

## **PARENT/CARER INFORMATION LEAFLET – HELPFUL HINTS**

In the event of school building closures and a move to whole school online / remote learning. The following guidance will apply.

Within Our Lady and St. Anne's Primary School daily learning tasks will be set by your child's class teacher via **Google Classroom**.

Your child has been shown how to access this within their class. They have been shown where to find their daily tasks, how to communicate with their teacher and how to upload their work. If your child has any difficulty accessing this at home, please email [gw20slcolsatechsupport@glow.sch.uk](mailto:gw20slcolsatechsupport@glow.sch.uk)

To access your child's Google Classroom they should log on through Glow using their username and password. All children are familiar with this as they should be using this daily for homework tasks.

Where possible **your child is asked to be online by 9.30am** to check in for the day. They should leave their teacher a message and review the tasks set for them.

On each school day, a number of tasks will be issued for your child to complete. These will include a Literacy task, Numeracy task and a learning task from at least one other curricular area e.g. topic, health and wellbeing, art etc.

If Learning from Home continues for a prolonged period of time, some extended tasks may be shared, and your child will be given a number of days to complete them. If this is the case, specific instructions will be shared by your child's class teacher.

Your child's class teacher will be available to answer questions during the school day via Google Classroom. Responses may not be instant, but they will endeavour to respond as quickly as possible. They will be available to respond to questions and offer support within each child's Google Classroom page at the following times:

- 9am when work is being uploaded each day
- Between 12 noon – 1pm to offer any support required and answer questions
- Approx 3pm to review pupils' work and provide feedback.

There may be other times during the day that the teachers are available and will respond to questions but, at a minimum they will be available at these times, where possible.

If you have any additional questions or queries, please do not hesitate to contact the School Office at [office@ourladyand-st-annes-pri.s-lanark.sch.uk](mailto:office@ourladyand-st-annes-pri.s-lanark.sch.uk) where we will be happy to help.

Tech support email - [gw20slcolsatechsupport@glow.sch.uk](mailto:gw20slcolsatechsupport@glow.sch.uk)

Office email - [office@ourladyand-st-annes-pri.s-lanark.sch.uk](mailto:office@ourladyand-st-annes-pri.s-lanark.sch.uk)

All classwork will be posted on Google Classrooms

