Blended Learning: A Guide for Parents

![Johnstown School logo - Ysgol Tre Ioan - Be all you can be]

Johnstown Primary School

Microsoft Teams

Johnstown will use Microsoft Teams as the digital platform for communicating with pupils during Blended Learning. Teams allows school to bring together conversation, content and assignments in one place.

Why are we using Teams?

- Within Teams we are able to host live check in meetings where pupils are able to talk to their teacher and teaching assistant. Staff are available at this time to support pupils as much as they can.
- Teams is a secure platform which is used in daily teaching in school, through Hwb.
- Class teachers can share files within the Teams classroom.

J2E

Pupils from Nursery to Year 6 will access the tasks to complete for their learning using J2E. They are familiar with using this in school. Teachers can share and mark work using the individual pupil folders.

Typical week

Monday & Friday	Routine	Details
9.00am-10.30am (your child will be allocated a half hour slot within the time)	Check in with class teacher - with allocated group of pupils	Pupils enter their class Teams for check in and explanation of tasks for the day. When the pupils are not in their check in, they should complete their language/maths task.
10.30am-11.00am	Break	
11.00am-12.00pm	Language/Maths task	Pupils complete their allocated task through J2E and save online. The teacher will then mark the work during the week.
12.00pm-1.00pm	Lunch	
1.00pm-3.00pm	Theme task	Pupils should complete their allocated task through J2E and save online. The teacher will then mark the work during the week.

Tuesday, Wednesday & Thursday	Routine	Details
9.00am-9.45am	Check in with class teacher – whole class	Pupils enter their class Team for check in and explanation of tasks for the morning.
9.45am-10.30am	Maths task	Pupils should complete their allocated task through J2E and save online. The teacher will then mark the work during the week.
10.30am-11.00am	Break	
11.00am-12.00pm	Language task	Pupils should complete their allocated task through J2E and save online. The teacher will then mark the work during the week.
12.00pm-1.00pm	Lunch	
1.00pm-1.45pm	Check in with class teacher – whole class	Pupils enter their class Team for check in and explanation of tasks for the afternoon.
1.45pm-3.00pm	Theme task	Pupils should complete their allocated task through J2E and save. The teacher will then access the task during the week.

Please note the timings for the Teams check in calls are all approximate. If a teacher adjusts the timings at all you will be notified as soon as possible.

The following instructions will help you to get started on Teams.

Accessing Teams

Using the 'How To Guides: How to Login to HWB', log into HWB and click on the 'Menu' waffle at the top of the page. Choose Office 365 and then look for the Teams icon.
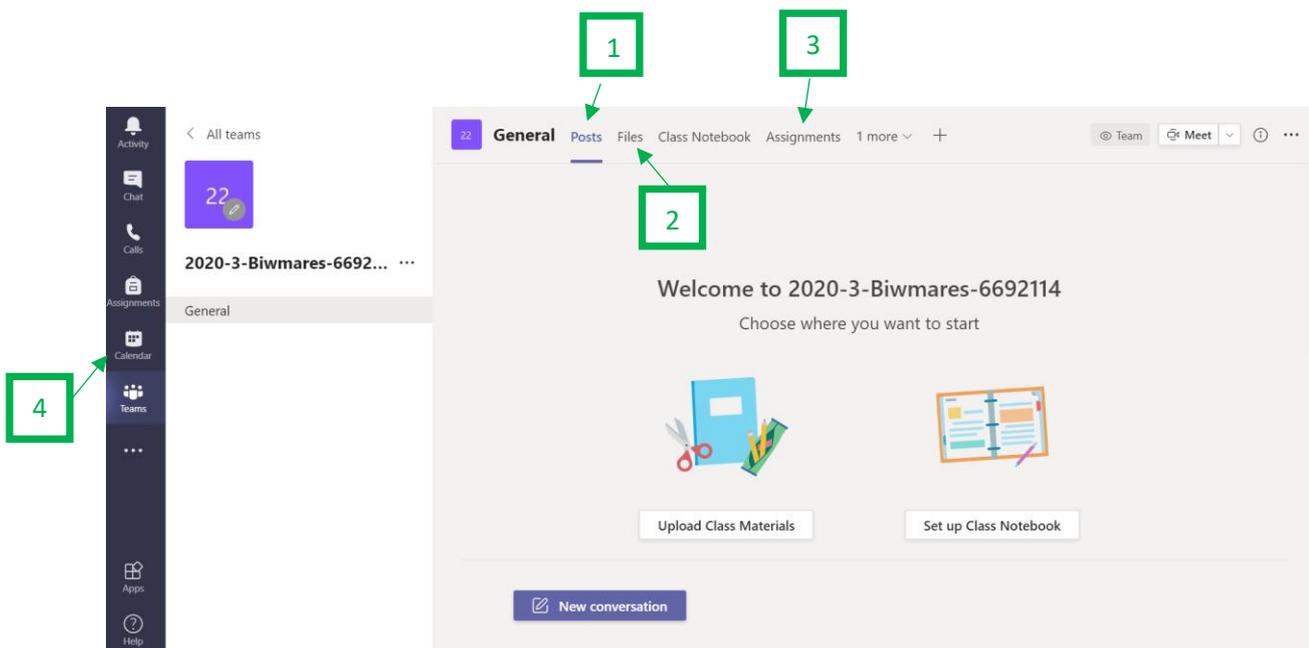

The Team that your child is in will then appear on the screen. Click the Team square to enter.

