

## Assignment Tips and Hints for Parents

This is a guide which includes some helpful hints and tips for using assignments at Lainshaw Primary School.

1. Assignments set are in line with teachers' timetables but are not compulsory! We are working on a, **"Please do what you can and what is right for your situation attitude!"** The amount of work assigned will often relate to the stage e.g. something for P1 might be one video link but for P7 it could be a chapter of a novel. Choose which assignment suits you to complete at a time that suits you.
2. Assignments for some classes do not have a hand in date or time but some do, finish and hand it in at a time that is suitable for you. **It is ok to hand it in after the due date.**
3. You do not always have to add an image or file to a completed assignment to evidence that you have done a task. If the assignment is easily evidenced then feel free to do so but if not, just hand in. We are very grateful that you are using TEAMS so a simple click of the 'hand in' button is enough to let us know you have done it.
4. If we receive an assignment hand in with no work to mark, teachers will simply click 'return'. You will see it has been returned and this is just us acknowledging that you have done it.
5. Pictures of things that pupils do outside of their assigned work can still be shared on the class Playground Chat Channel. We are still excited to see their accomplishments out with school work; it brightens up our day!
6. Once we have given feedback and returned to you, you can go in and amend any work and send it back by handing it in again. This can be fixing spelling mistakes, full stops being corrected or if you have been set a challenge to upskill your learning you can post back the evidence.
7. There is no place for comments on assignments which we are sad about as we know children like to tell us about their work. You can let us know in the Completed Work Channel or General Chat Channel how they got on. Alternatively, write it down, take a photo and upload it with the handing in of work as an extra image.
8. Please keep checking assignments as **it doesn't alert you when feedback has been given by the teacher.** We could have given very detailed feedback on a piece of work and you might miss it.
9. It is the same for teachers, we have to go on and check if work has been handed in and we have multiple pieces of work to mark and hand back each day so please be patient for any feedback being returned.
10. If, for example, PE is set as Joe Wicks but you go a walk to the woods instead, it is ok to select hand in for that assignment as you have done some sort of physical activity that day.
11. To allow you to add more than 1 image to the assignment please take the photo and add them from your camera roll as it doesn't allow you to upload multiple images when taking a photo with your camera.
12. At the bottom of the list of assignments there is a 'load more' button which will let you see more assignments set for your child.

We hope these helpful hints allow you to be more confident in accessing Assignments and we appreciate everything you are doing to help your children learn during these uncertain times.

Thank you,  
Miss Flannagan