



Friday 24th April, 2020

Dear Parents and Carers,

We are all sending our best wishes to you and your amazing children!

Thank you to all of you who are key workers, for keeping things going for us all in our community - you are all doing an amazing job. It is difficult to manage the extra pressures that you are all under, as well as family pressures and home schooling. Please be kind yourselves—you are doing a great job!



This week for children in KS1 and KS2, we have launched our home learning platform—Google Classroom. This has been a huge change for all of us, both at home and at school. We have received lots of positive comments regarding the detailed guidance we put together for you and are really pleased that over 60% of our children have been accessing the learning during this first week.

As stated previously, we are all under different pressures and we do not want home schooling to be something that adds to this. Although there will be tasks and work posted each day, these resources are there to support your children and yourselves. We are not expecting everyone to complete every activity, everyday, although many children have been keen to do this which is great. There may be days when you are unable to complete home learning or have limited time. In this situation, we recommend you focus on any 'Core Learning Tasks' set, particularly the White Rose Maths tasks, as these lessons build sequentially on the previous lesson.

Thank you all for supporting your child to access Google Classroom and to those who have persevered despite technical difficulties when initially logging in. Your patience and perseverance in setting this up for your children has been incredible. A big THANK YOU to Mrs Bindon for dealing with the Google Classroom Log in queries and for being so helpful in supporting our parents, children and staff. The same has to be said to our teaching team; this week they have been rather 'busy', responding to children and parents and setting home learning tasks.



Please take the time to read the attached top-tips document, which is based around things we have come across this week. One area that a few children/parents have found confusing is around whether to 'share', 'edit' or 'hand/turn' in your work once it is completed. This should be done by handing / turning in the work for it to reach the teacher on duty that day. If you are working on a document we have set, it should auto-save as you go along. There is no need to do anything further—please do not press share.

In terms of what you can expect to receive back from teachers, please understand this will have to be different to what we would normally be able to do in school. We are trying to juggle planning the next days lessons, dealing with queries in the message system, and are often in school looking after key worker's children or our own children at home. For the majority of the work, we are also supplying a mark scheme. Once your child has completed their work, where possible, we would appreciate it if you can look at this with them prior to them handing the work in. You should then receive an acknowledgement this has been received, generally the same day. The exception to this will be on Wednesday for the longer writing piece; this may take a day or two to look at and provide some feedback. Work will now be 'returned' to also show this has been received and to make it easier to track in school what has been looked at. However, please do not re-submit pieces of work unless you have been asked to.

If you have not managed to access Google Classroom, please look back at the newsletter from Friday April 20th April; this has details about how to log in and guidance on how to use Google Classroom. All the aspects to support you can also be found on our website in the Pupils section in the 'New Home Learning Information' folder. (These are your starter documents).



Rothwell Primary School



For those of you who are entitled to free school meals, our wonderful office team have tried to make contact with you all this week, to check you have received your e-voucher. We are pleased that almost all of you have received these. A special thank you on behalf of the families and myself to our school business manager, Mrs Clarkson, and to Mrs Ramsden - you have both been so determined to get this sorted for our families, despite the rather stressful and painful process you have had to repeatedly endure. Fantastic!



As I mentioned last week, for those children who are attending school, please ensure they have sun-cream on before coming into school and ensure that they bring a sun hat and water bottle. They are able to wear their outdoor PE kit/sports wear.

A reminder that on our website there is a section for COVID-19 information. You will find a wide range of resources to support you and your children with: their social, emotional and mental health; information regarding food or financial support; online resources; newsletters; agencies for support... amongst other things. As always, if you need further support, please e-mail us at the usual e-mail: admin@rothwell-pri.leeds.sch.uk

Just before the partial school closure, we had parent consultations scheduled with yourselves - these obviously had to be cancelled. In preparation for these meetings, teachers had prepared the usual summary and targets to share with you. They have now tweaked these and an additional section added - we hope you find this report useful. These will be e-mailed out next week. (The day will vary depending on the year group).

On your child's Google Classroom, teachers will be adding a message to their phase/class. Staff will also be adding their photo as their profile icon. Children can also do this if they wish to: click manage your account/click on the circle and you can select your profile photo.

We are missing your happy faces!

Kind Regards
Leila Rothenburg



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TAPESTRY
ONLINE LEARNING JOURNAL

EYFS only - Tapestry.

Dear Parents/Carers,

Thank you so much to all the amazing parents and carers who have logged onto Tapestry Journal this week and supported their children with their home learning. It is great to hear that so many of you are enjoying the activities that are posted daily.

