



## Contents

- 1.1 Home learning guide overview
- 1.2 Email contacts (including teachers' emails)
- 2.1 Google classroom information (currently for Years 3, 5 and 6)
- 2.2 Class codes
- 3.1 Wordpress blog information (EYFS, Year 1, 2 and 4)
- 3.2 Wordpress blog links
- 3.3 Accessing the work on the blog
- 4.1 How to participate in video calls (including timetable)
- 4.2 Google Meet on a desktop PC or laptop
- 4.3 Google Meet on a mobile device or tablet
- 4.4 Microsoft Teams on a desktop PC or laptop
- 4.5 Microsoft Teams on a mobile device or tablet

### 1.1 Home learning guide overview

This guide is to be used to support you with providing home learning for your child/children at Courtney Primary School. You are all doing a wonderful job of supporting your children with so many new activities and we hope that this guide will provide additional support, guidance and in a few cases reasoning behind the decisions we have made.

For our home learning we currently operate two platforms, Google Classroom and Wordpress Blogs. Currently, **Year 3, 5 and 6 are using Google Classroom** for their remote learning. **EYFS, Year 1, 2 and 4 are currently using their Wordpress Blogs** (as with our first lockdown). We are planning on widening the use of google classroom for all classes in due course.

### 1.2 Email contacts

Class emails can be used should you need to contact the teacher;

EYFS: [cherrycourtneyteacher@gmail.com](mailto:cherrycourtneyteacher@gmail.com) (shared access between Mrs Westcott and Miss Brown)

Year 1: [missoakcourtney@gmail.com](mailto:missoakcourtney@gmail.com)

Year 2: [ashclasscourtney@gmail.com](mailto:ashclasscourtney@gmail.com)

Year 3: [ross.green@courtneyprimaryschool.co.uk](mailto:ross.green@courtneyprimaryschool.co.uk)

Year 4: [mrsmaplecourtney@gmail.com](mailto:mrsmaplecourtney@gmail.com) (shared access between Mrs Nicholls and Miss Park)

Year 5: [misstarbardsycamore@gmail.com](mailto:misstarbardsycamore@gmail.com)

Year 6: [year6courtney@gmail.com](mailto:year6courtney@gmail.com) (shared access between Mrs Parker and Mr Thomas)

### 2.1 Google Classroom (live by 7pm the day before)

All children have been issued with a username and password for the Google Suite for Education which includes free alternatives for word, excel and powerpoint (called Docs, Sheets and Slides). These are combined into one app called Classroom which works similarly to a Facebook stream that the children can use to access tasks such as quizzes, documents, video calls, weblinks and much more. It also gives the student and teacher a direct line of communication for feedback,



support and advice as well as opportunities to comment on posts, in order to retain the feeling of being together in a classroom.

Your own or your child's/children's Gmail address can be used to access the classroom. As we have full control over settings, we can maintain safeguarding and help diagnose problems far quicker if the child is logged in using the user name and password that we have distributed.

Within an internet browser like Chrome, Edge or Safari (though we recommend Chrome) you can type in the address-  
classroom.google.com

