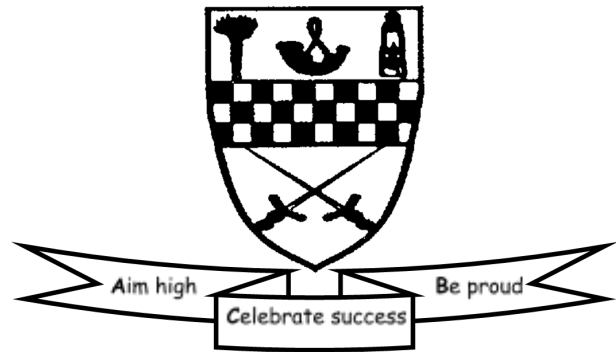


Dear Parents/Carers and Children,

Our staff and children have been using Google classroom as a new platform for learning for 5 weeks now. Teachers and families have had a steep learning curve, in a very short time frame and we thank you all for your patience, participation, enthusiasm and positive feedback.



In this newsletter we want to summarise our use of Google classroom and share the expectations of our teachers and our learners.

Learning Grids

Each classroom has their very own learning grid of work online, being prepared by their class teacher, every week. This learning grid is planned appropriately for each stage of the school and the activities included are based on Curriculum for Excellence, covering most subject areas. It is linked to experiences the children are familiar with in school. Learning grids appear on Sunday evening to allow families (especially with younger children) to plan the learning and decide which activities they will complete throughout the course of the day/week.

Learning Activities - helpful hints

Where possible, learning activities from different subjects should be selected each day to give a varied experience across the week.

- Some activities will require resources and materials around the home. If you require paper, pencils, glue, colouring pencils etc from the school then we can provide these on Tuesday 26th May. Please collect a pack from outside the school or outside Scots Corner, remembering to keep to social distancing guidance. P4-7 between 10am-11am and P1-3 between 1pm-2pm. If you have children in both stages please just choose one of the times to come to school/Scots Corner.
- At least one activity per week will require to be submitted to the class teacher so they can provide feedback to the child - See Feedback section below.
- Some activities will be completed online and teachers will set assignments within the classroom and provide the relevant materials to support the activity and may need to be 'Handed in' (see next bullet point) via the classwork.
- When completing assignments, firstly 'view assignment' and information on the task will be in the 'instructions' section. Younger children may need this read to them or older children should be encouraged to read this section carefully. Then there are two options - Add or create
 1. If children do a handwritten piece of work or produce something to show the teacher then a photo/video of the work can be taken and use the 'Add or create' to select the paper clip icon to upload the photo/video from your device.
 2. If children need to 'create' a document, please select the type of document required from the drop down menu and this should save automatically in the Google Drive and allow the work to be completed directly onto the document. When the task is complete use 'Turn in' to send to the teacher. Please check that this document is not blank before returning to the teacher. Note - some people

are selecting 'Hand in' before work is done and blank documents are being returned.

- When assignments have been 'Turned in' or photos/video uploaded, select 'Hand In' to show it has been completed. It will now appear light grey in colour in the list of assignments.
- Assignments that do not require anything to be returned to the teacher yet have been completed e.g. Sumdog task, can show this by selecting 'Mark as Done'. Again this will appear light grey in colour in the list of assignments.
- Extra items may be sent to the class teacher in the form of documents prepared online, photos of written work/art work/ practical work and videos of learning. These may receive a short comment from the teacher to acknowledge they have seen the work submitted.

Feedback

Teachers will be expecting at least one piece of work per week to be submitted to them so that direct, individual feedback can be given through comments. The assignment will have 'feedback focus' in the title (and be clearly marked on the learning grid) and will be found in the classwork section of Google classroom. When the work has been completed and submitted, the class teacher will comment on what they have done well and may ask for the child to check their accuracy/make changes/improvements. The work will be returned to the child with guidance on how to do this, just how it happens in the classroom. Where possible, it would be ideal for children to read the comments and make the changes/improvements and resubmit to the class teacher. This will involve going back to the Classwork section and selecting 'View your work' to check for feedback. Please encourage your child to do this and read the comment, appearing as a bubble icon next to the paper clip icon. Again, this is the assessment process that would happen in the classroom and can be easily done in Google classroom too. Comments from the class teacher will not necessarily be immediate as they will be looking at work from all pupils at different times of the school day.

Ask the Teacher

If you or your child need to ask the class teacher a question or ask for support to complete classwork activities then please use the Stream to do this. Teachers will be checking this throughout the school day and will be able to reply. We are finding if one family is having difficulty seeing assignments or accessing websites/documents, then the quicker the teacher knows about it then it can be easily resolved, as often others are having the same problem. The teacher view and pupil view are very different in Google classroom so please do get in touch via the Stream.

We are extremely grateful for the hard work our class teachers are doing working remotely, from home. They have shown tremendous professionalism and have adapted well to online classrooms. We think they are doing a great job and we hope you agree!

With 90% of our school community now participating in their Google classroom we have been so impressed by the rate of engagement. Children have been interacting with their classmates/teacher, asking their teacher for advice/support, submitting assignments and sharing their learning. A huge **thank you** has to go to all our parents/carers supporting these activities and learning at home. With your valued support and encouragement our children are learning in so many ways, throughout these unprecedented times. You are doing a fantastic job!

If you have any further questions regarding logging in to Google classroom then please email the school at mauricewood_ps@midlothian.gov.uk

The Mauricewood Team