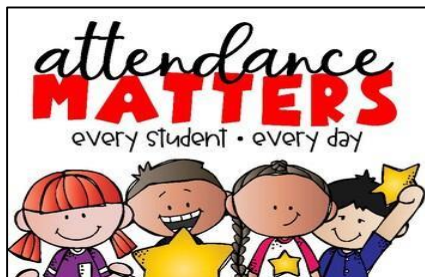


A Day of Learning Remotely

Here at Maidenhill, we are committed to ensuring that, during this period of school closure, all children will continue to make progress and thrive. Children will continue to learn new skills, deepen understanding of concepts, and even be introduced to new and exciting topics. It is therefore imperative that all children engage with their online learning, in order to ensure all they hard they have put in in terms of recovery will continue. For that reason, we aim to ensure that all children will have the opportunity to interact with their teacher and classmates daily, through a variety of media. We are excited to share that this may include live check-ins, opportunities for collaboration or feedback on their submitted work to name a few. We know the importance of having the regular opportunities to discuss concepts and ask questions with their teacher and classmates is irreplaceable and so to that end, we are dedicated to ensure that this is possible during this challenging time.

We appreciate that remote learning is in no way going to replicate the rich learning experiences your child has when they are with us in school, but we will continue to strive to ensuring the best experiences we can during this challenging time.

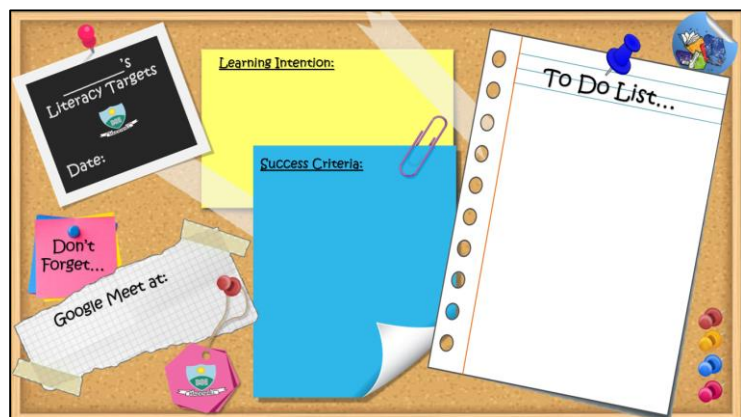


At **9:30** every morning, children will be required to register for the day ahead online in their Google Classroom. The teacher will then take the time to discuss the day ahead, perhaps talk through some targets and support children in establishing the routine for the day/ week. Children will then have time to engage with some pre-recorded videos/ teaching instruction, complete targets, play games etc. We appreciate that, initially this may be challenging for some children, particularly our for our younger pupils, and your continued support in this matter is very much appreciated. We hope that, in time, children's independence will grow as they become more familiar with the daily routine.

Everyday, teachers will share targets for literacy, numeracy and health and wellbeing. This will include a balance of time on and off screen with games, practical tasks, reading and written tasks. Some of these may require support from an adult or a sibling and this will be shared in the daily task board.

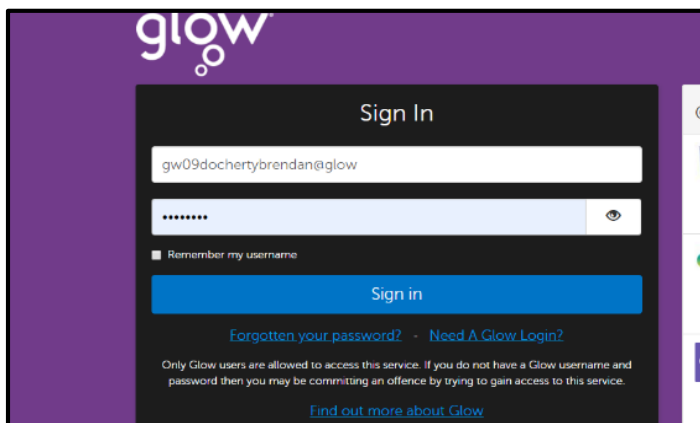
There may be times throughout the day where your child has the option to join their group in another meeting to discuss a particular concept, and this will be shared with your child in advance.