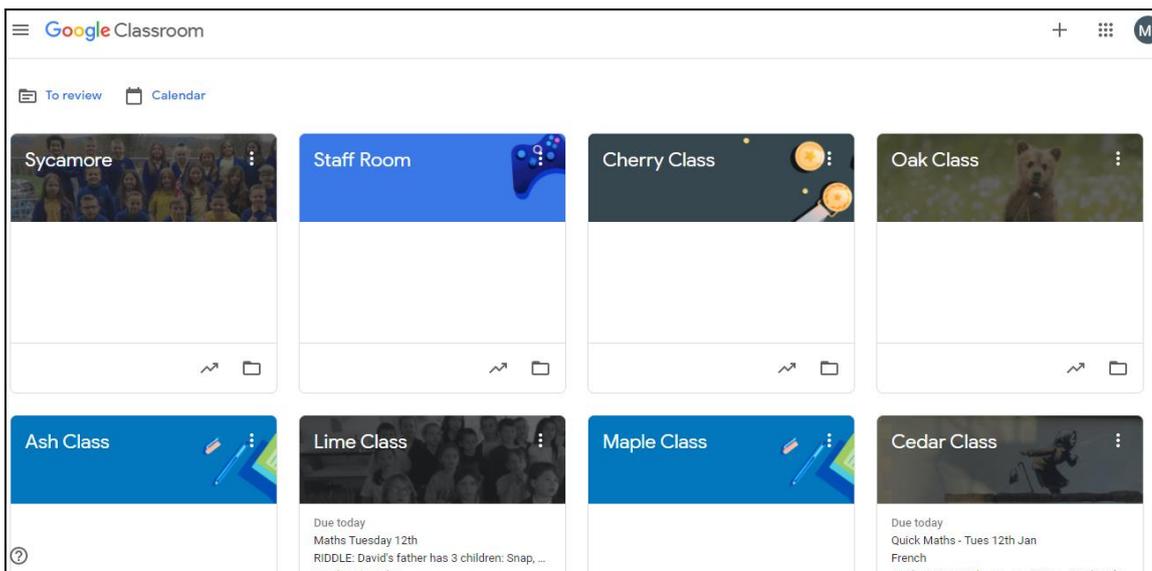
You will be asked for your child's username and password before seeing all the classrooms that they have been invited to join. If you cannot see the classroom, you may be asked for a class code instead.

## 2.2 Google Classroom class codes (Y3, 5 and 6)

Cedar- efrwwgw

Sycamore- fdk7zyz

Lime- w5lpeee



Alternatively, you can download the Google Classroom app on both iOS and Android devices and log in the same way.

Unfortunately, Amazon products such as the Kindle Fire limit the ability to download Google products, unless the Google Play store has been installed (which the Kindle blocks). If you have the patience and technical know-how, or know someone who does, these links give step by step instructions on how to do this.

[www.windowdispatch.com/install-google-meet-amazon-fire-tablet/](http://www.windowdispatch.com/install-google-meet-amazon-fire-tablet/)

[www.youtube.com/watch?v=qWKTv9YZ-](https://www.youtube.com/watch?v=qWKTv9YZ-M8&list=PLRREjWjnLghF4bV3Nf1mi52TYJxAm2aD1&index=3)

[M8&list=PLRREjWjnLghF4bV3Nf1mi52TYJxAm2aD1&index=3](https://www.youtube.com/watch?v=qWKTv9YZ-M8&list=PLRREjWjnLghF4bV3Nf1mi52TYJxAm2aD1&index=3)



### 3.1 Wordpress Blogs (live by 7pm the day before)

Though less interactive, we believe the blog platform is simpler for our younger pupils to use for now and we have had positive feedback from parent's too. If you are using the blog, we ask that you find opportunities to photograph your child's work as often as possible and email the images to your child's class teacher.

Navigate to the following pages to view the daily class blogs for EYFS, Year1, Year 2 and for now at least, Year 4.

### 3.2 Wordpress blog links (EYFS, Year 1, 2 and 4)

<https://maplecourtney.wordpress.com> for Y4;  
<https://ashcourtney.wordpress.com> for Y2;  
<https://oakcourtney.wordpress.com> for Y1;  
<https://cherrycourtney.wordpress.com> for EYFS.

### 3.3 Accessing the work on the blog

You will need to click on the word BLOG, which turns red when you hover over it:

# Courtney Primary School

ASH CLASS YEAR 2BLOG

## Home Learning Blog

Scroll down to see the day/page that you wish to view and select it:

### Monday 11th January 2021

Good Morning Lovely Year 4. I hope you had a lovely weekend. Please note there are two live 15 minute lessons today. These will be at 9:15 and 1:45. Please ask your parents to check their emails for the link to the lesson via Microsoft TEAMS. On both meetings I will be taking a register

Continue reading →

by maplecourtney 10th Jan 2021



## 4.1 How to participate in class video calls

Each class has a different time slot to allow for siblings in different classes to share devices.

