ONLINE AND BLENDED LEARNING: A PARENT GUIDE

MONMOUTH COMPREHENSIVE SCHOOL

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'Learning to Lead our Lives'

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Asynchronous (pre-recorded) approaches to learning provide greater flexibility for parents and learners to manage learning at home. Students are able to access learning at a time that suits them and their families; they can work at their own pace, pausing presentations or videos when necessary as they work through tasks. For this reason, providing asynchronous resources will continue to be our predominant approach to online and blended learning. In support of this, we have provided additional training for staff to ensure that the lessons that are produced are interactive and contain clear, voice over instructions.

Our approach ensures that:

- **All students can access their work via Google Classroom through Google for Education via Hwb.**
- Students will, where possible, follow their normal timetable.
- Students will receive their work on day of the lesson or the day before to help them to plan their days and avoid being overwhelmed. This may mean that a pre-recorded lesson will be sent and followed up during the week by activities such as: quizzes, submission of drafts, submission of 'green – penned work', answering a question via Google Classroom. These activities may be short in duration and ensure that regular contact is made with the student.
- All students can receive feedback on the work submitted via Google Classroom.

The number of pre-recorded lessons a student can expect is outlined below:

- Years 7- 9 Maths and English – two pre-recorded lessons per week
- Years 7- 9 all other subjects – one pre-recorded lesson per week
- Years 10 and 11 Maths, English and Science - two pre-recorded lessons per week (three for Science)
- Years 10 and 11 all other subjects   - one pre-recorded lesson per week
- 6th Form - two pre-recorded lessons per week

Additional work will be set via Google Classroom for all remaining lessons. All tasks to be submitted through Google Classroom.

HOW CAN MY CHILD ACCESS THEIR WORK?

Google Classroom is our main online learning platform and is accessed through Google for Education via Hwb. Hwb is a website and collection of online tools created in response to a need for digital learning in Wales. As an online platform, Hwb allows us to support our students both in school and remotely. It is provided to all schools in Wales by the Welsh Government**.**

GOOGLE FOR EDUCATION

Google Classroom is part of Google for Education which includes apps such as Gmail, Google Docs, Slides, Sheets, Forms, Drive, and more. These apps allow teachers and students to communicate and collaborate at school or at home on any device.

In **Google Classroom**, your child can find all of their work, communicate with their teacher, and get feedback and grades. As a family member, you can opt into Guardian summaries to keep up with your child's progress.

Your child can store and organise documents or class resources securely in **Google Drive**, and access them from any device. This means that all of your child's important information and student work is saved automatically and won't get lost. It can be helpful to sit down with your child and review all their school work stored within their Google Drive.

Through Google for Education your child has access to **Google Docs, Sheets and Slides** for free which means that they can create documents, spreadsheets and presentations, and collaborate with their peers and teachers in real-time. Students also have access to **Office 365** through Hwb.

USING GOOGLE CLASSROOM

Through Hwb your child can access Google Classroom where they should find a classroom for each of their subjects. These classrooms are filled with resources, tasks and assignments.

Your child has been given a secure Hwb login and password.

Click HERE to log in to Hwb then click on **Google for Education**.
- Enter your Hwb username and password.
- You will then be taken straight to Google Classroom. To use a different application, click on the **Google apps** 'waffle' (in the top right hand corner) and select the Google for Education application you wish to use.

Your child can communicate and collaborate at school or home on any device, all within a secure environment. You might want to encourage your child to add the **Google Classroom App** on their phone to receive notifications (for example when homework has been set). To use Classroom on a mobile device, find and install the Classroom app from the device's app store.

For video guides on how to access and use Google Classroom please click HERE.

WHO DO I CONTACT IF MY CHILD HAS FORGOTTEN THEIR LOGIN DETAILS?

If your child has forgotten their login details for Hwb, please contact MR WEBB or MS MILLS.

USING THE GUARDIAN FUNCTION IN GOOGLE CLASSROOM

Your child's form tutor will send you an invite to join your child's Google Classrooms. As a Guardian you can receive email summaries (weekly or daily) about a student's activity in Google Classroom.

In email summaries, you can review:
- Missing work—Work not handed in;
- Upcoming work—Work that's due today and tomorrow or that's due in the upcoming week;
- Class activities—Announcements, assignments and questions recently posted by teachers (in the Stream).

WHAT IS THE PURPOSE OF MILK?

Whilst the Google Classroom Guardian Function is being developed, teachers will continue to use MILK to share homework and tasks with their classes and highlight where these can be found. Please note that, moving forward, Google Classroom is our main platform for learning.

HOW IS MY CHILD'S DATA KEPT SAFE?

Google is committed to building products that help protect student and teacher privacy and provide best-in-class security for schools. Google does not own any of the student data and students are not subject to any advertising.

HELPING MY CHILD TO STAY SAFE ONLINE

At MCS students will be working across a number of digital platforms both in and out of the classroom and will have the responsibility for being a good digital citizen. Many of the characteristics of being a good citizen – from being respectful and responsible, to doing what's right – are key elements to digital citizenship as well. A good digital citizen is able to effectively, responsibly and respectfully collaborate and communicate using digital platforms. Just like real-life communities, there are rules, etiquettes and even laws to follow. The expectations of all our students when working online can be found on the school's WEBSITE.

As a parent or carer you may have concerns about keeping your children safe online, this HWB RESOURCE contains a series of helpful guides to develop your own understanding and education resources you can use with your children to teach them about the importance of safe and responsible use of technology.

WANT TO KNOW MORE? HERE ARE SOME CONVERSATION STARTERS

- How does Classroom help you manage your school work?
- Where do you see your lessons?
- How do you access your classwork at home?
- What are some of your recent group projects? How did you collaborate with other students?
- What was your favourite lesson? What was the topic, and what did you learn?