We appreciate that it might not always be possible for children to attend every meeting, which is why we will ensure that children will have access to videos of direct instruction of new concepts. Please support your child to make sure they 'hand in' their completed targets, whenever that may be, so we are able to track their progress with newly taught skills and concepts.



At **2:30**, teachers will bring the day to a close by offering another opportunity for the whole class to meet to evaluate the days' learning.

Logging in to Glow



Maidenhill Test

gw20testmaidenhill

Your child has had time to practise logging in to Glow and Google Classroom in school and should remember the process and their password.

All Glow usernames start with **gw** and your child has been issued with a card sharing their username information.

If you are unable to find the webpage please use a search engine, such as Google, to search for:

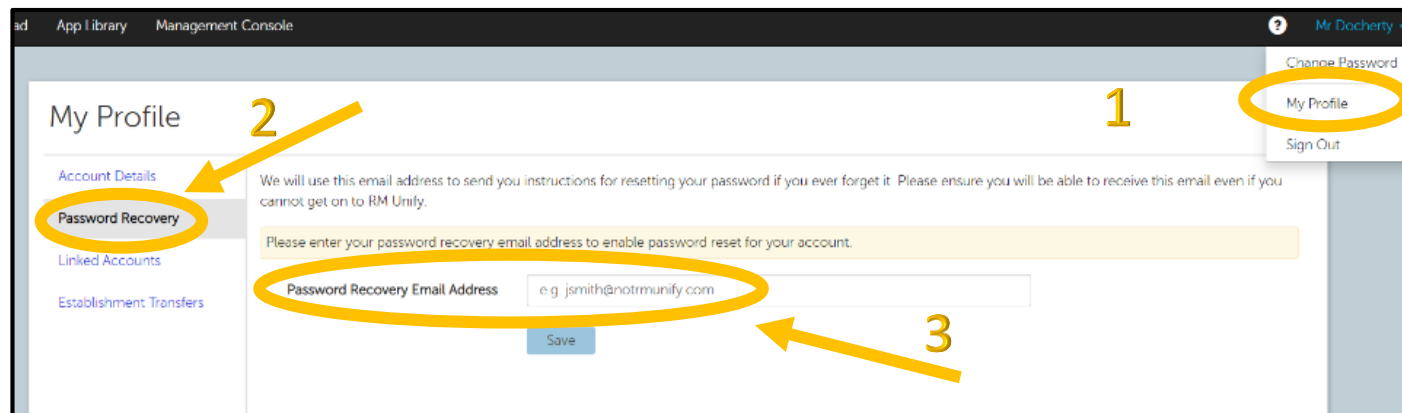
'Glow sign in RM'.



You can also download the Google Classroom App to a number of tablets/ devices. Your child can log in to the app using their Glow username followed by **@er.glow.scot**. For example,

gw20testmaidenhill@er.glow.scot

Recovering Glow Passwords

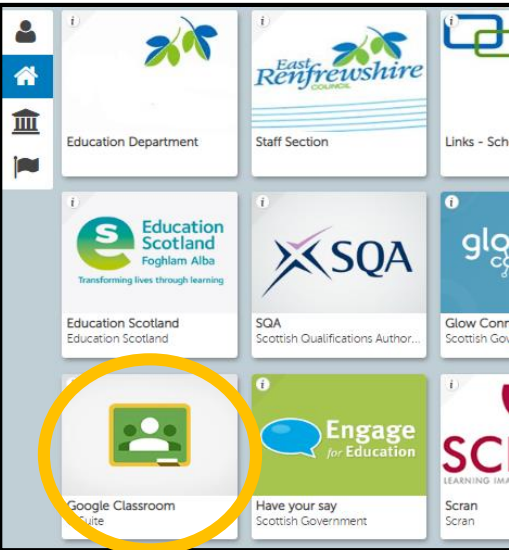


If your child has forgotten their password, please follow the steps above to reset it, or contact the school via schoolmail.

