

Home Learning Parent Handbook

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Introduction

The health and wellbeing of all children and students is our priority and we are committed to ensuring that their learning continues during the current Coronavirus Pandemic. Providing a sense of stability for our students, may help them feel more comfortable during a time of uncertainty and will also promote a healthy and consistent learning routine at home. Whilst we are developing resources in order to provide continuity of learning, the success of students in an online environment relies heavily on the crucial role parents and caregivers have in supporting the supervision and implementation of their specified learning program/s.

As a partner in ensuring continuity of learning and supporting student success, parents and caregivers also play an integral role in monitoring student progress and engagement against prescribed classwork. Families have communicated their preference for the delivery of home learning to their teacher:

• Option A: I have access to a device and the internet (Online)

This option will use an online platform to gain access to learning materials. Students will be able to interact with and gain feedback from their teacher as they complete allocated curriculum tasks. Student work will be submitted back to the teacher electronically through the same online learning platform. Note that this option will not require a student to be on the device all day. Hands on, active and written tasks will be set for students to complete in line with the focused curriculum elements for their year level. As per departmental policy, only students who have completed their third party and ipad agreements can be included in online learning.

• Option B: I do not have access to a device and/or the internet (Paper)

Students will be provided with printed materials on a weekly basis. This option requires parents to collect learning materials from the school (and at the same time, return the previous week's tasks). Teachers will mark and provide feedback on student work in the week after work has been completed. Access to the class teacher will be via email only. Where the viewing multimedia resources are used (e.g. a video of the teacher explaining a concept), the link for access will be emailed and a student will be able to watch this on their parent or carer's mobile device.

Home Learning Overview

Option A (Online)

This will consist of:

- A series of online, written and/or physical activities and tasks to be completed by your child/ren across the week will be uploaded to Seesaw. A colour coded Learning Grid suggests the time it should take to complete each activity.
- 2 hours per day where your child/ren's teacher will be 'live' responding to comments on the Blog, posting feedback on student's activities in the form of comments, and responding to emails. The 2-hour session of live time will remain consistent each day.

Option B (Paper)

This will consist of:

- A series of written and/or physical activities and tasks to be completed by your child/ren across the week provided in a printed learning pack. A colour coded Learning Grid suggests the time it should take to complete each activity.
- Collection of packs Named learning packs will be available for collection from labelled tubs in the Bounty Boulevard Pick-up Zone between the hours of 9am-3pm each Friday.

- Return of packs Weekly learning packs can be returned to labelled tubs in the Bounty Boulevard Pick-up Zone between the hours of 9am-3pm each Friday (when new packs are collected)
- Teachers will mark and provide feedback on submitted work via email, the following week.
- Teachers are available for support through email with a response time of 24-hours.

Supporting Your Child in a Home Learning Environment

There are a number of steps you can take to support your child/ren to effectively engage in a home learning environment.

1) Keep emotional health a top priority. Make your relationship and connecting with your child your top priority.

2) Create a consistent learning at home routine. Routines help children feel safe and are especially important in stressful times.

3) If you have multiple children, decide what will work best for everyone. Everyone could start learning at the same time, or perhaps a staggered schedule works best for your family so children can access shared resources and devices.

4) Look for unique learning moments in the home environment. Math, literacy, communication and science skills are needed to complete everyday tasks like cooking, games, chores, learning a new skill and so on.

5) Have your child/ren teach you about what they are learning.

Creating a Workspace Conducive to Learning

Support your child/ren in setting up a workspace that is conducive to learning. Preferably a place away from distraction and one that is clutter-free (also ensuring there is adequate lighting and ventilation). Consider what equipment your child/ren may need and ensure this is readily available before commencing their schoolwork.

Set up a Timetable for Learning

Take the time to read through your child/ren's weekly Learning Grid as communicated by their teacher via email and Seesaw. Each teacher will provide your child/ren a weekly timetable in the form of a Learning Grid. The Learning Grid will compromise of the names of the Seesaw activities students will need to complete each day across the week. The activities will be released daily onto Seesaw.

Daily Live Time (Online Only)

Each day your child/ren's teacher will be online for 'live time.' This will be the same two-hour block of time each day where the teacher will be available to answer questions, provide feedback on Seesaw activities and reply to emails. The teacher's 'live time' will be communicated to you via email.

