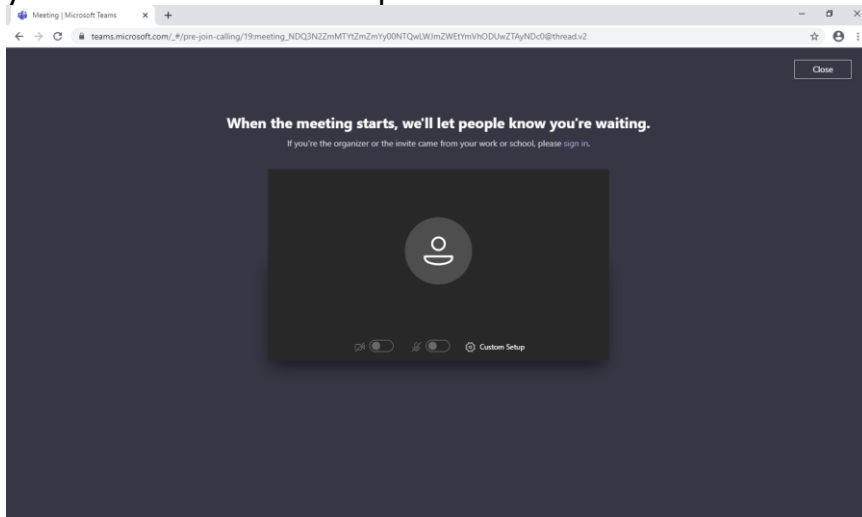
On the day of the lesson you will need to click on the link, which will then open the web browser with the following screen.



If you have the Teams app installed you can click open your Teams app. If you don't have the app you can click continue on this browser.



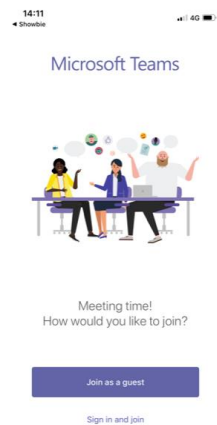
You will then need to enter your name and click 'Join now'. At this point, make sure you have your camera on and microphone switched off.



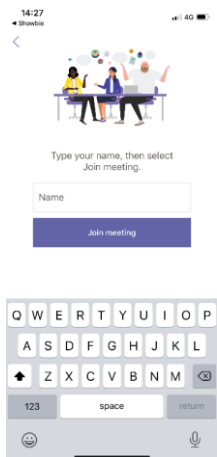
You will then see the screen above until your child's teacher admits you into the meeting.

If you are using a mobile or tablet device, you will need to download the free Microsoft Teams app from the app store. Then follow the steps outlined below.

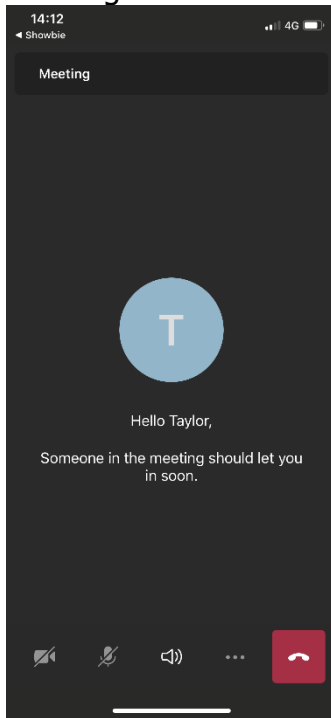
Click on the link, this will then open the Microsoft Teams app as shown below



Click 'Join as a guest' and enter your name



You will then be held in the waiting room until your child's class teacher admits you into the meeting.



If you have trouble turning the camera on when using the app, you will need to leave the meeting once you have been admitted and re-join, this will then allow you to turn the camera on. You will be able to unmute yourself and tell the teacher this is what you are doing.

How to use SEESAW – Pupil and Parent’s guide

Login to your own personal account following the instructions below;

HOW TO LOG INTO SEESAW

1. Go to <https://app.seesaw.me/> on a computer or install the Seesaw Class App on an IOS device such as a tablet, ipad or phone.



2. Choose "I'm a Student".

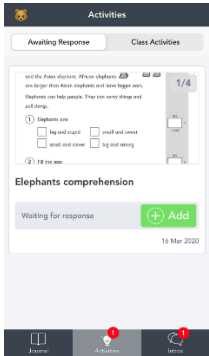


3. Type in the letters of your individual 12 digit code to access your Seesaw account for example **ABCD ABCD ABCD**:



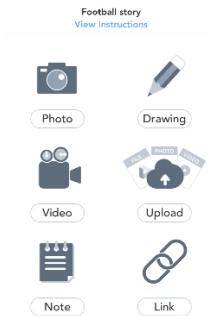
Remember, this code is like a password – please keep it safe!

This screen should appear showing any activities that the teacher has set for you.



Click on the activity that you want to select and press add.

If this screen appears – select the drawing or note options;



Using the drawing option

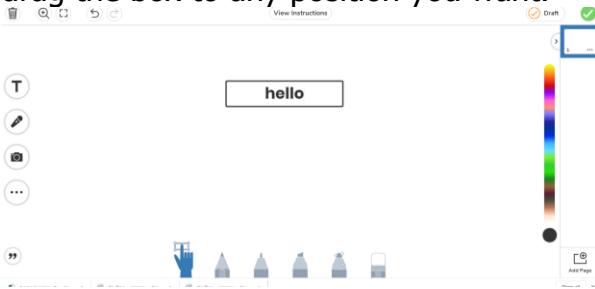


Drawing

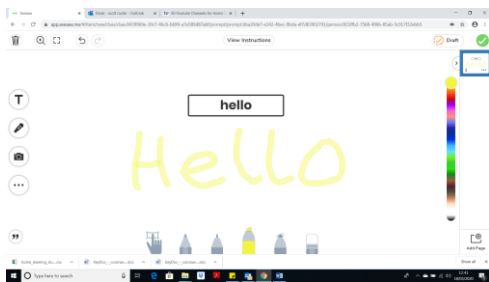
if you click this icon. This screen appears



You can then click.... **T** icon. A text box will appear for you to add your own text and then drag the box to any position you want.



The pen/pencil options at the bottom, allow you to free-draw

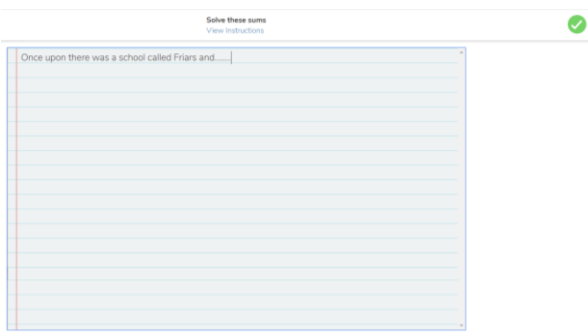


Using the notes option



Note

Clicking this icon, lets you type to an exercise book



Saving your work

When you are ready to save your work for the teacher to see....Click the green arrow in the top right hand corner of the screen

