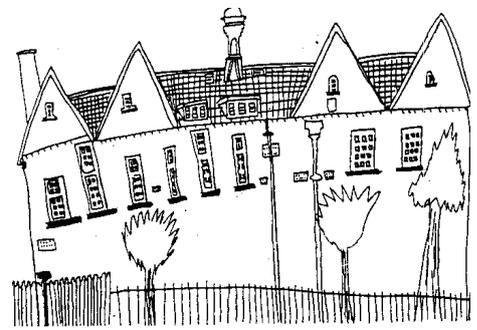


Letchmore Infants & Nursery School: Remote Learning Guide 2020



The following guide explains to parents and carers how to access remote learning for their child in the event of a national or local lock down, or in the event of a class or group within the school who are required to self-isolate.

Introduction to Google Classrooms

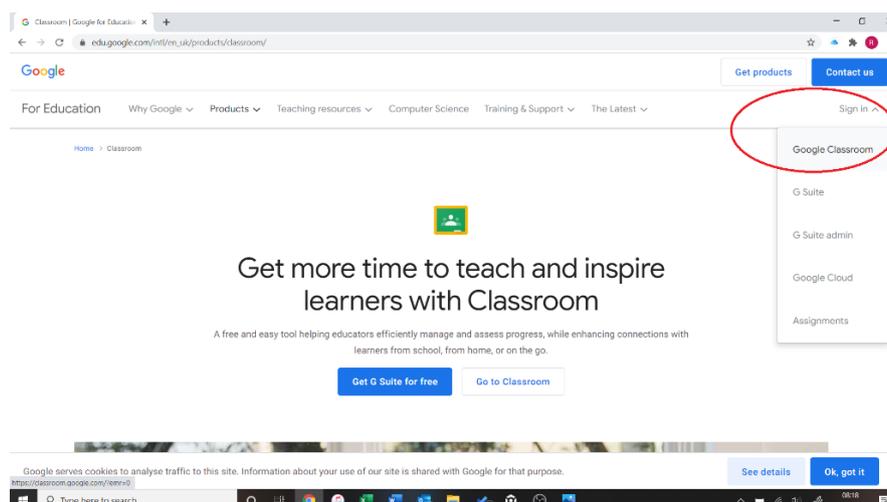
Google Classroom is an app accessed via your internet browser, alternatively you can download the app to a phone or tablet. Our Google Classrooms provide us with a virtual space in order to connect via the Google Meet function. In a lockdown situation, teachers will also post daily learning tasks in this space.

If you experience technical issues with logging on, daily learning tasks will continue to be posted on the home learning page of the school website.

Step 1: How to log on to Google classroom

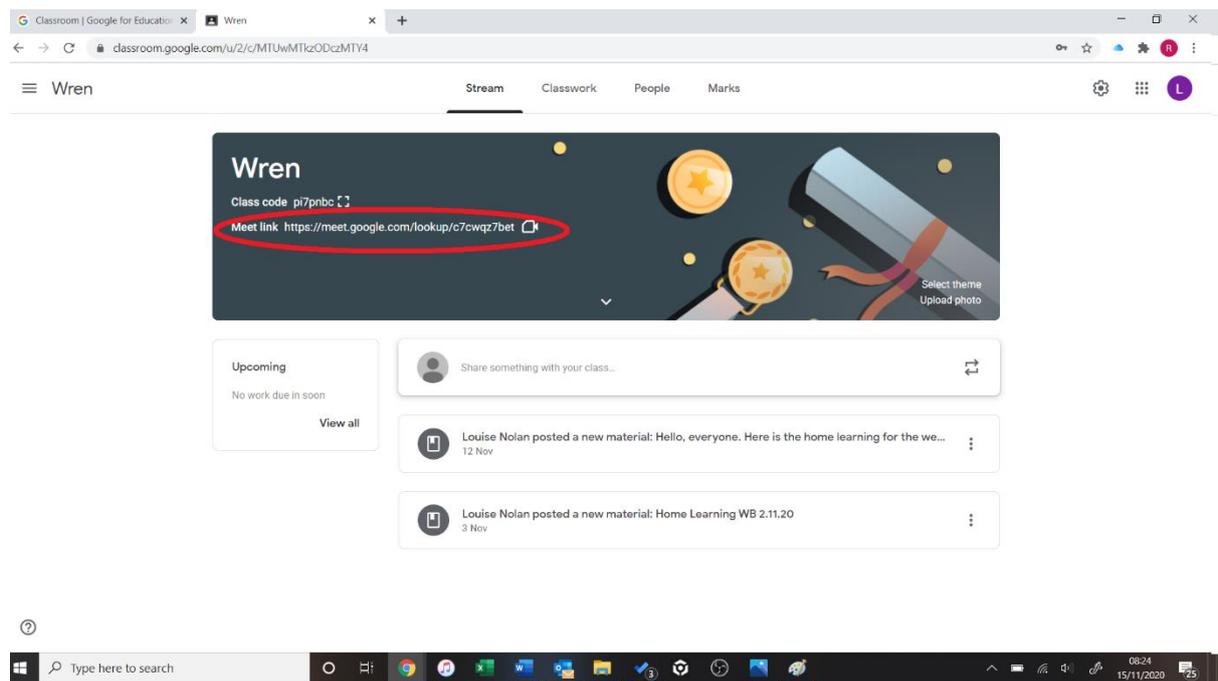
Type 'Google Classroom' into your browser or <https://classroom.google.com/>. The Google Chrome browser works best.