Knowing When 'Live Time' has Commenced (Online Only)

Your child/ren's teacher will make an announcement through Seesaw that will notify them that 'live time' has commenced. You can view announcements by clicking on 'Inbox.' Teachers will be live for 2 hours at the same time each day.

How Children will Ask their Teacher Questions

Online: During 'live time' students can post their questions into the Blog and the teacher will be able to reply. Teachers will also spend 'live' time replying to comments students have made after posting their work. Alternatively, parents can send the teacher an email with any questions/concerns.

Paper: Parents can send the teacher an email with any questions/concerns.

Respectful Communication with Teachers

Although working in a home learning environment provides us with the flexibility to access learning materials at any time, we need to be aware of the timeframes that have been set for staff to work.

Teachers will be working between the hours of 9am and 3pm, only it is important to understand that much of what our teachers will do, cannot happen in real-time. Outside of the two-hour live time each day, students will still have the ability to contact their teachers through comments on activities and the class Blog. Teachers will be actively monitoring and responding within reasonable timeframes. Please be considerate of this when requesting support or feedback from school staff.

In the event of any teacher absence that will affect your child/ren's learning program, you will receive communication from the teacher with respect to alternate arrangements that have been made.

Our teachers are committed to providing continuity of learning for your child/ren and will make contact home if there are concerns in relation to your child/ren's participation and engagement in their program of instruction.

Children Receiving Feedback from their Teacher

Online: Teachers will be monitoring the work that your child/ren is uploading on Seesaw and providing feedback in the form of comments (verbal and written) on your child/ren's completed activities.

Paper: Teachers will be marking and monitoring the work that your child/ren is submitting each Friday and providing feedback via email.

How Children will Collaborate with their Classmates (Online Only)

Children will be able to collaborate with their classmates through the class blog. This can be accessed by clicking 'Blog.' In this space, your child/ren's teacher will post a collaboration prompt and students will be able to collaborate in the comments section. Each comment must be approved first by the teacher, so please be patient whilst you wait for them to review and approve your comment before you can see it.

Expectations of Key Stakeholders

The following arrangements apply where students, staff and parents are in good health and able to attend to school requirements. While online learning during a school closure will not be able to replicate our practices of onsite learning, our learning programs and communications with students will continue using the tools familiar to students, parents and staff.

During a period of enactment of home learning processes for all or some students, the following expectations of community members will apply.

Students

- Dedicate appropriate time to learning, reflective of a school day as guided by your teachers.
- Paper: Complete daily tasks provided by teacher
- **Online:** Complete the work provided in their weekly timetable via SeeSaw (or paper if permissions are not current).
- **Online:** Check their Online Learning Platforms each morning after 8:30am and afternoon Monday to Friday for information (information will be provided via parent email for those students without online access)

Parents

- Work with students to schedule appropriate time for learning.
- Be patient learning takes time.
- Communicate with your child's teacher via email, allowing staff members up to 24-hours Monday to Friday to respond.
- Raise questions if you are unsure of any aspects of your child's learning via email (not through SeeSaw)
- **Online:** Ensure that students have access to SeeSaw and school email (__@eq.edu.au) and Online Learning Platforms OR have indicated via email that they require print materials, collecting and dropping off at the front office Friday of each week.
- **Paper:** Arrange to collect (and return) student work to the school each Friday.

Class Teachers

- Provide curriculum learning experiences and tasks during learning time (9am 3pm) that are reflective of inclusive practices.
- Plan for differentiation by referring to class data and consulting with the cohort inclusion teacher.
- Provide regular check-in opportunities for students and be available during regular school hours where possible. Reinforce continued access to online learning with positive feedback.
- Respond to communication from students and parents within 24-hours Monday to Friday (via email or phone call).
- Check school email and Online Learning Platforms each morning and afternoon, Monday to Friday
- Celebrate student success

The Online Platform of Seesaw (Online Only)

Bounty Boulevard State School will be utilising the online platform of Seesaw to enable students to engage in a home learning environment. Seesaw gives students a place to document their learning, receive feedback and collaborate with their classmates.