Class	Morning session (15 minutes)	Afternoon session (15 minutes)
EYFS	10:15	2:45
Year 1	10:00	2:30
Year 2	9:45	2:15
Year 3	9:30	2:00
Year 4	9:15	1:45
Year 5	9:00	1:30
Year 6	8:45	1:15

## 4.2 Google Meet on a desktop PC or laptop

If you are joining the meeting from Google Classroom- a link code will be sent out daily. It might look like this:

[meet.google.com/mum-yijs-ekw](https://meet.google.com/mum-yijs-ekw)

Hopefully this should be embedded as a clickable link within an email, a text message, on the blog page or within Google Classroom.

If it isn't then the important part of the link is at the end:

[meet.google.com/mum-yijs-ekw](https://meet.google.com/mum-yijs-ekw)

If you navigate to [meet.google.com](https://meet.google.com) in a browser and input the red part of the code, it will enter you in to the Meet. You can enter it with or without the dashes like so:

mum-yijs-ekw    mummyjsekw

Before joining the meet, you will be directed to a page that lets you see your video and audio settings. If you have a lot going on with your broadband, you could turn the video settings to 360p to ease the load.

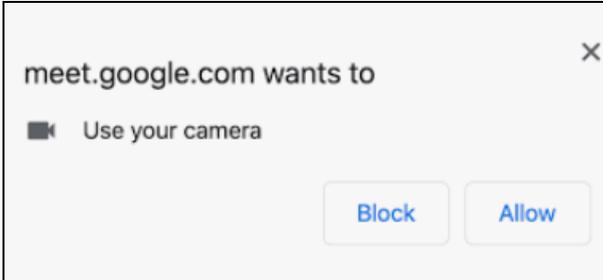
If you are muted, you can unmute yourself, but the teacher can not unmute you! So it may be worth showing the children how to do this themselves.

## 4.3 Google Meet on a mobile device or tablet

In order for Meet to work on mobile devices, you must download the free Google Meet app from the Apple store or the Play store. You may have to type in the code to enter the meeting but it should open the app if you select the clickable link from that device.

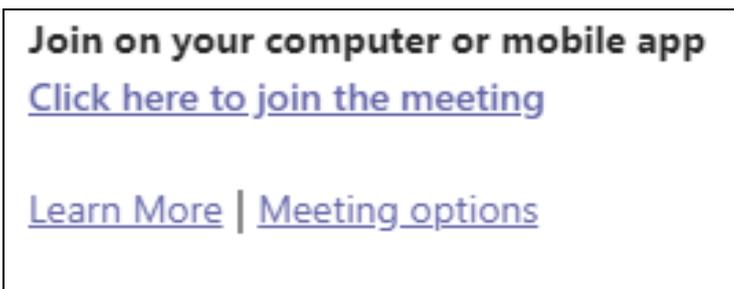
Initially we have had some teething problems trying to get it to work from the variety of devices that the school community possess but are hopeful we have ironed out most of these problems. We encourage you to email [ross.green@courtneyprimaryschool.co.uk](mailto:ross.green@courtneyprimaryschool.co.uk) if you have any specific problems and he will endeavour to solve them with you.

You may need to enable permissions for the device to use the microphone and camera on your device the first time you use it:



#### 4.4 Microsoft Teams on a desktop PC or laptop

Similar to Google Meet, a clickable link should be sent to you or posted online for you to select. It often looks like this and is self-explanatory:



The link itself is often far longer- looking like this in its unformatted style:

```
https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTlzZmQzMTktNDhiMy00M2FkLTg4OTgtZjgzYzgwMzg3YTMz%40thread.v2/0?context=%7b%22Tid%22%3a%227c2b4b25-e322-4ab0-9354-b0298b90cc47%22%2c%22Oid%22%3a%22a915b686-b93f-43ea-9024-7397a415d668%22%7d
```

Sometimes things do go wrong and you may need to copy and paste the link directly into your browser window.

Keyboard shortcuts for copy and paste are:

copy- ctrl + c

paste- ctrl + v

If you click on the link with the right mouse button, a menu giving you the option to copy the link will appear.

#### 4.5 Microsoft Teams on a mobile device or tablet

In order for Teams to work on mobile devices, you must download the free Microsoft Teams app from the Apple store or the Play store.



You may have to paste in the code to enter the meeting but it should open the app if you select the clickable link from that device.



A further guide to utilizing Google Classroom will soon be on its way.

We hope you find this guide informative and helpful.