Click on the sign in tab and select Google Classroom.



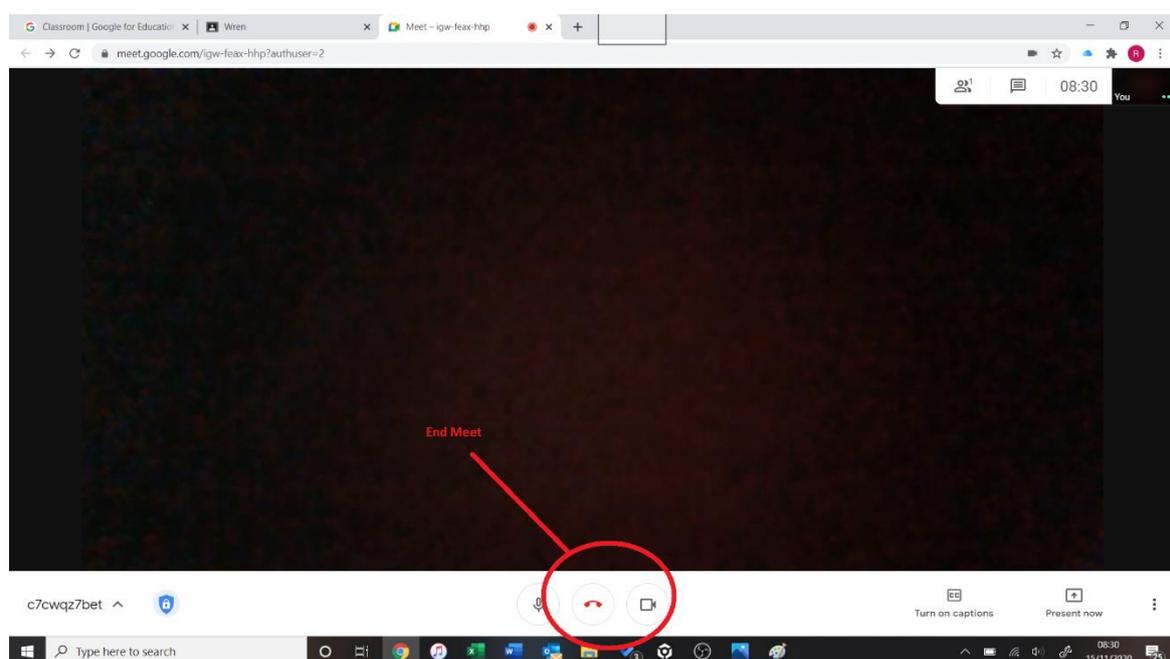
Step 2: Joining a Google Meet

The Google Meet link will appear in the top left on the coloured part of the screen (circled below). Click on this to join the Meet at your specified time.



