



Cockfield Community Primary & Nursery School



## **Remote Learning Information for Parents**

In the event that a Class Bubble must isolate, we have a plan in place to provide Remote Learning for all children in our school. The type of Remote Learning will vary depending on the class your child is in. Please look at the headings below for information relating to your child's class. Teachers will be contactable between 8:30am and 4:00pm on Remote Learning days.

**Can we please ask all parents to check that they can gain access to Microsoft Teams immediately.(Follow the Step by Step Guide Below) If you are unable to access Teams please contact Mrs. Lynn at [t.maguire300@cockfield.durham.sch.uk](mailto:t.maguire300@cockfield.durham.sch.uk) as soon as possible.**

**If your child has no access to a laptop or an iPad at home, can you please let the School know by contacting Ms. Harrison in the Office on **01388 718263**.**

## **EYFS**

Mrs. Hargraves will upload videos, PowerPoints and other materials onto the 'files' area of Microsoft Teams. (Please see the How to guide below for accessing Microsoft Teams)

Evidence of the children's work is to be uploaded onto Tapestry for Mrs. Hargraves to look at.

## **Class 2- Year 1 and 2**

Mrs. Gregson and Mrs. Lynn will upload videos, PowerPoints, and other materials onto the 'files' area of Microsoft Teams. (Please see the How to guide below for accessing Microsoft Teams)

You have two options for recording evidence:

- 1.) Children can record their work on pieces of paper, a workbook or typed on a Word document. These can be brought to school on the 1<sup>st</sup> day back after our isolation period. (Books and pencils can be collected from the school porch on the 1<sup>st</sup> day of remote learning if you have none at home.
- 2.) You can take photos of the children's work on your iPad or phones and send it to [t.maguire300@cockfield.durham.sch.uk](mailto:t.maguire300@cockfield.durham.sch.uk) and I will forward it to Mrs. Gregson.

## **Class 3**

Ms. Racher will use Microsoft Teams for Remote Learning. (Please see the 'How to guide' below for accessing Microsoft Teams) All general PowerPoints and information sheets will be found under the tab 'Files'. Ms. Racher will then put the individual children's worksheets in the tab called Class Notebook.

When you find the worksheets, you can use the tool labelled 'Draw' to write answers on the sheet or you can click below the picture and

use the typing tool to record your answers. As you type Ms. Racher will be able to see your work. You also have the option of:

- 1.) Children can record their work on pieces of paper, a workbook or typed on a Word document. These can be brought to school on the 1<sup>st</sup> day back after our isolation period. (Books and pencils can be collected from the school porch on the 1<sup>st</sup> day of remote learning if you have none at home.
- 2.) You can take photos of the children's work on your iPad or phones and send it to [t.maguire300@cockfield.durham.sch.uk](mailto:t.maguire300@cockfield.durham.sch.uk) and I will forward it to Ms. Racher.

Children can communicate with the Teacher and each other under the 'Posts' Tab. Just type a question and Ms. Racher will get back to you as soon as possible.

Mrs. Lynn will be working with the children in class showing them how to access Teams on both an iPad and a Laptop.

#### **Class 4**

Mrs. Woods and Mrs. Hancock will be using Microsoft Teams for their Remote Learning. Please see the guide to accessing Microsoft Teams below. All PowerPoints, worksheets, and information sheets will be found under the tab 'Files'

Children have many options for recording evidence of their work:

- 1.) Children can record their work on pieces of paper, a workbook or typed on a Word document. These can be brought to school on the 1<sup>st</sup> day back after our isolation period. (Books and pencils can be collected from the school porch on the 1<sup>st</sup> day of remote learning if you have none at home.

- 2.) You can take photos of the children's work on your iPad or phones and send it to [t.maguire300@cockfield.durham.sch.uk](mailto:t.maguire300@cockfield.durham.sch.uk) and I will forward it to Mrs. Woods and Mrs. Hancock.
- 3.) Under the tab Class Notebook, they can create a new Page and label it with the day and date. On here they will be able to type answers to the worksheets.

Mrs. Lynn will be working with the children in class showing them how to access Teams on both an iPad and a Laptop.

## Accessing Microsoft Teams

### Way 1

The easiest way to gain access to Microsoft Teams is to download the App on your device. This is free and is available from the App store for both Apple and Android devices. The symbol looks like this:



Once downloaded input your child's username and password which they were given before the October Half Term Break. If you misplaced the login details please contact Mrs. Lynn at:  
[t.maguire300@cockfield.durham.sch.uk](mailto:t.maguire300@cockfield.durham.sch.uk)

When you are in the App please locate the Teams option. Click on the Team associated with your child and in here you will find the tabs 'Files', 'Posts' and 'Class Notebook'.

### Way 2

Enter [www.durhamlearning.net](http://www.durhamlearning.net) in your web browser and your screen will show a blueish page with Durham County Council Education Portal and Extranet. Click onto the Microsoft office 365 option on the top left corner. This will bring you up a page with a white sign in box and a rainbow in the middle. Input your user name provided before and press enter then input your password also provided before. This then takes you into a new page. On the top left-hand corner beside the outlook button you will see a square of dots, click on that and in there you will find the Teams icon. Click on this and you will be in the home learning page.

# Questionnaire for Parents

Child's/Children's Name \_\_\_\_\_

	Yes	No
My child has limited access to a computer or tablet at home to do school work.		
My child has limited access to a computer or tablet at home to do school work.		
My child has access to internet connection that's fast enough to stream videos		
My child knows how to stay safe online		
I'm feeling stressed/anxious about helping my child to learn at home.		
I know where to get support to help my child learn at home		

How can our school provide you with more support for home learning?

What could we do to improve our approach to home learning?

Do you have any other comments?