

Ashgate Primary School



Remote Learning + Digital Access: Guidance for Parents

V1





Pupil:	See original documents sent home
Your Child's Username is:	See original documents sent home

Password is **Ashgate1** (note – you will be prompted to change this on the first login. Make a note of your new password). If you request a new password via this can take up to 2 working days.

Remote Learning Access for Pupils Guidance for Parents

I am delighted to announce that we now have a 'remote learning' facility for children to access in the event of individual or localised/national lockdown of pupils in school. Unless called on earlier, this will become **live for pupils as of Monday 12 October 2020**

Feedback from parents linked to the online learning provided in lockdown was that:

- The system in place was very 'one way' and did not allow for feedback or communication with the teacher.
- Children missed the face to face interaction with their teacher and the opportunity to ask questions.
- Parents did not have the facility to ask questions or seek clarity with the class teacher.
- Not all children had access to the specific software used (notably Microsoft Office).

Our new system provides all of the above, and more, from a single secure platform – that of Office 365 Remote Learning.

When will the Remote Learning platform be used?

- **Tier 1:** When school is fully open but there are Covid restrictions - *as a method of sharing homework tasks and updates*
- **Tier 2:** When individuals or small groups are absent owing to **approved isolation** – *as a method of sharing tasks, providing feedback and conducting face to face online communication*
- **Tier 3:** During local or national lockdown or when specified classes or bubbles are **identified as requiring isolation** – *as per Tier 2 + class or group instruction and feedback (inc online Face to Face as a class or groups)*



Limitations

NOTE: The remote learning platform is solely for academic (teaching and learning) use. It **does not** replace other administration practices already in school. Specifically (but not in isolation), parents are NOT to use the Remote Learning Platform for:



- Reporting pupil absences or reasons for absence
- Communicating with staff on non 'learning matters'
- Managing concerns about school routines or practices

Remote learning will not be used for children who are subject to standard short-term absence or when absence is not authorised by the headteacher.

Staff will not be expected to respond to emails beyond their normal working hours

Staff have a 72hr window from absence being reported to providing remote learning (Initial telephone, mail or Team call will be used to establish expectations)

How do I, or my child, access the remote learning platform? It is vital that parents login in BEFORE isolation occurs.

Very soon your child will receive their personal and secure login to Office 365 Remote Learning. They will also receive a generic password that will need changing on their first login. They use this username to access the system; the same username will act as an email account for the sharing of information, feedback and resources.



What will their username look like?

A child's username will be specific to them and anonymised, using a **letter** from the alphabet, a **word** and then a **number**, followed by @ashgate.derby.uk

For example: **happle9**@ashgate.derby.sch.uk

IT IS IMPORTANT THAT YOU DO NOT SHARE THIS LOGIN/ ADDRESS

Anonymised emailing ensures:

- personal information is not disclosed during a login process or if it is lost
- logins can be assigned, removed and reallocated quickly without lengthy ICT support waiting lists or tickets
- easy tracking and monitoring of communication between pupils and staff

Important safeguarding feature /mail flow security

Children will only be able to send and receive emails from within the school organisation; for example to teachers and pupils. It is not possible for those without a school mail address to contact them, or for them to communicate with those outside of the school organisation. If, however, you find this not to be the case, you must inform the school immediately.

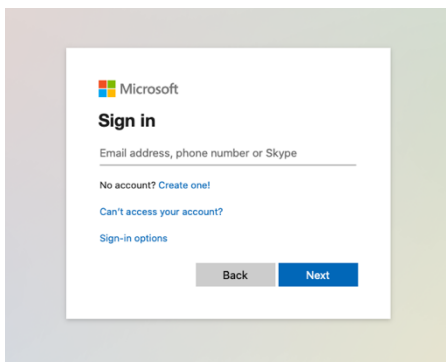
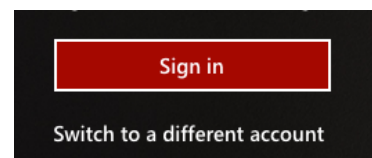
How do we Login?

All are encouraged to support their child when logging in for the first time. This ensures you can keep a track of the process and support the password entry. Clearly, depending on the age of the child, you may be required to login and access the information for your child regularly, particularly those in EYFS or Key Stage 1.

You can login from any suitable device and from any location.

Visit: <https://www.office.com> (or google office 365 login)

- 1) **From this page, click 'sign in' and follow the instructions.** (note if you already have a household member using Office 365, you may be required to click 'switch to different account' before logging in)



- 2) **Enter your child's unique login/email (see above).** There is no need to create an account – we have done this for you.

- 3) **You will then be asked to enter your password.** Click submit/login.

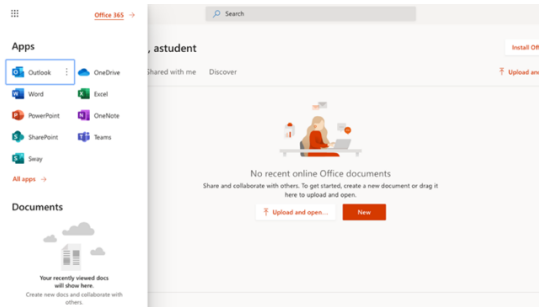
Note: When first logging in, you will be prompted to enter a new password. Keep note of this.

Ensure your new password is:

- Memorable
 - Unique
 - Not easily guessed (do not use words such as 'password')
- Recorded securely

What will we see when we login?

This will vary depending on whether this is your first login or if you have used the system before.



On your first login, there will be a brief guide on use which you can scroll through at your leisure.

In all cases:

- **See what the teacher has sent to you:** Clicking on Outlook will allow you or your child to see if the teacher has emailed tasks sent you instructions of given feedback. Feedback may be individual or group based.
- **You can read the mails and messages,** download attachments, or even join a 'Team' session.
- **Join a Team session with a teacher of class mates** (Online Face to Face) activity, click on 'join' in the email inviting you. There will usually be a time and date to do so which will have been sent to you in an email, simply click on Join at the designated time. You will then be placed in a 'virtual lobby', where you will be invited into the session. Working in this way ensures that we can validate anyone joining.
- **Use the Office suite of resources to create and save your work.** Our online Remote Learning Platform comes with a suite of MS tools including Word and PowerPoint, so you will be able to open attachments sent to you. You also have the option to save any work on a secure 'One Drive' which is specific to your child. This is their own personal cloud work file that they can access after logging in, regardless of on what machine they use.

Will external resources be used?

The teachers will use a variety of signposting opportunities to tasks, as well as uploading/attaching individual work. There will be occasions when face to face instruction is available, but so that children can revisit learning, we will seek to create links to instruction and guidance from other sources.

For many, the Oak National Academy will be used for video and visual learning activities. This is a Department for Education Funded scheme which allows pupils to access age appropriate learning including lessons, instructions and specific tasks.



Be rest assured, if a class teacher provides a link to a website they will have done so with the view that it is suitable. However, school is not responsible for third party content, especially

where links are added from beyond the school setting. Parents should always monitor access online.



Remote Learning is new – let us learn together:

As a school community, we are all adjusting to learning and working in new and different ways. Our Remote Learning Platform is no different and it will, if required to be instigated, take some getting used to and fine tuning. Be patient, support your child, and above all, do not worry if something doesn't work as we want or is challenging to work out initially. This is new for all.