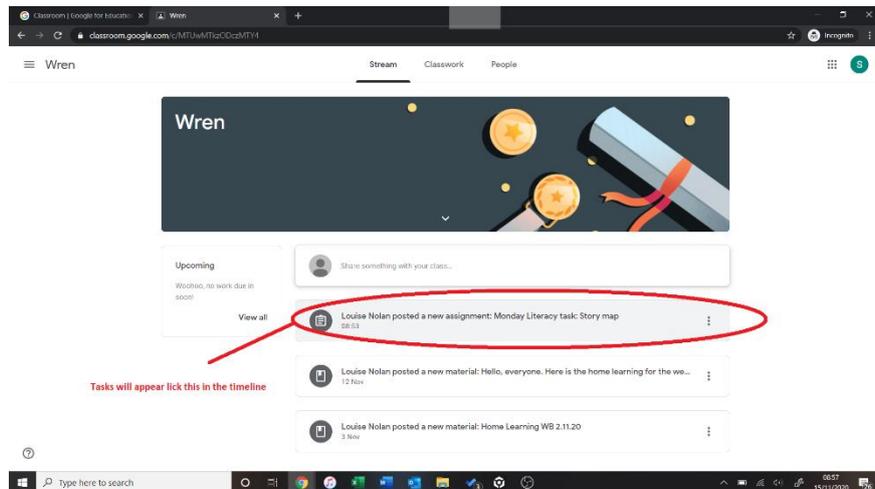
When joining a Meet please ensure your child's microphone is **muted** (button is located in the centre of your screen and will turn red when it's muted). The teacher will tell your child when to 'un-mute' themselves during a Meet. At the end of the meet the teacher will ask your child to leave the conversation. They do this by clicking on the red handset button. The teacher will always be the last to leave to ensure everyone has disconnected safely.

Meets will last approximately 15 minutes.

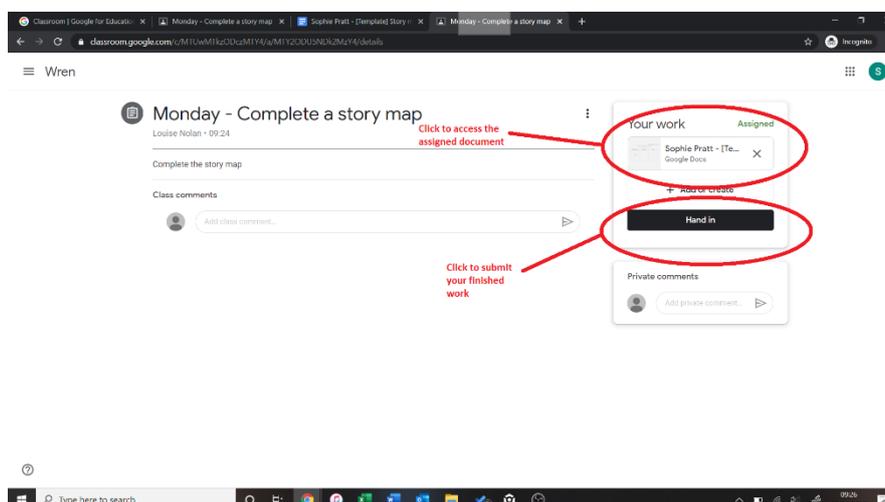
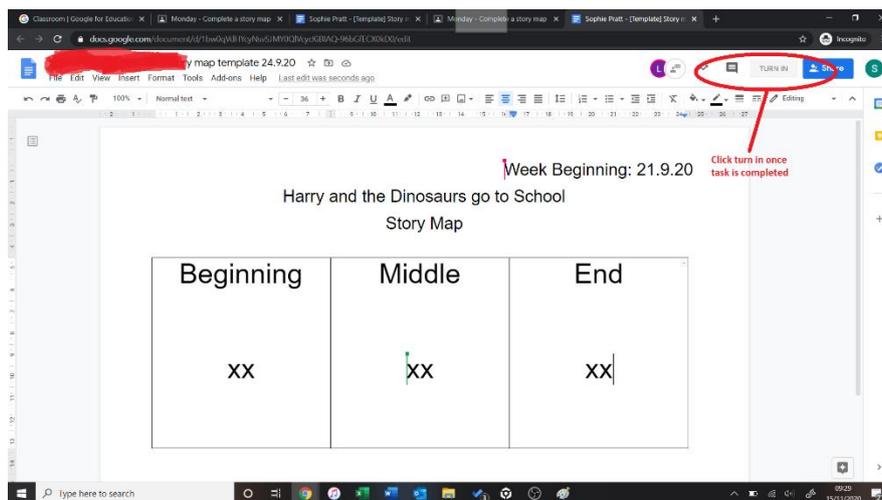


Step 3: Learning Tasks

Sometimes the teacher may ask your child to complete a piece of learning by adding to a worksheet, etc. These assignments will show on the home screen timeline when you log in (see below).



The assignment document is accessed by clicking the file in the "Your Work" box. Once completed and ready for the teacher to mark, it can be returned to the teacher via the Turn In button in the top right of the screen. Next click the Hand In button on the assignment screen.