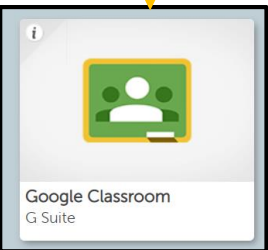
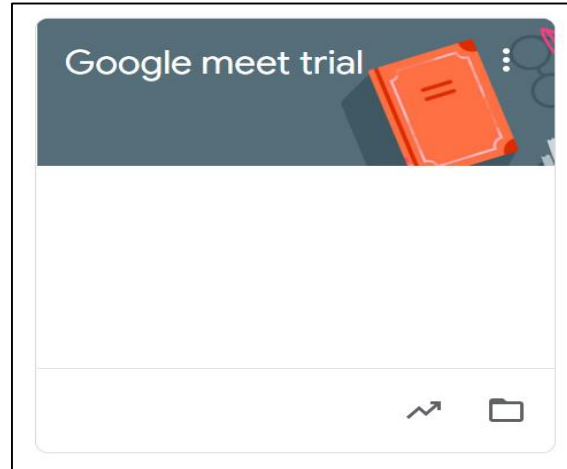
schoolmail@maidenhill.e-renfrew.sch.uk

Accessing Google Classroom

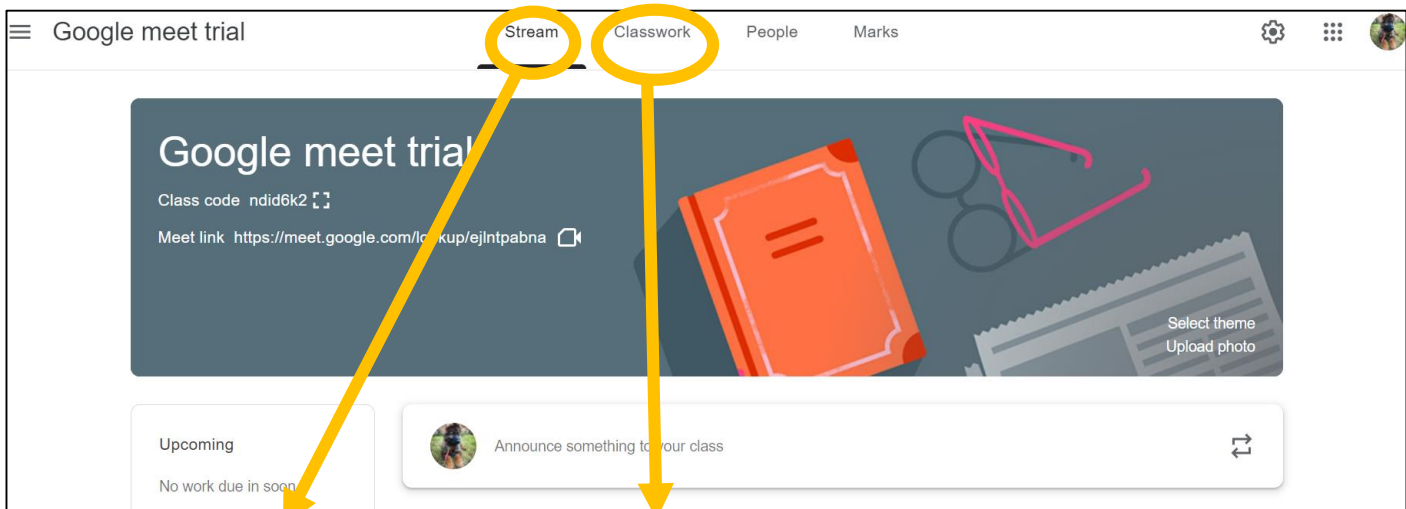
The Google Classroom tile can be found on your child's Launch Pad.



Once your child has clicked on the Google Classroom tab, they will be taken to a page where the classes they are a member of are shown.

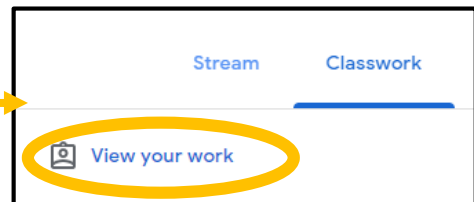


When your child clicks in to their class, they will see page that looks similar to this:



The 'Stream' tab shows your child the latest updates from their class teacher, including announcements for upcoming meetings.