Each student has their own private Seesaw journal where they will use learning tools to post to view and respond to activities, view announcements from the teacher, and comment on their own work. Students <u>cannot</u> log in as another student, see another student's work, or comment on another student's work with Home Learning codes.

Seesaw enables students to gain access to learning materials but will not require a student to be on the device all day. Hands on, active and written activities will be set through Seesaw for students to complete in line with the focused curriculum elements for their year level.

Using the password protected blog feature within the app, students can collaborate with peers from their own class, leave comments and develop digital citizenship skills. Everything happens within the Seesaw app or website, so it is simple, safe and teacher moderated.

Students will access their Seesaw account by typing in their Home Learning code.

What are Seesaw Home Learning Codes?

Home Learning Codes (a 12-digit text code or QR code) allow students to sign into the Seesaw CLASS app from home while protecting their privacy. This means students can add posts to their journal, respond to activities, view announcements, and comment on their own work. Students <u>cannot</u> see or comment on another students' work. If your child is using a laptop or computer, they will enter their Home Learning code in at <u>app.seesaw.me</u>.

Where Do I Get My Child's Home Learning Code?

Your child's teacher will send home a 12-digit text code in an email. If you did not receive a Home Learning Code, please contact your teacher via email.

Why Does My Child Have to Use a Home Learning Code for Seesaw?

Updates have been made to Seesaw to facilitate home learning. For students to be able to access the Home Learning content and activities they will need to enter their Home Learning code. No content will be uploaded to Seesaw school, only Seesaw Home Learning.

Do Home Learning Codes expire?

Home Learning Codes expire after 90 days. Once your child signs in with a Home Learning Code, they will stay logged in for 1 year or until they log out.

My Child's Seesaw Home Learning Code Isn't Working. What do I do?

Check to make sure:

1) You are using the Seesaw CLASS app to enter the code (not the Family app). If you're signing in on a computer, make sure you've chosen 'I'm a Student'.

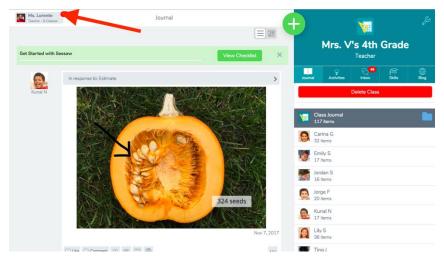
- 2) The Class app is updated in the App or Google Play store.
- 3) You entered the text code correctly.
- 4) You are connected to the internet. If you are unsure, try turning the device on and then off.
- 5) Contact your child/ren's teacher.

Can multiple children in my family use the same device for Seesaw?

When multiple children are using the same device for home learning, each child should log out of their Seesaw account when they're done using it. We recommend printing each child's Home Learning code and hanging it in your learning space.

How Does My Child Sign Out of Seesaw?

Step 1: Click on the student's name in the top left-hand corner.



Step 2: Click 'Sign Out.'

If my child is not sharing a device, do they need to sign out of Seesaw when they are done?

No, you do not need to sign out of Seesaw if only one child is using the device.

How Students Access Learning Activities on Seesaw

Follow the steps below to access learning activities on Seesaw.

CLASS app.seesaw.me	STEP 1: Download or update the Seesaw Class app on your device or go to app.seesaw.me to get started. <i>App update is required</i> !
	STEP 2: Click 'I'm a Student' to log in with your Home Learning Code.
	NOTE: Your teacher may have sent your Home Learning Code on a handout like this or in an email or text message.
	STEP 3: Enter your Home Learning Text Code or scan your Home Learning QR Code when you see this page.
	STEP 4: Once logged in, you will be in your student journal where you can create posts, complete activities, and see Announcements from your teacher.
	STEP 5: To see activities from your teacher, tap the Activities tab (on the right side under class name).
⊕ Add response	STEP 6: Click 'Add Response' to respond.
0	STEP 7: Always press the green check to save work to your journal.
C Inbox	STEP 8: To see Announcements from your teacher, tap the inbox tab (<i>on the right side under class name</i>)

Alternatively, you can watch this helpful video: <u>https://www.youtube.com/watch?v=OHB24Y-ALLY&feature=youtu.be</u>

How do Seesaw Activities Work?