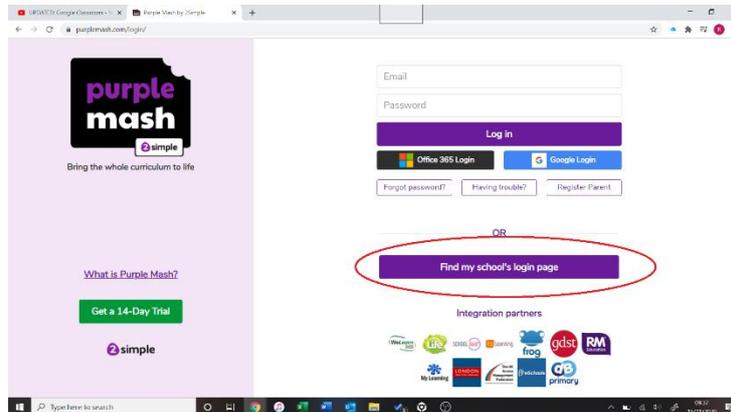


Introduction to Purplemash

Purplemash is an online learning platform with lots of cross curricular activities for the children to explore. Your child's teacher may ask your child to complete a learning task using Purplemash.

To log in you will need to go to www.purplemash.com

You will be prompted to find our school before logging on. Click the button circled below:



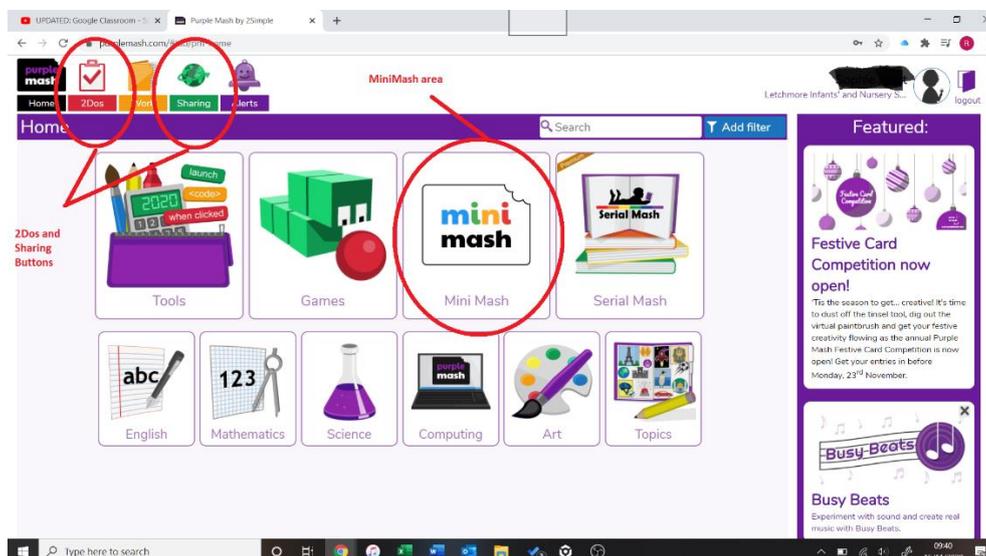
Type in Letchmore, select our school by double clicking the name.

Your child's **username** is their first name and the first letter of their surname. The first letter in their name is uppercase and the initial of their surname is also uppercase. Example: LouiseN

Their **password** is a combination of numbers. Again, you will find these on the sticky labels inside their reading record books.

Children in Nursery and Reception use the Mini Mash platform.

Children in KS1 may check the '2Dos' tab on the top left corner as their teacher may have set a learning task in this area to be completed. The Sharing tab is the area where tasks can be saved to be viewed by the teacher and other members of the class.



Virtual Learning: Safety & Code of Conduct

- Please ensure your child has logged out properly at the end of session.
- Please ensure your child is seated somewhere with a neutral background.
- Please ensure your child and anyone else who may be visible on the screen is appropriately dressed.
- Please remind your child about the importance of not sharing their passwords or information with those outside of your immediate family.
- Give your child plenty of time away from screens and devices.
- Google Classroom is to be used for teachers to share learning activities and short periods of face-to-face contact with pupils. It is not to be used by parents to communicate with or contact teachers.
- Parents are not to post comments or questions via this portal.
- Teachers will not respond to parents via Google Classroom.
- *Remember: to contact a teacher please use the admin@letchmore.herts.sch.uk address.*