This is just a reminder that Tapestry will need to be accessed through an internet browser to ensure that all clickable links and supporting documents work correctly. To access Tapestry, please type tapes-tryjournal.com into the internet browser. If there are any issues around logging in please email:

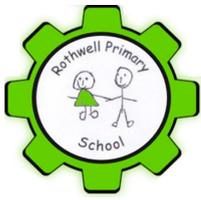
admin@rothwell-pri.leeds.sch.uk

Once in Tapestry, remember to look in the Memos section to find the daily timetable and activities for Reception Class. Lots of these activities are practical and we would welcome parents and carers to share photographs of these activities on Tapestry via the observation function.

From next week (27th April), the children in Nursery Class will be given a weekly menu of activities linked to a key story rather than a daily timetable. We would welcome parents and carers to share photographs of these activities on Tapestry via the observation function, along with any other interests/activities their child is currently enjoying.

Many thanks

Mrs Petch and the EYFS team.



Top Tips for Using Google Classroom

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Below are a few of the most frequently asked questions we have received this week and a range of solutions that will help the children in their on-line learning journey.

Understanding what to do for a task

“I don't understand the task”

- Read the assignment instructions in the timetable and/or slides **carefully** before starting the task. Often a second read through can make the task much clearer.
- If the task is still not clear, then send a message through the ‘Private Comments’ box at the right hand side of the screen. Make it clear which document/task you are referring to.

How to complete work in a document

“It won't let me make changes to the slides”

Are you sure the slides are for you to edit? Check if the slides are for you to read and get instructions from – often there will be a separate worksheet to complete found in the ‘My Work’ section.

“I can't see where to save my document as I'm working!”

Google Slides and docs auto save, so don't worry. If you lose your work, look in your Google drives (left side of page), as all work should save in there automatically.

“I can't put my answers onto the slides”

Try clicking in the text box before you type or write (often this will be a shaded area next to the question). Also double check you are going in through ‘Your/My Work’.

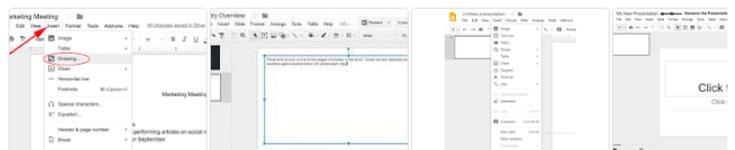
“I need to add a picture to my work for my additional learning tasks”

Adding a picture or video from a file:

Select the Insert tab, then click Pictures in the Images group.

A dialog box will appear. Locate and select the desired image file, this can be from a file you have saved , internet etc. then click Insert.

The picture will appear on the currently selected slide, you can then click on the box around the

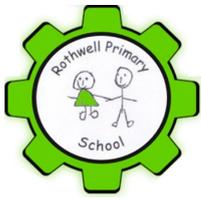


Insert a text box or object

1. On your computer, open a **presentation** in **Google Slides**.
2. Go to the **slide** where you want to **add a text box** or object.
3. At the top, click **Insert**.
4. Choose what you want to **add**, then click **Text box**, Image, Shape, or Line.

image to re-size, add text boxes etc.

https://www.youtube.com/results?search_query=how+to+add+pics+to+a+google+slides+assignment

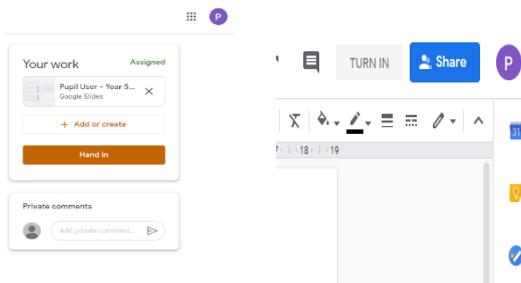


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What to do with your finished work

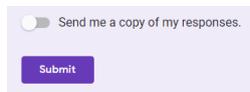
“How do I hand in my finished work?”

- Firstly, remember to check you have done all of the tasks and there isn't a second page. Also re-read any work you want to hand in to check for spelling or punctuation errors. When the task is completed
- fully then click on the brown 'Hand-in' or white 'Turn-in' box. This varies between the types of document you have worked on.



PLEASE DO NOT PRESS 'SHARE'. If the work is 'shared' (blue box in picture above) it gets sent to one teacher and is easy to miss if the work is being marked by another teacher, which is why it's so important to 'Hand-in' or 'Turn-in' your work. Remember, if you are completing the work in the slides, it will save as it goes along.