Your child's teacher will assign activities in Seesaw. Students click on the 'Activities' tab to see activities their teacher has assigned to them. To respond to an activity, your child should tap '+Add Response' in the 'Activities' tab. Your child/ren will be able to use Seesaw learning tools. Once complete, students press the green tick to submit their work. Students work is then posted to on their journal thread and the activity will no longer be visible under the activities tab.

Alternatively, work can be saved as a draft and students can return to it at a later time – teachers and students are notified that the work is in draft form.

Why did the activity disappear from my child's activity folder?

Once your child has clicked '+Add Response' on the activity and the green tick to save the work, the activity instructions and template will disappear from your child's activity folder.

Why are there different activities in my child's activity folder?

Each day your child/ren's teacher will upload new activities to be completed. These activities will match the tasks set out in the Learning Grid.

My child doesn't have enough time to complete their Seesaw activity. Can they save their work and come back to it later?

When a student is working on an activity in Seesaw, they can save it as a draft and finish it later. Drafts make it easier for teachers to check in on student progress and send students feedback. To save an activity as a draft, students have to choose the 'Draft' option instead of clicking the green tick. Drafts appear in the student's journal feed with a yellow banner, indicating that the post is a draft. If you want to edit the item click 'Show Draft,' followed by the three dots, and 'Edit Item.' Teachers may also send the draft back to the students through Seesaw as they provide feedback in the comments section. Students can then review and improve their work prior to posting to their journal.

Can my child edit an activity after they have posted it to their journal?

Yes, they can edit an activity after it has been posted onto their journal. Locate the activity and click on the three dots at the bottom of the activity and click 'Edit Item.'

What do I do if Seesaw will not load or won't allow my child to save their work?

Check to make sure:

1) You are connected to the internet. If you are using an iPad go to 'Settings,' followed by 'Wi-Fi' and turn the toggle off and then back on.

2) Return to Seesaw and refresh the page by swiping your finger in a downwards motion on the screen.

3) If it continues not to load/upload, turn the device off and then back on again. Remember that if you turn your device off, and you are in the process of uploading a piece of work, this will need to be screenshot first so that you do not lose your work.

Can Parents/Caregivers Message the Teacher from the Seesaw App/Website?

No. Parents/caregivers are to email their child/ren's teacher with any questions or concerns.

Notifications on Seesaw

It is important to have notifications turned on in the Seesaw app to enable your child to stay up to date with announcements, feedback from the teacher, blog posts and activities. When setting up Seesaw for the first time on an iPad or Android device, you will be prompted to enable notifications. Please allow this.

If a pop up does not appear asking for permission, please follow the below steps to give permission.

<u>iPad:</u> Click on the 'Settings' app and click 'Notifications.' Scroll down to find 'Seesaw' and click on it. Click 'Allow Notifications.'

Android device: Click on the 'Settings' app, followed by 'Apps' and then 'Seesaw.' Click Notifications 'On/Off.'

Allowing Access to the Camera and Microphone in Seesaw

For some of the activities set by the teacher, students will be required to take photographs of their work and record their voice explaining their learning. To enable this, students will need to allow Seesaw permission to access the camera and microphone on their device. When utilising the camera and microphone features for the first time, a pop up will appear asking for permission. Please allow this.

If a pop up does not appear asking for permission, please follow the below steps to give permission.

iPad: Click on the 'Settings' app, scroll down to find 'Seesaw.' Turn Photos, Microphone and Camera on.

<u>Android device</u>: Click on the 'Settings' app, followed by 'Apps' and then 'Seesaw.' Click 'Permissions' and turn Photos, Microphone and Camera on.

<u>Chrome browser on a laptop or desktop computer:</u> Open Chrome and click on the site identity icon in the address bar (the padlock symbol). Click 'Always Allow' for the camera and microphone, followed by the refresh arrow icon to reload the page.

<u>Firefox browser on a laptop or desktop computer:</u> Open Firefox and click on the site identity icon in the address bar (the padlock symbol). Click 'Allow' on each menu next to 'Use the Camera' and 'Use the Microphone.' Click anywhere on the webpage to close the menu, followed by the 'Retry' button.

How Do You Take a Screenshot?

iPad: Press the 'Home' button and the 'on/off' button at the same time. The screenshot will be sent to your photos.

IOS laptop or desktop computer: Press the 'command,' 'shift' and number '3' button at the same time. The screenshot will be sent to your desktop.