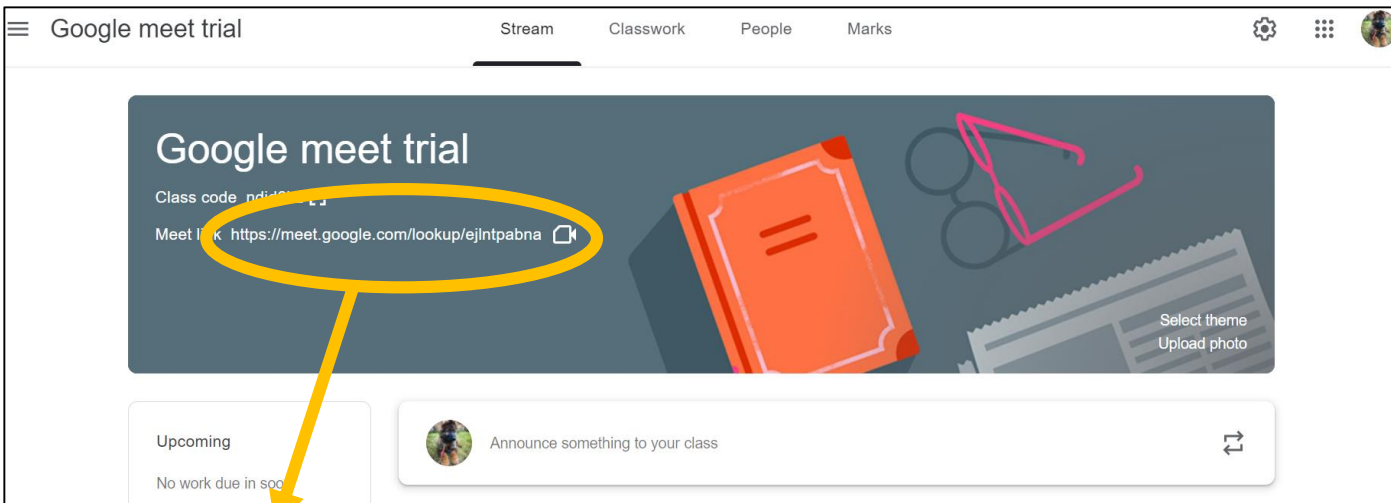
The 'Classwork' tab allows your child to access specific tasks set by their class teacher.



Using Google Meet

As part of our approach to learning remotely, your child will have regular opportunities to meet with their class teacher and other classmates. Regular times for meetings will be at **9:30** for morning register, and **2:30** for an afternoon evaluation of the days' learning.

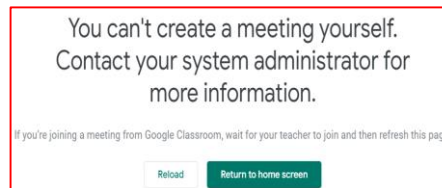
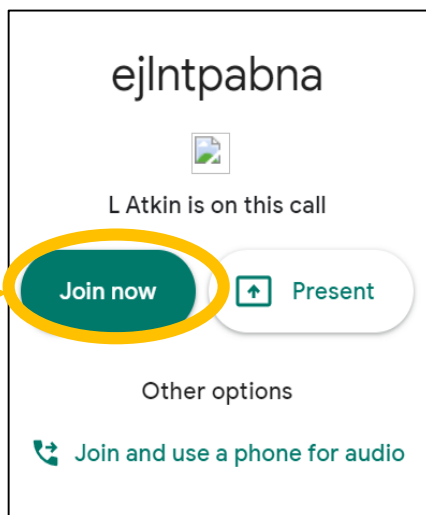
There will be other times scheduled throughout the day/ week for children to meet with their teacher virtually for a focussed discussion relating to their literacy, numeracy and health and wellbeing targets. Teachers will not use this time to directly teach (children will be able to access a variety of recorded videos for direct instruction), but more use these 'check-in' sessions to discuss any misconceptions, answer any questions, give feedback or evaluate learning.



At the time of your lesson, click on the link to the meeting in the heading tab. This leads to a new window opening. Google will require access to the device camera and microphone.

Please always mute your mic.

When loaded, this box will appear on the right hand side of the screen. Children should click 'Join now' and they will be taken in to the group meeting.



If you see an error message, it means your teacher has not started the Meet yet. Go back to the Google Classroom and try to click on the Meet Link again a little later.



