

# Sacred Heart Catholic Primary School & Nursery

Merry Hill Road, Bushey, Hertfordshire, WD23 1SU

Telephone: 01923 901179

Email: [admin@sacredheart682.herts.sch.uk](mailto:admin@sacredheart682.herts.sch.uk)

Website: [www.sacredheart682.herts.sch.uk](http://www.sacredheart682.herts.sch.uk)



14.1.2021





Dear Parent/Carer,

## Re: Home Learning – Version 2 – Any changes highlighted in yellow

I would like to say well done to the children. They have worked incredibly hard this week and have adapted very well to using Google Classroom. It has been wonderful to see the children every day. I would also like to thank you for supporting your children and to the staff who have done an amazing job at teaching both the children at home and in school.

We readily acknowledge that this is a new way of teaching and learning that is unfamiliar both to pupils and to their teachers. Please bear with us as we learn new skills too. It is an expectation that schools provide a broad and balanced curriculum and where possible pupils should be completing the work set. You will find that your child has days where they are more focused on their work. This is normal so do not worry. If your child is finding it hard to complete all of the work, Maths and English are the most important subjects to focus on. You can also contact your class teacher who can support you with this.

### Google Classroom Helpful Tips

-  [Joining a live video lesson through Google Classroom on a mobile device](#)
-  [Accessing Google Classroom through a web browser](#)
-  [Accessing Google Classroom on a tablet or phone](#)
-  [Using Google Meet \(through Google Classroom\) in a web browser](#)

### Turning in work for the teacher to assess

The following video provides support on how to 'turn in' work on Google Classroom.

<https://www.youtube.com/watch?v=-lrTEup2wDQ>

Once the work is 'turned in', teachers can check the work and comment where necessary. It will then be 'returned' to you child and they can add further work, etc. Alternatively, if the teacher has not yet 'returned' their work, they can choose to 'un-submit' and then 'resubmit' their work again.

### Editing or writing answers on a PDF

Watch the video link below. This will show you how to download an app called Kami and how to use this to enable your child to write answers on a PDF.

<https://www.youtube.com/watch?v=APtg2ZQIEvw>

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## Checking for teacher comments once work has been 'returned'

Once work has been returned, the teacher may have added comments to extend your child's learning further, or advising them to make corrections. How can your child view these comments? There is a solution. If they right click on the picture or PDF they want to view and click open in new window, they should see the comments. If they cannot see the comments they then click on the three dots (top right hand corner) and make sure the "show comments column" is turned on. If it is turned off they will not see comments.

**You can access Google Classroom via Xbox and Playstation games consoles.**



1. Turn on PS4
2. Use your controller to scroll to the far right of the bar with games to *Library*
3. Select *Library* application
4. Within the library use the search bar to type in *Internet*
5. Select the *Internet Browser* app
6. Start Internet Browser and press the triangle button on the controller to search
7. Once on the internet, type in the search box *Google Classroom* and select the first link that comes up:  
Classroom: manage teaching and learning Google for Education - link below'  
<https://edu.google.com/products/classroom>
8. Select *Go to Classroom*. Then log in using student email and password.



1. Go to Home Menu
2. Select *My Games and Apps*
3. Scroll down to Apps
4. Go to *Microsoft Edge* application
5. Type in a search for *Google Classroom*
6. Select *Go to Classroom*
7. You will need to log in using your student email address and password.

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## Daily Remote Learning Timetable

After reviewing this week, we have made some adaptations to the timings of lunchtimes and the live sessions. Please see the timetable below:

