**Mearns Primary School & Nursery Class**

**Remote Learning Protocol and Guidance for Parents & Carers**

**March 2020**

This guide aims to support parents and carers to coordinate home learning during this difficult time.

**Digital set up**

All pupils will have access to work posted through their google classroom via glow.

There are a wide range of updated resources to support learners updated daily on the following website <http://www.amazingeducationalresources.com/>. This will show further websites and learning platforms which are giving free access to their resources over the next month to support learners unable to attend school.

**Remote learning guidance**

Every pupil will be provided with a home learning pack, which will consist of a whiteboard and pen, pencil, rubber, ruler, jotter and a pack of playing cards. There is also a suggested *‘Home Learning Schedule’* for pupils and appropriate tasks will be posted to support this.

Literacy and Numeracy tasks will be posted daily with further cross-curricular home learning tasks scheduled where appropriate:

* Daily activities will be posted by 10am each morning or scheduled across the week, for pupils to complete.
* The focus for Literacy and Numeracy will be revision and consolidation of previously taught skills and concepts.
* For the most part, work set out will be self-correctable. Upload answers or self-assessment guidance for children will be posted between 3 and 4pm each day.
* Google classroom is not a resource for contacting the school or teacher. If required, parents can communicate with the school via school mail SchoolMail@mearns.e-renfrew.sch.uk

**Your child’s Google Classroom can be accessed in the following way:**

* Log onto the internet using the Google Chrome browser and search for GLOW.
* Log onto GLOW using your child’s username and password. These should be recorded in your child’s diary.
* Click on the tile labelled, ‘Google Classroom.’
* Click on your child’s classroom and you should be able to access your child’s tasks.

**There is further guidance attached regarding accessing GLOW and resetting GLOW Passwords.**

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| Mearns Primary & Nursery Home Learning Schedule  |
| Before 9am | Wake Up  | Eat breakfast , dress, tidy room for the day |
| 9-9.30am | Morning Exercise / Walk | Mindfulness, Zumba, kids workout |
| 9.30-10am | Quiet time  | Reading, journal, crosswords, Sudoku, creating flashcards |
| 10-11pm | Task Time | Tasks set online from class teachers |
| 11-12pm | Creative / Play  | Drawing, crafting, playing musical instruments |
| 12-12.30 | Family Learning Time | Preparing food, baking, chores, setting the table |
| 12.30-1.30pm | Lunch |  |
| 1.30-3pm | Task Time | Tasks set online from class teachers |
| 3-4pm | Self / teacher / peer correction  |  |
| 4-5pm | Afternoon Fresh Air / Non-Screen Free Time | Outdoors, gardening, playing, going for walkLego, puzzles, toys, board games |
| 5-6pm | Dinner Time  |  |
| Onwards  | Free Time/ Family Time & Bed Time |  |

**Suggested Daily Schedule for Pupil Home Learning**

**RESPONSIBLE USER AGREEMENT**

***The computers and network, Internet access and e-mail available from school are for school work. There are rules about how these are to be used. You must keep to the rules or you will not be allowed to use the network.***

**Safety**

* I will not pretend to be someone else when I am using the computer.
* I will be careful not to give out my name, address, phone number, e-mail address, picture or the name of the school when I am using the Internet or e-mail.
* I will be careful not to give out anyone else’s name, address, phone number, e-mail address, picture or the name of the school when I am using the Internet or e-mail.

 **Emails**

* I will not send e-mails that are nasty or upsetting to others or e-mails that contain bad language.
* I will not post on the class stream anything inappropriate, upsetting or that contains bad language.
* If I receive any e-mails that are nasty or have bad language I will tell my teacher straight away.
* I will not reply to e-mails from people I don’t know.
* If anyone I don’t know contacts me by e-mail, I will tell my teacher / parent or carer.
* I will never agree to meet anyone I don’t know who contacts me by e-mail or on a mobile phone.
* I will only use the class e-mail address for school work.

 **School Work**

* I will only use the Internet for school work.
* I will only print information for school work.
* I will take care of my own files and will not throw away or damage files that belong to someone else.
* I will not use my own USB drive, CDs or DVDs without my teacher’s permission.
* I will not take photographs or video without my teacher’s permission.
* I will not send photographs or video without my teacher’s permission.

**Mobile Phones**

* My mobile phone is my responsibility and will always be switched off and kept in my school bag during school hours.