Your child will be able to contribute to the group discussion using various functions such as raising their hand (1) or the chat function (2), depending if the teacher has deemed it appropriate to use these functions to support the group discussion.

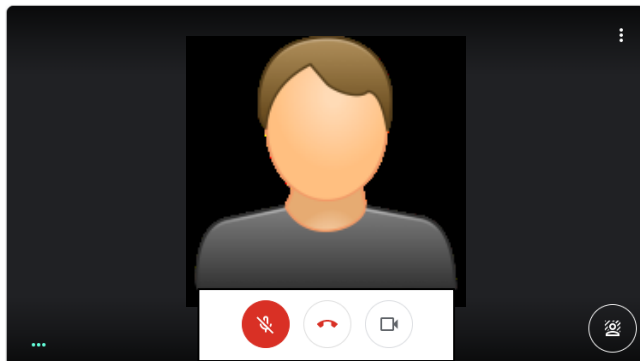
Once the meeting has ended, the class teacher will ask your child to hang up from the call (3).



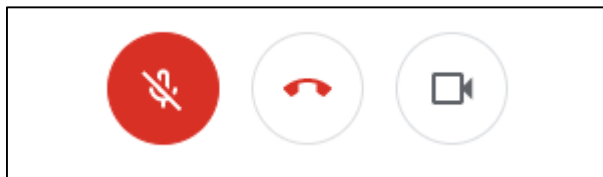
Google Meet Rules and Routines for Pupils

Before Your Meeting Starts

- Choose a quiet place with no noises or distractions.
- Try and avoid you're your bedroom if you can.
- Sit with your back to a wall to make it easier for others to see you.
- Place your device on a hard surface so it is stable
- Dress appropriately – no jammies please!
- Have your learning pack ready in case you need it.
- Make sure others in your house know you are taking part in an online meeting so they don't interrupt you.
- Be ready on time!



1 3 2



During the Meet

- Listen to your teacher.
- Behave as you would be expected to in school.
- You can mute your microphone (1) or turn your camera off (2) using the buttons at the bottom of your screen.
- Always have your microphone muted unless you are contributing to the discussion or asking/ answering a question.
- At the end of the Meet, click on the little red phone icon (3) at the bottom of your screen to disconnect.

Helping Your Child with Online Meetings

Before the Meeting

Please remind your child of the need to behave appropriately and to follow teacher instructions. For younger children, it would be helpful to stay nearby initially to support them to develop independence when using Google Meet, as well as to monitor their activity.

During the Meeting

If you need to speak to your child's teacher, please do so by contacting schoolmail@Maidenhill.e-renfrew.sch.uk. It is important that parent/carers do not attempt to participate in online meetings with learners. This is to protect your own privacy and that of others.

If your child is experiencing difficulty during a meeting, they should communicate directly with the teacher either by raising their hand or using the chat function. **Parents/ Carers must not interrupt meetings by speaking or appearing on camera.**

After the Online Meeting

It would be helpful if you could follow up with your child after online meetings (depending on their age and stage) to ensure they are clear about next steps provided by their teacher.

If you have any concerns about the use of Google Meet or the content of virtual meetings, please do not hesitate to contact the school through schoolmail@Maidenhill.e-Renfrew.sch.uk.