Year Group	Live Meeting Time	Activity	Live Meeting Time	Activity	Lunchtime	Live Meeting Time	Activity
<b>Nursery– St Anne</b>	8:35a.m.	Register Morning Prayer Online Phonics introduction & set independent play activities	10:00a.m.	Maths & set independent play activities	12:00p.m. – N/A	No afternoon lessons	No afternoon lessons
<b>Reception– St Francis &amp; St Joseph</b>	8:35a.m.	Register Morning Prayer Online Phonics introduction & set independent tasks	10:00a.m.	Maths & set independent tasks	12:00p.m. – 1:00p.m.	11:30p.m.	Afternoon Subjects & Feedback
<b>Year 1 – St Anthony</b>	8:50a.m.	Register Morning Prayer Online English/Phonics & set independent tasks	10:10a.m.	Maths & set independent tasks	12:00p.m. – 1:00p.m.	1:00p.m. <b><u>Monday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback
<b>Year 1/2 – St Cecilia</b>	8:50a.m.	Register Morning Prayer Online English/Phonics & set independent tasks	10:10a.m.	Maths & set independent tasks	12:00p.m. – 1:00p.m.	1:00p.m. <b><u>Monday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback
<b>Year 2 – St Therese</b>	8:50a.m.	Register Morning Prayer Online English/Phonics & set independent tasks	10:10a.m.	Maths & set independent tasks	12:00p.m. – 1:00p.m.	1:00p.m. <b><u>Monday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback
<b>Year 3 – St Bernadette</b>	9:10a.m.	Register Morning Prayer Online Maths & set independent tasks	10:30a.m.	English/spellings & set independent tasks	12:00p.m. – 1:00p.m.	1:20p.m. <b><u>Tuesday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback
<b>Year 3/4 – St Peter</b>	9:10a.m.	Register Morning Prayer Online Maths & set independent tasks	10:30a.m.	English/spellings & set independent tasks	12:00p.m. – 1:00p.m.	1:20p.m. <b><u>Tuesday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback
<b>Year 4 – St Patrick</b>	9:10a.m.	Register Morning Prayer Online Maths & set independent tasks	10:30a.m.	English/spellings & set independent tasks	12:00p.m. – 1:00p.m.	1:20p.m. <b><u>Tuesday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback

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<b>Year 5 – St Josephine-Bakhita</b>	9:30a.m.	Register Morning Prayer Online English/spellings & set independent tasks	11:00a.m.	Maths & set independent tasks	12:00p.m. – 1:00p.m.	1:40p.m. <b><u>Wednesday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback
<b>Year 5/6 – St Padre Pio</b>	9:30a.m.	Register Morning Prayer Online English/spellings & set independent tasks	11:00a.m.	Maths & set independent tasks	12:00p.m. – 1:00p.m.	1:40p.m. <b><u>Wednesday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback
<b>Year 6 – St John Bosco</b>	9:30a.m.	Register Morning Prayer Online English/spellings & set independent tasks	11:00a.m.	Maths & set independent tasks	12:00p.m. – 1:00p.m.	1:40p.m. <b><u>Wednesday Assembly 2:30p.m.</u></b>	Afternoon Subjects & Feedback

If lack of devices is a problem, lack of data, difficulties logging in or any other issue then please inform the School Office. For instance, we understand that our larger families may have a problem sharing devices. Hopefully, we will be able to resolve these issues with you. For example, if we have a device we can offer we will or there are creative ways around this such as one sibling working on a paper based lesson whilst the other is online.

## Expectations

- The children must attend the first morning live meeting as this is registration time. The teacher must be able to see and hear them to mark them in. If your child is too unwell to access the learning, please let the school know. You will receive an absence text if you child does not attend the morning meet and you have not let the school know. We have a duty of care to check that your child is ok. If you have any access issues please let us know and we will help you access these.
- The children need to be appropriately dressed for their live meetings e.g. no pyjamas.
- The children need to be sitting properly ideally on a chair when they access the live meet. **They should not be sitting on their bed.**
- The children **MUST NOT** be eating during the live meet.
- The children must log in using their own login for the live meets.
- **Mute all microphones.**

