

If you are home isolating or off for any other reason and you are well enough to do your school work, here is what you need to do:

## REMOTE LEARNING GUIDE - Years 4,5 and 6

### Step 1:

Log into Showbie and go to the 'Home and remote learning timetable' folder. Here you will find the timetable for the week which will tell you what your lessons are and the times for video calls.



### Step 2:

Each morning, there will be a video call available for you to join, with a teacher from your year group, as a whole class on Teams. The time of the call will be on the timetable.

During this video chat, the teacher will tell you about the lessons that day and answer any questions.

To join the call:

1. Log into your Teams account
2. Go to your class team
3. When your teacher starts the video call, you will be able to select 'join' to enter the video call



### Step 3:

You can then start doing the work that has been set for you by checking the timetable and finding the correct folder on Showbie. Open the folder and you will find instructions from your teacher and activities to complete. If you have any questions about your work, you can leave a voice note or message for your teacher. They will try and get back to you as soon as possible.



### Step 4:

Each day, there will be a drop-in session video call available for you to join, with a teacher from your year group. The time of the call will be on the timetable. You can join this call if you are stuck and would like some help from the teacher.

Follow the instructions on step 2 to join the video call.



### Step 5:

At the end of the day, there will be a video call available for you to join, with a teacher from your year group, as a whole class on Teams. The time of the call will be on the timetable. During this video chat, the teacher will read the class book and answer any questions. Follow the instructions on step 2 to join the video call.

## If you are stuck, the answers to these questions might help you solve the problem:

### Where can I find my passwords for Showbie and Teams?

Your password is in the front of your diary.

### What do I do if I lose my passwords?

You can ask a grown up at home to contact your class teacher via email or, alternatively they can email the remote learning team.

### What do we use Teams for?

Your Teams account is for video calling with your teacher, either in small groups or as a whole class.

### What do we use Showbie for?

Your Showbie account is where you'll find all the resources you'll need to complete your lessons including PowerPoints, videos, activities and instructions.

### What work is for homework and what is for remote learning?

All your homework is in the homework folder on Showbie which is green. This includes your spellings, MyMaths, task homework, just talk/ chatter matters.

All the subject folders which are purple, are for your remote learning as this is the work that you would complete if you were in school.

### How do I get in touch with my teacher?

Each morning and at the end of each day, there will be a video call available, with a teacher from your year group, as a whole class. During the day, there will be drop in sessions available for you to join if you are stuck and would like some help from a teacher in your year group.

The times of your video calls will be on the timetable.

Throughout the day, if you have a question, you can leave a comment on your work and one of your teachers will get back to you as soon as possible. They may leave you a message, a voice note or video call you.

### How do I complete my work?

You can choose how to complete your tasks. There are many different ways:

- with a typed comment
- on paper and upload a photograph to Showbie
- on a separate document (e.g. word, PowerPoint etc) and upload it to Showbie.
- with a voice note
- If your teacher had uploaded a document for you to work on you can pin text boxes and voice note to the document.

### Do I have to do the work?

You are expected to show your Bowerham Best, whether you are working at home or at school. This means you must work hard wherever you are.

### Do I have to follow the timetable?

The timetable is flexible, which means you can complete the lessons at a time that suits you and your family's routine. Calls will be at a set time but if you miss them, they will be recorded and you can watch them later.