Completing Specific Tasks on Google Classroom

1

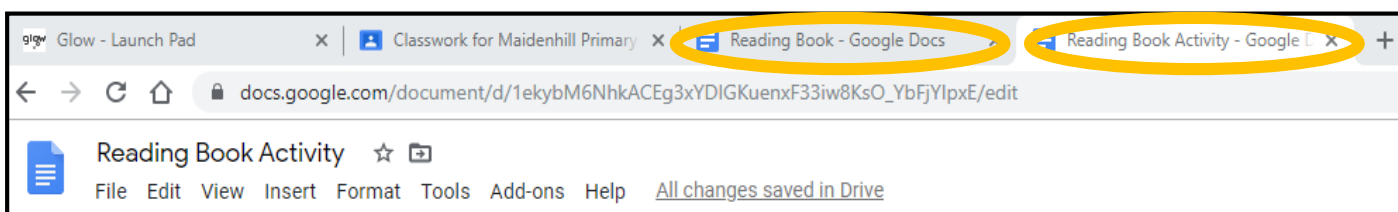
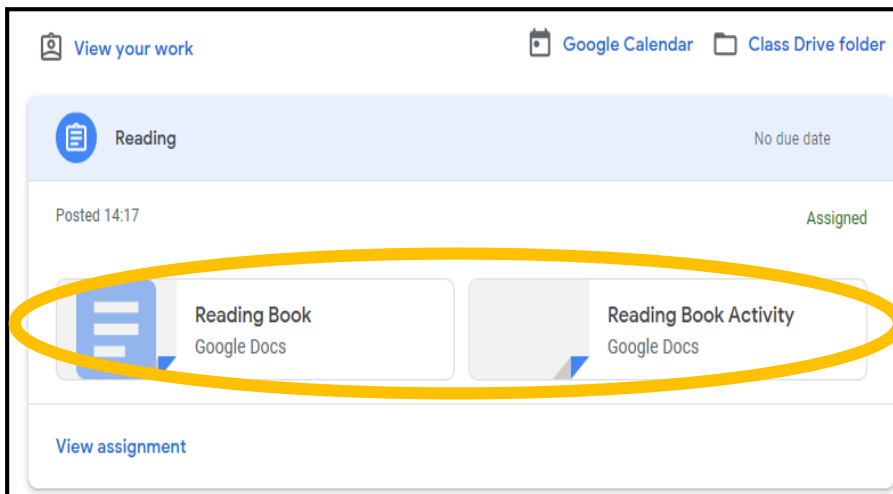
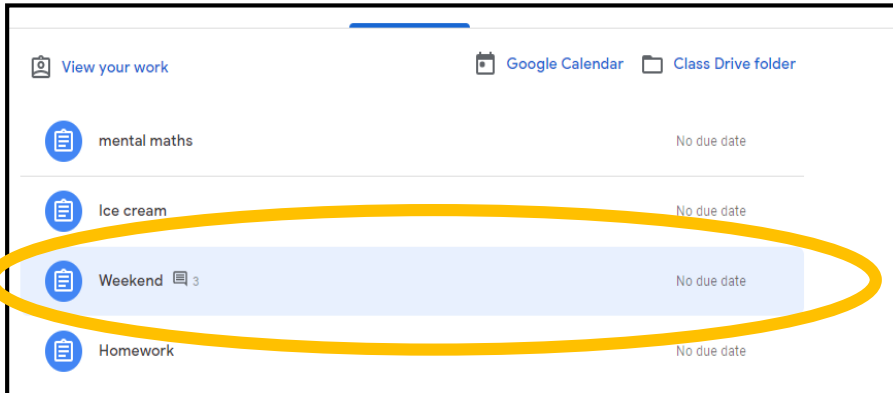
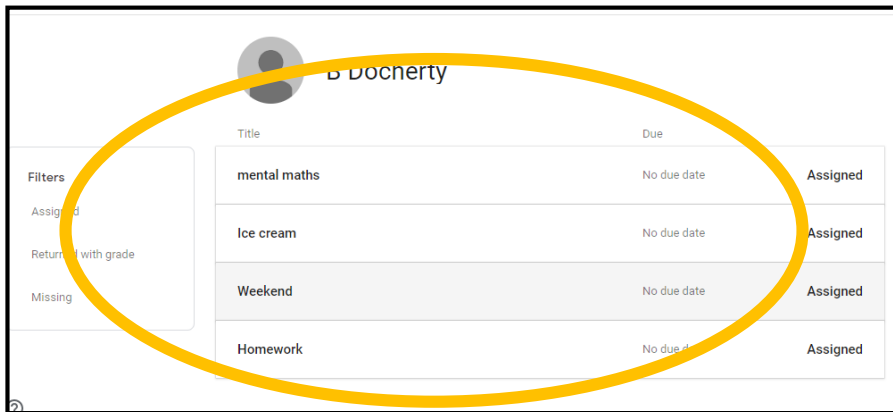
Once your child has clicked on 'View your work', they will be able to access tasks set by their teacher.

2

They will be able to select any task they have been assigned.