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- Only unmute your microphone if the teacher states your name and asks you a question.
  - During live meets pupils or parents must not record or take any pictures.
  - As the children are now becoming more familiar with Google Classroom, Junior children should be able to access and attend the live session without parental support. This should hopefully enable you to have some quality time for yourself!
  - Nursery and Reception classes are expected to send 3 to 4 pieces of learning or WOW moments to Evidence Me per week.
  - The teachers monitor that the children are turning their work in. We will contact you if your child is not turning their work in to check whether they need any support with this.
  - Children can complete their work on the document on Google Classroom or in their exercise book. A photo of the work can be taken and uploaded onto Google Classroom.
  - Please bear in mind that teachers cannot always respond straight away to comments and work. Also work that is 'turned in' after 4pm may not be looked at that day.
  - Years 1 to 6: Children's work must be 'turned in' using Google Classroom. The teachers will look through the work that is 'turned in' in this way. Please do not send work to the class emails or teacher's work email. If you have any problems 'turning in' the work please let the class teacher know. Any queries can be sent to the class emails or the school admin email below:  
  
School Office - [admin@sacredheart682.herts.sch.uk](mailto:admin@sacredheart682.herts.sch.uk)  
Year 1 – [StAnthony@sacredheart682.herts.sch.uk](mailto:StAnthony@sacredheart682.herts.sch.uk)  
Year 1/2 – [StCecilia@sacredheart682.herts.sch.uk](mailto:StCecilia@sacredheart682.herts.sch.uk)  
Year 2 – [StTherese@sacredheart682.herts.sch.uk](mailto:StTherese@sacredheart682.herts.sch.uk)  
Year 3 – [StBernadette@sacredheart682.herts.sch.uk](mailto:StBernadette@sacredheart682.herts.sch.uk)  
Year 3/4 – [StPeter@sacredheart682.herts.sch.uk](mailto:StPeter@sacredheart682.herts.sch.uk)  
Year 4 – [StPatrick@sacredheart682.herts.sch.uk](mailto:StPatrick@sacredheart682.herts.sch.uk)  
Year 5 – [StJosephine@sacredheart682.herts.sch.uk](mailto:StJosephine@sacredheart682.herts.sch.uk)  
Year 5/6 – [StPadre@sacredheart682.herts.sch.uk](mailto:StPadre@sacredheart682.herts.sch.uk)  
Year 6 – [StJohn@sacredheart682.herts.sch.uk](mailto:StJohn@sacredheart682.herts.sch.uk)
  - Year 1 to 6: There are a variety of ways that the teachers will give the children feedback. These include – children self-marking and the teachers checking with them during live sessions, children marking with the teacher during live sessions, quizzes

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which automatically mark the children's work, comments from the teachers. The children will not receive a comment for every task that they complete. The teachers use the children's work to monitor the children's progress and to inform future planning.

## Key Worker Guidance Change

The government guidance has changed regarding Key Workers places. Parents who are Keyworkers should only send their children into school or college if there is no way they can stay at home and learn remotely. If there is an adult working at home, this will be deemed as a safe alternative. Please consider the needs of children who cannot safely stay at home because of their personal circumstances or additional needs and those working on the frontline in Health and Social Care, Education and in Community Protection. The Critical NHS Frontline Workers' children cannot work remotely so please consider this when choosing whether you really need to send your child(ren) into school.

## Keyworker/Vulnerable Expectations

- Please adhere to National Lockdown Guidance. <https://www.gov.uk/guidance/national-lockdown-stay-at-home>
- You cannot leave your home to meet socially with anyone you do not live with or are not in a [support bubble](#) with (if you are legally permitted to form one). This means no playdates (even at the park) or sleepovers after school.
- Adults must wear face coverings when dropping off or picking up their child.
- Stay 2 metres apart from the other parents/carers and children during drop off and pick up times.
- Please notify the school via our normal attendance procedures if your child is sick and will be absent from school. If your child has any Covid related symptoms, please inform the school as soon as possible.
- On the days Keyworkers pupils are at home, children must attend the 'virtual' school unless they are ill. You will be informed when the booking system will open and close each week for Critical Worker places. You will not be able to book a session once this closes, as the school needs to time to ensure we have safe staffing ratios.

I would like to thank you for your continued support.

God bless you and stay safe,

Mrs Anna Smith

Head of School