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Dear Parents and Carers

Firstly, a very Happy New Year to you all! I hope that you managed to get some semblance of a Christmas celebration within the restrictions we were given. I can't believe we are here again; a new year and a new lockdown. I know many of us had hoped that 2021 would bring brighter news in the fight against the transmission of Covid-19, however it has become clear that with the rising cases across Scotland that we all have to stick together for a while longer and follow the Government Guidance while the vaccine is rolled out. I know that may seem unfair after nearly a year of restrictions but we must collectively do everything we can to protect the vulnerable within our communities and of course the NHS.

At times of lockdown people can feel isolated and alone. If any of you feel like that, at any point during this lockdown, please give us a phone, whether it be just for a chat, a cry, some advice or for us to point you in the right direction. The Senior Leadership Team are in school every day and any of us would be happy to speak to you.

Below we have outlined the arrangements for remote learning for the period of lockdown. We appreciate that not everyone will have access to enough devices within their house for all of their children so to support that, as well as Google Classroom, each year stage will be producing a task mat with learning activities on them that can be done at home. You can still share these with the teacher by emailing them into the school office for the attention of your child's teacher. If you would like a task mat emailed to you, please contact the school office with what year stage your child is in. A paper copy can also be given but this collection must be arranged with the office in advance so they can have the correct task mat ready for collection.

Teacher Work Patterns

All teaching staff are working in school running the Keyworker Hubs for part of the week. When in the school building teachers will still schedule Google Classroom learning, however they will not be in front of a computer that day. Any work submitted will be fed back on at the next opportunity.

Arrangements for Home Learning

During this period of school closure distance learning will be communicated through google classroom. There will be a mixture of online and off line tasks to allow an appropriate balance of screen time for pupils.

Weekly

- A Task mat of activities will be created to encourage the children to be active and creative whilst allowing for both online and off-line learning.
- Tasks mats are available on Google Classroom, or alternatively you may phone or email the office and request one to be emailed directly to you. If you require a paper copy please contact the school office.

Daily

- There will be a numeracy/maths and literacy lesson uploaded every day onto the Google Classroom.
- There will be other activities posted at various points throughout the day and week.
- Feedback will be given by teachers on tasks as appropriate, however on days when teachers are working in the school Hub feedback will be given at the next available opportunity.

Accessing Google Classroom

Google Classroom can be accessed on a smart phone, a tablet, a laptop, a PC, an X Box and a Playstation. I will give instructions further on in this letter for how to access Google Classroom on a gaming device.

Pupils have their own username and password for their Google Classroom. Please contact the office if you require these to be sent to you via email.

Should there be any difficulties, your child should contact their teacher via Google Classroom. There is an option to contact teacher in the *People* section within the Classroom.


Please note that teachers will be available online during regular school working hours, when not running Keyworker Hubs.

Google Classroom can be accessed via the Google Classroom App (can be downloaded onto any smart phone or tablet) or the <https://classroom.google.com/>.

- Login using pupil email address (ends in @edubuzz.org) and password
- Click on the relevant class name
- To view class work, click on *Classwork* at the top centre of the page
- Click on *View Assignment*
- Go to the *Your Work* section and click *+ Add or Create*
- Depending on what the assignment consists of, your child may be asked to create a word based document or slide presentation. If it is simply a word based document, click on *Create new Docs*. This will open a new blank document. If a presentation is required, click on *Create new Slides* and a new blank presentation will open.
- Once the task is complete, in the *Your Work* section, pupils must **Submit** their work to their teacher, by pressing the 'Hand in' button.
- If they would like to add more information into their document, pupils can **Unsubmit** their work and this will allow them to edit before submitting again.
- Pupils will receive feedback or marks through this avenue if appropriate.

Accessing Google Classroom on an X Box or a Playstation

Below are instructions for accessing Google Classroom via an X Box and a Playstation. My understanding is that if you have a computer keyboard, it is possible to plug this in through one of the USB points on the device.



1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the library use the search bar to type in *Internet*
5. Select the *Internet Browser* app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box *Google Classroom* and select the first link that comes up:
Classroom: manage teaching and learning Google for Education - link below'
<https://edu.google.com/products/classroom>
8. Select *Go to Classroom*. Then log in using student email and password.



1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to Apps
4. Go to *Microsoft Edge* application
5. Type in a search for *Google Classroom*
6. Select *Go to Classroom*
7. You will need to log in using your student email address and password.

PIC•COLLAGE

Digital Acceptable Use Policy

At Sanderson's Wynd we aim to ensure that everyone is safe, respected and ready to learn. We will continue to expect high standards of behaviour from all of our pupils. When using Google Classroom, communication should include kind and relevant words only. Should this not be the case, and your child experiences any form of negative language, they should contact their teacher and this will be dealt with in the same way that it would be at school (i.e. parents of children involved will be called). We appreciate that pupils will need support to access this learning, and would encourage them to share their learning with you, but please remember this is a pupil forum and should you wish to contact the school please do so in the usual way of e-mailing the school office.

Staying Safe

Staying safe online is vital during this time. Please ensure you follow the same rules as you normally would.

- Remind your child not to give out their personal information to anyone online, never sharing login details or their name and contact details.
- Should your child experience anything that makes them feel uncomfortable they should report this immediately to a trusted adult.
- Please supervise your child online and check in with what they are accessing.
- If you have any concerns over anything they are experiencing please forward your concerns to the school by e-mailing the school office who will pass this on to the relevant member of staff.

We hope this forum will provide relevant/progressive tasks which will allow your child's learning to progress during this time. Should you wish to discuss things concerning your child's learning please feel free to get in touch as you normally would.

We know how challenging it can be trying to work from home and home school at the same time. Only do what you and your child can manage and if you need any support in managing the home learning, please get in touch. We will be sending out a weekly communication, on a Friday, so that we can stay in touch, and will of course be sending any ELC and Government updates as they come in.

Our staff team feel so lucky to work in the Tranent community. We are so lucky to have amazingly supportive parents and equally amazing pupils. We cannot wait to be all under the same roof again and to feel the buzz of learning and fun that our staff provide, face to face. Until we are all back safely, please know that we are thinking of you, are still here for you and are sending you all our love and best wishes.

Stay Safe,

Lynsey Blair and the Sanderson's Wynd Staff Team
Head Teacher