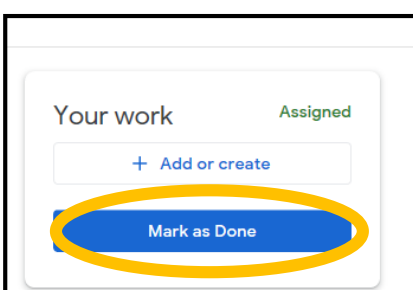
3

When your child clicks on the piece of work, the document will open. All documents save automatically and your child's teacher will be able to identify their work.



Your child will be able to open more than one document at a time and can move between activities using the tabs in the task bar.

4



Once your child has completed the assigned task, they can return it to their teacher using either the 'TURN IN' or 'MARK AS DONE' button on the top right of the document.

Submitting Online Learning via Google Classroom

Your work

Word - Re... X

+ Add or create

Hand in

Private comments

Add private comment... ▶

Hand in your work?

1 attachment will be submitted for "Guided Reading Comprehension Digital Task".

W Saamia Afzal - Red 2A - Tec and the Cake - sequencing.docx

Cancel **Hand in**

To help us track your child's online learning experiences, they should 'Hand in' all activities they have completed; including practical tasks and online games.

Once your child has engaged with an activity, either online or away from the screen, they should return to the assignment in the Classwork tab and follow the steps above; this will ensure that your child's teacher can identify any work they have finished.

Sharing Additional Information

Although not necessary, it is possible for your child to upload additional information alongside their completed target. This may be a photograph of a model they have built, a picture they have drawn or work they have completed in a workbook or jotter. This information can be uploaded using the steps below; however, please do note, this is not a requirement for any task set by your child's teacher.

Your work

Word - Re... X

+ Add or create

Hand in

Private comments

Add private comment... ▶

Your work

Word - Re... X

+ Add or create

Google Drive

Link

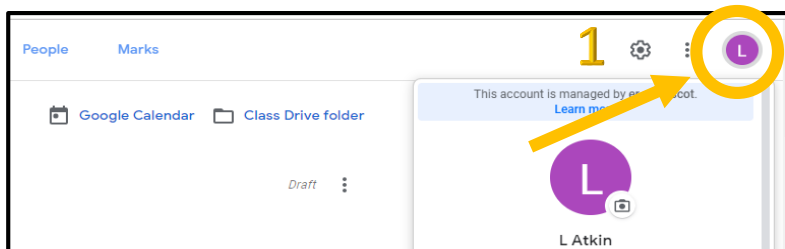
File

Create new

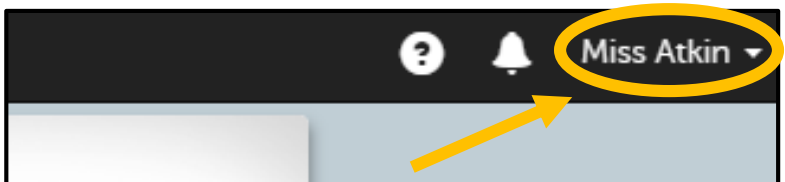
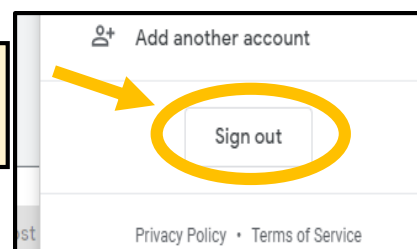
- Docs
- Slides
- Sheets
- Drawings

Once you have clicked on 'File' you will be able to select an image from your device to upload.

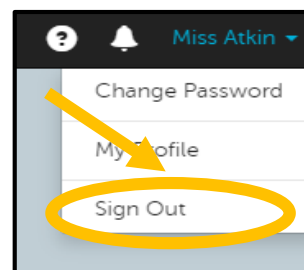
Logging Out of Glow



**Google
Classroom**



Glow



Additional Information

There are a large number of further resources and guidance available on our school website. Please follow the links below for further information:

[ERC Guide to Google Meet for Children, Parents and Carers](#)

[Maidenhill's Top Tips for School Closures](#)

This document will be uploaded to the school website, along with other helpful hints and guides; please be sure to check our 'Online Learning' section for any further information.

I am sure that you appreciate that this is an unprecedented situation and our plan may require to be moderated and updated as time goes on. Your patience and understanding will be much appreciated. There is no way that online learning will replicate the rich learning experiences that children have in school everyday, but our teaching staff are committed to trying their very best in these challenging circumstances.