For example

22

2020-3-Biwmares-6692114

When you are in the Team's general area, it will look something like this:

The following features will be used:

1 Posts: this channel is where pupils can post questions to the class teacher or where class discussions can be facilitated. In order to write a message, pupils need to write their message where it says "new conversation" and click on the send icon. During a Teams check in, pupils can also ask questions using the chat option – see later in instructions.

2 Files: if you click on the 'File' tab at the top of the class page, pupil can find any files that their class teacher has shared with them. This might include tasks or support materials to help when completing a task.

3 Assignments: this is an option for setting tasks.

There may be times when teachers in upper key stage 2 will set a task using the Assignments tab. You can find the work by navigating to the 'Assignments' tab in the General channel of the class team, then selecting an assignment.

By default, assignments not yet handed in will display in order of due date. You can select 'Load previous' and 'Load more' to browse the list. Assignments you haven't opened yet will have a bold title.

In order to submit work, the pupil will need to select an assignment and then '+Add work'. They need to choose the file they want to upload and then click 'Turn in'.

In order to view feedback from the teacher, pupils need to select the dropdown arrow to view their completed assignments.

4 Calendar: This is where meetings with the teacher will be found. If you cannot find the meeting in here it will appear in the General channel. When a meeting appears in the calendar you will need to click join to attend the meeting.

Join
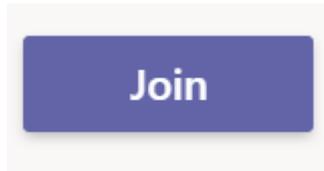
Once you have entered the meeting, a toolbar will appear on the screen.

Raise hand function

Camera

Microphone

Hang up and leave meeting
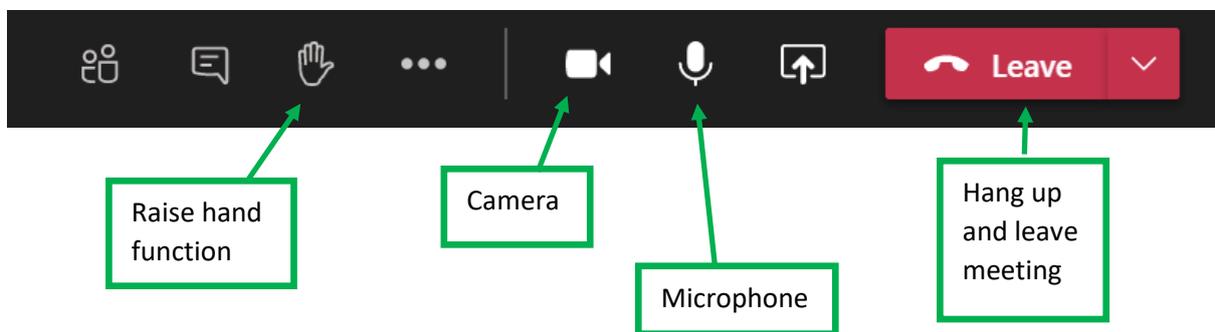
As soon as the meeting has ended, please leave using the red icon straight away.

Expectations for using Teams:

- School staff will ensure that there are always two members of staff in every meeting.
- Pupils will be punctual for all video-conferencing sessions.
- Pupils will make sure they have all power adaptors and laptops/electronic devices ready before the lesson/session begins and they are logged into the lesson/session.
- Pupils will show respect for everyone in the online classroom.
- Pupils will dress appropriately for all lessons/sessions, thinking about respect for others (no pyjamas please).
- Pupils will log in from an appropriate room in their home (not in their bedrooms).
- Pupils will contribute to the lesson/session in a positive manner and not be disruptive at any time (using the 'Hand Up' function to contribute).
- Pupils will not share images of the session.
- Parents will monitor activity on Teams and ensure their children follow the above expectations.

Completing tasks set (using J2E):

Pupils will be set daily activities for language/literacy, maths/numeracy and theme. If they need to complete research or use specific websites, links will be provided. Pupils will be expected to use only these links. Parents/carers will need to monitor use of the internet whilst pupils are completing their task.

Many tasks will be set and completed online, however, from time-to-time pupils may wish to complete their task on paper and upload a photograph of this work for the teacher to mark. Please ensure that when taking a photograph of completed work the picture is clear enough for the teacher to read. This may require the work to be photographed in sections and all uploaded.

Chat function:

Pupils in foundation phase will be able to use the chat function in J2E to communicate with the class teacher. Pupils and parents can send individual learning related questions or queries using this function to the class teacher who will be able to send a response back. Pupils in key stage 2 will use the chat function in Teams as a way of asking their class teacher learning related questions and queries.

In both instances the 'Chat' function should be used only for questions and comments related to learning. This function should not be used for general discussion between pupils. Pupils will be reminded of this where necessary. If a pupil persistently uses this function inappropriately then the class teacher will call you to discuss this.

Pupils may also use Speakr to ask questions/share concerns with their class teacher.