Windows laptops/computers: Press the 'Alt' and 'PrtScn' button at the same time. The screenshot will be sent to your Screenshots folder in your Pictures.

Chromebooks: Press the 'control' and 'switch' button at the same time. The screenshot will be sent to your Downloads folder.

How Do You Screen Record?

You may be asked by your teacher to screen record your device to demonstrate your learning. This can be done on any device. Follow the instructions below:

<u>iPad</u>: To enable screen recording on the device go to 'Settings' followed by 'Control Center.' Click 'Customise Controls' and then the '+' next to 'Screen Recording.' Place your finger on the top right-hand corner and drag down the control panel OR place your finger at the bottom of the screen and drag up the control panel. Hold down the screen recording button for three seconds (looks like a red target) and choose 'Microphone On.' Start the recording by pressing 'Start Recording' and press anywhere on the screen to begin recording the screen. To end the screen recording, press on the red banner at the top of the screen followed by 'Stop.' The video will be saved to Photos.

<u>Windows Laptop or Desktop</u>: Windows devices have a built-in screen recorder intended for recording games. Open the 'Xbox' app followed by the 'Windows' and 'G' key. Click 'Yes, this is a game.' To begin recording click 'Start

Recording.' Once complete, hold down 'Windows,' 'Alt' and 'R' keys to end the recording. Recorded videos will be saved into the Videos folder.

<u>Mac Laptop or Desktop</u>: On the keyboard hold down the 'Shift,' 'Command' and '5' keys at the same time. Press 'Record Entire Screen' or 'Record Selected Portion' and click on the screen. To end the recording, click the stop icon in the toolbar at the top of the screen.

Where can I find more Seesaw resources?

Visit <u>web.seesaw.me/remote-learning-for-families</u> for Seesaw tutorials and resources related to COVID-19 and supporting remote learning.

Seesaw Help Centre

Seesaw has an excellent online Help Centre if you are stuck or cannot find an answer in the tutorials above. Access <u>https://help.seesaw.me/hc/en-us</u> to search their helpful troubleshooting resources or send a question directly to their Help Centre team.

Online Programs Used by Bounty Boulevard State School

Note: Access to these programs are only available for those accessing Option A of home learning (online)

The Online Platform of Prodigy

Prodigy is a curriculum-aligned, adaptive, online game-based math learning platform. Featuring over 50,000 math questions spanning Grades 1 - 8, players will get to watch their very own wizard grow stronger, learn new spells and acquire new equipment while facing ever more powerful opponents, all by answering math questions.

How to Access Prodigy

Prodigy can be accessed on all devices, in the form of an app or web browser.

App access: Open the Prodigy app and select the 'Play Prodigy' button. Your child/ren will enter their username and password as shown on their password card, followed by 'Login.'

Web browser access: Type <u>https://play.prodigygame.com</u> into the address bar and select the 'Play Prodigy' button. Your child/ren will enter their username and password as shown on their password card, followed by Sign In.'

Prodigy Placement Test

Each student, when they first start to play Prodigy are placed in a placement test. This test is used to help determine the best material for each child and create a completely customized set of content tailored to the child's knowledge in each math strand. The Placement Test typically takes students 3-4 sessions to complete as there is a large amount of data being collected and checked against numerous strands of content.

For those that struggle early on, it will take less time, for those that perform well, it may take longer to determine the appropriate grade level. The students grade level will change as they progress through the questions and tasks. Once they master all skills within their grade, they will begin with the content of the next grade.

The Online Platform of EPIC

Students can access an online library of 35 000 books, learning videos and quizzes. Your child/ren can explore or search for specific content in the library. The teacher may also assign books to your child/ren.

How to Access EPIC

You will receive a class code from your child/ren's teacher. Access the EPIC app or

Laptop or Desktop: Open a web browser and enter www.getepic.com. Students will enter the class code as shown on student's password card. Your child/ren will then need to select their name from the list. Using the 'Explore' tab, students can view the library content or search for a specific topic using the 'Search' tab. To locate texts assigned by the teacher, access the 'Mailbox' tab. If you have multiple children in the same family sharing a device, students will need to sign out between use.

iPad or Android device: Open the EPIC app. Students will enter the class code as shown on student's password card. Your child/ren will then need to select their name from the list. Using the 'Explore' tab, students can view the library content, or search for a specific topic using the 'Search' tab. To locate texts assigned by the teacher, access the 'Mailbox' tab. If you have multiple children in the same family sharing a device, students will need to sign out by clicking on the character profile picture at the bottom of the screen, followed by 'Sign Out.'