For quizzes, there will be a purple 'Submit' box at the end of the quiz.



Additional links for advice on this:

How to hand in an assignment – shows for laptop, iphone and Android. <https://support.google.com/edu/classroom/answer/6020285?co=GENIE.Platform%3DDesktop&hl=en&oco=1>

How to hand in an assignment

<https://www.youtube.com/watch?v=o4JeCTfhvnl>

“I have completed an assignment from a previous day, how do I hand this in?”

If you need to hand in work from a previous day, then follow the steps in the previous point. However, it is important that you **INCLUDE A PRIVATE MESSAGE** to the teachers in the comment box to let them know that this work is from a previous day as this will make the teachers aware of the work you have done. If this message isn't included, then your work could go unnoticed.

Marking and feedback on your work

“How will the teachers respond to my work?”

- Some work will be self-marking. If you have completed a quiz, your score should show up straight away, so that you know how well you've done.
- Many of your Maths assignments will also include an answer sheet as an attachment. Teachers will not mark these assignments, they will acknowledge that the work has been completed, however there is an expectation that marking will take place at home using the answers provided. Where an answer sheet is provided...



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- Be honest and only check with the answer sheet **after** you have completed the task.
- Be an active learner and clarify any errors using the answers provided to help with your future learning.
- If you have struggled with a particular piece of work, you can send a private comment to the teacher regarding the work and they will respond accordingly through a private message.
- You will receive feedback on most other work from your teacher: brief feedback for some tasks and longer feedback for longer tasks such as extended writing. Feedback may not always be given on the same day.

“My teacher has returned my assignment, what do I do?”

In order to keep track of the children who have completed activities, your teacher will provide a comment and then return your work to you. If you need to have another look at a particular question or re-edit a piece of text then please do so. However, **YOU DO NOT NEED TO RE-SUBMIT YOUR WORK BACK TO THE TEACHER.**

“I have missed the previous days learning, where should I start from today?”

If you miss any lessons during the week then it may depend which subject has been missed as to where you need to start. With the English tasks, you should work from the learning that has been set that day. However, as the Maths sessions build on prior learning, it is advised that you private message your teacher to ask for guidance on where to start.

Access and permission issues

“Google keeps switching between accounts”

This is usually if you are using a shared device. We've found that devices frequently swap back to the default email (main user), it's worth checking the icon in the corner. See also 'No Access' advice below.

“The message says I have NO ACCESS to Google Classroom”

Try closing other apps, such as YouTube app. This message is often because you are already logged on to the computer using a different Gmail account. It might be easier to use a different browser for each email address or the app. If using a different browser ie safari, chrome, explorer it stops the swapping between accounts. You can also login using that app.

“I don't have permission to open an assignment”

This is usually because the pupil has logged in using a different email address. We've found that devices frequently swap back to the default email, it's worth checking the icon in the corner.

“My Android device won't let me access Google Classroom”

We've been having a few problems which has been stopping some Android phones/tablets from accessing 'classroom', though these now seem to have been resolved.



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Using your phone for assignments

- If using a mobile device it needs to have its security passcode set – 4 digit passcode, fingerprint etc. This will make your learning more secure.
- If using the Google Classroom app you also need to download the google slides & google docs apps in order to open the attachments. It is also useful to have google drive downloaded as work is saved in there.
- A useful clip on how to hand in an assignment using a phone – shows how to take a picture of a handwritten worksheet and hand it in using a phone/tablet.

<https://www.youtube.com/watch?v=fCIWMZDhRik>

We have taken care to provide several helpful guides and info sheets on our website's home-learning page (these have also been posted onto the class streams on google classroom):

<https://www.rothwellprimary.co.uk/new-home-learning-information/>

How to report issues that still can't be solved

Password issues - Please send a message direct through

admin@rothwell-pri.leeds.sch.uk

If the task is still not clear, or you've had to complete your work in a different way, then send a message through the '**Private Comments**' box at the right hand side of the screen for that assignment/task. This will be seen by the teachers on duty, who will be able to advise you further. **Do make it clear which document/task you are referring to in your comments and what the specific issue is.** If you comment on the stream or the assignment then they may become muddled with other information so please use the private comments box for this.

We appreciate that, at times, it can be frustrating using new technology and getting to grips with learning in this way. But you are achieving so much through your on-line learning with Google Classroom.

A huge thank you goes to everyone at home for your patience and support so far in our on-line home learning journey. We hope to see you all in school again soon.