

8/1/21 Letter - Guidance for Home Learning January 2021

Happy New year to all our Milton families! Obviously 2021 has not started in the way that we all hoped but we will continue to provide quality learning and support for all – albeit at a distance during this second lockdown.

Outlined below is the approach and guidance that we will work within over the coming weeks. Please remember, as before, we are here to support and do not expect you as parents/carers to try and take on the role of the class teacher.

All work will be set via our Google Classroom platform and staff will provide feedback on work handed in. All classes are well versed in how to access their own Google Classroom, however, should you have any technical issues or require the loan of a device please contact the school office at office@milton-pri.s-lanark.sch.uk if you need any help with retrieval of passwords for this or Education City please also contact the school office.

- Work for the full week is posted each Monday morning to allow families to navigate and choose how to best approach the learning each day.
- There will be a daily check in question that all children will be expected to answer to allow staff to ascertain any individuals who have not accessed their remote learning.
- Monday 11th January - Wednesday 13th January there will be a designated slot (see 9 am morning message on Google Classroom from each teacher) where the teacher will be on the class forum stream to answer direct questions – although feedback will be provided to children on their tasks throughout the school day.
- From Thursday 11th January the daily designated slot will change to a live video slot where the class teacher will be online via Microsoft Teams. Further guidance on this will be given via your child's Google Classroom instructions.
- We appreciate the difficulties that many families will have in terms of managing their own work and supporting home learning. Work can be completed in a flexible way which suits your own circumstances.
- Completed tasks should be handed in by Friday each week but can be handed in at any point throughout the week.
- If preferable, work can be completed on paper and a photo can be uploaded to allow for teacher feedback. All guidance on how to access PDFs, uploading photographs and turning in tasks will be included in your child's Google Classroom stream. Paper copies can be collected at a pre-arranged time from the school office by appointment.

As you will appreciate, information and guidance is fast flowing, we will endeavour to keep you updated via our website and twitter pages. We are grateful for the continued support of our Milton families and hope that we will be back to normality very soon!

Yours sincerely,
L. James

Parental Guide – Issued 13.1.21

January 2021

GENERAL ADVICE

Following on from our guidance sent last week (8.1.21), we have provided more in-depth information about how we have structured work and again seek to reassure families that we do not underestimate the complexities and pressures of remote learning and time constraints involved. I would again reiterate that we do not expect you to try and take on the role of the class teacher. We will continue to provide quality learning and support for all – albeit at a distance, during this time.

It is our expectation that all pupils will engage with remote learning on a regular basis. There is a video on each Google Classroom providing guidance on how to upload completed work. A weekly overview of learning will be provided, with daily opportunities for children to interact with their class teacher(s) via Google Classroom/Google Meet. We are still trying to balance the number of activities per class and this will adapt and change as we try our best to provide quality learning experiences for all. We fully understand the individual circumstances of families so please do not feel under pressure if you find your child cannot complete all tasks.

Digital devices can be borrowed from school, subject to availability, to support families during this time. Please contact the school (office@milton-pri.s-lanark.sch.uk) to discuss your needs. If you need any help with retrieval of passwords for Google Classroom or Education City please also contact our school office.

Whilst Google Classroom is our preferred platform for learning, we appreciate that families have different circumstances. Paper copies of the Google Classroom tasks can be collected at a pre-arranged time from the school office. Please be aware that these paper packs will exclude PowerPoint presentations and notes from teaching videos. Any group or class reading books that are required for remote learning will be delivered directly to families.

STRUCTURE OF THE DAY

An overview for the full week is posted each Monday morning to allow families to navigate and choose how to best approach the learning each day depending on individual schedules, work commitments and availability of devices. Any necessary resource sheets, slideshow presentations or videos will be posted under the classwork tab. There will be a daily check in question that all children will be expected to answer to allow staff to ascertain any individuals who have not accessed their remote learning. Please remember, as before, we are here to support in any way possible and as always staff will provide feedback on work handed in.

As already stated, we appreciate the difficulties that many families will have in terms of managing their own work and supporting home learning. Work can be completed in a flexible way which suits your own circumstances. Completed tasks should be handed in by 2.30 at the latest on Friday each week to ensure feedback is given but can be handed in at any point

throughout the week. Work submitted after this time may not have all feedback given until the following week. Teachers will be available following their normal work pattern, unless they are on rota within the Milton hub. If this is the case, class teachers will inform pupils via their morning message on the stream and feedback on these days may be delayed.

LIVE INTERACTIONS WITH STAFF

Teachers will be using the video-conferencing platform, Google Meet to interact with their classes, daily. These sessions will be an informal check in and an opportunity to engage with their teacher(s). This is not a direct teaching session and not a mandatory daily task.

LIVE TIMES – Same time each day (beginning 15.1.21)

Primary 1 – Mrs Bryceland 9.30-10.00

Primary 2 - Mrs Black (Monday) 9.30-10.00, Miss McWee (Tues-Fri) 9.30-10.00

Primary 3 – Mrs Cherry 11.30-12.00

Primary 4 – Miss Weir 1.00-1.30

Primary 5 – Mrs Munogee 11.00-11.30

Primary 6 – Mrs Kerr 12.00-12.30 (see individual class message on Google Classroom)

Primary 7 - Miss Naismith (Tues and Fri) 10.00-10.30, Mrs Bunten (Mon, Wed, Thurs) 11.00-11.30

LIVE INTERACTION RULES

- Cameras and microphones should be turned off, unless prompted by class teacher.
- These sessions are for pupil interactions only. Parents/Carers should not use these sessions to ask class teachers questions. All communication should be via our normal channels.
- Ensure that your child is watching the Meet from a safe place with no personal items visible.
- An additional member of staff will be in attendance to ensure safeguarding during all live sessions.
- No recordings of live sessions should be taken at any time, they will not be recorded by staff.

INSTRUCTIONS FOR JOINING A LIVE MEET

Although a very simple click on the Meet button via your child's Google Classroom, additional detailed instructions with screen shots have been sent separately v