The Online Resource of the Learning Place

Additional online resources are available for Queensland State School students through The Learning Place website.

Students can access these resources at <u>https://learningplace.education.qld.gov.au/</u> Students will use their MIS username and password as shown on their password card to log in.

The Online Platform of Wushka (Prep-Year 3 only)

Wushka is a cloud-based digital reading program, levelled to support students learning to read. Every levelled reader is supported by an online comprehension quiz.

How to Access Wushka

Access www.wushka.com.au and click on the 'Log In' button to enter your child/ren's username and password as shown on their password card. Students will click on 'Reading Boxes' to view the books that have been assigned to them. Your child/ren will read through a book and at the end, if a comprehension quiz has been assigned to them, students will complete the quiz to demonstrate their understanding of the text. By clicking on 'My Page,' your child/ren can view their reading statistics, progress and quiz results.

If multiple children in your family are sharing a device, please click 'Log Out' when complete.

The Online Platform of ReadWorks (Years 4-6 only)

ReadWorks is an online library of fiction, nonfiction and literary articles, along with reading comprehension and vocabulary supports. Each week, teachers will assign your child/ren texts at the reading and comprehension level. Students can read and listen to their assigned text, engage with the vocabulary and answer multiple choice and short response questions to demonstrate their understanding.

How to Access ReadWorks

In a web browser on any device, type <u>https://www.readworks.org</u> into the address bar. Click 'Log In' followed by 'Go to Student Log In.' Enter the Class Code as shown on your child/ren's password card and click 'Continue.' Students are to select their name from the list and enter the password as shown on the password card.

Your child/ren will access the 'Assignments to Do' tab to read/listen to the text, engage with the vocabulary by clicking on the 'Vocabulary' tab, and complete the comprehension questions by clicking on the 'Questions' tab. Remember to click 'Submit' when the comprehension questions are complete. Your child/ren can immediately view their results for the multiple-choice questions by clicking on 'Submitted Assignments,' followed by 'See Your Results.'

If multiple children in your family are sharing a device, please click 'Log Out' when complete.

Reassuring our Child/ren

It is understandable that whilst this time of uncertainty may be a great concern to parents, it may also be very worrying for our young people. You may be wondering how best to discuss this pandemic in a way that will be reassuring to child/ren without making them feel more worried than what they may be already. Parents and caregivers should not avoid such a discussion with their child/ren. Not talking about something can often make them worry more.

Although most child/ren will have already heard about the novel coronavirus (COVID-19), it is important for parents and caregivers to take this opportunity to convey the facts about it and set the emotional tone. This may help kids feel more informed and reassured. Involving them and encouraging self-efficacy and resilience, can also give them a sense of control and purpose.

Useful Links:

https://www.health.qld.gov.au/news-events/news/novel-coronavirus-covid-19-sars-queensland-australia-how-tounderstand-protect-prevent-spread-symptoms-treatment

https://schooltv.me/wellbeing_news/special-report-coronavirus

https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-healthalert?utm_source=health.gov.au&utm_medium=redirect&utm_campaign=digital_transformation&utm_content=h ealth-topics/novel-coronavirus-2019-ncov

https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19?utm_medium=Online&utm_source=Hero%20feature&utm_campaign=Novel%20Coronavirus

Staying Connected as a School Community

We sincerely thank our parents and caregivers for the support you are giving your child/ren and for the understanding you are showing to our staff as they respond to this unique situation. With your support, patience and goodwill, we can collectively strive for the very best outcomes for our students. We will take proactive steps to ensure your child/ren's experience via home learning is both positive and supportive. We will continue to work together in the interest of our school and school community. To ensure you are keeping abreast of school announcements, please be sure to closely monitor your emails and subscribe to our school Facebook Page.

Please do not hesitate to contact us at any stage and we will endeavor to support you in the best way we can. Our best wishes to you all for the health and security of your families, friends and our broader school community.