

Tuesday 14th April

Good morning everyone

I hope you have all had a restful weekend.

As noted in my letter on Thursday 9th April, I am sending you information regarding our Distance Learning programme which starts on Wednesday 15th April.

The following information is included:

- What to expect from the GIS Distance Learning Programme
- Distance Learning for Our Family. This includes:
- Setting up your systems
- Routines
- Cyber Safety
- Instructions for logging into Google Classroom

Later today you will receive an email from your child's teacher with the relevant login information for their google classroom. This needs to be sent out separately as each class has their own unique code.

If you have any questions, your first point of contact is the classroom teacher.

Take care and stay safe.

Kind regards

A handwritten signature in black ink, appearing to read 'Mark Whitford', written over a white background.

Mark Whitford
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WHAT TO EXPECT FROM THE GIS DISTANCE LEARNING PROGRAMME

Welcome to the Distance Learning Programme for Glenfield Intermediate students. The key focus of this programme is on the essential skills (which could include; critical thinking, managing themselves, cooperating with others, using language symbols and texts to communicate, actively participating and contributing) and also our school values (The 4 R's - respect, responsibility, resilience and relationships) that underpin the GIS Learner Profile and the curriculum at Glenfield Intermediate. The most important aspect of the programme is the wellbeing of our students, staff and families. The programme will be engaging, fun and give students some choice.

- On Wednesday 15th April teachers at GIS will be providing Distance Learning Programmes through Google Classroom (this includes the specialist teachers)
- It is hoped that all students will engage in the programme
- The programme is a mixture of online and 'offline' activities that your child can participate in
- Our teachers are working from home with their families as well so please be patient and understanding if the teacher is not available immediately
- What if my child has password issues?
 - Google password - email Mrs Syddall lsyddall@glenfieldint.school.nz
 - Seesaw / specific websites - please email the classroom teacher

Classroom Programme

- Teachers will be available between the following times to support their students with face to face meetings:
 - 9am-10.00am (Google meeting)
 - 1.30pm-2.30pm (Google meeting)
- Teachers will also be checking emails and Google Meet chat threads between 9am and 3pm daily.
- Teachers will provide a range of learning opportunities for their classes based on our GIS curriculum. These activities will include but are not limited to:
 - independent tasks
 - personalised (at your child's level) programmes using online products (eg. Sumdog, Epic, etc)
 - blended learning opportunities where students can watch instructional videos and other multimedia resources, practice skills and then bring questions to face to face Google Meets
 - instructional programmes delivered by external experts (eg. Khan Academy, Footsteps, Code Avengers etc) which will be selected to ensure they align with your child's next steps and the GIS Term 2 curriculum

Google Classroom and Seesaw applications will be used to store and share learning resources and student work. All students will need to join the relevant 'classroom' using a specific access code which your child's teacher will email to you. **Instructions on how to join Google Classroom is included in this document.**



Specialist Team - Distance Learning programmes on Google Classroom:

The specialist teachers have also developed programmes that students can work on at home. They are flexible and can be adapted to suit what is possible at home. If you have any questions regarding the specialist programme, the teachers are available at the following times:

- Monday - Wednesday -
 - 9am -3pm email response within 2 hours of receiving your email
- Thursday - Friday - email response within the next 24 working hours
 - Note: If you haven't heard from your tech teacher and urgently need to get hold of them please forward your email to Mrs Cameron-Smith
- Team Koru Specialist Subjects (all students) - Google Classroom Code is: **ut73hvx**

All the instructions are available when your child logs in to the Specialist Programme google classroom.

Summary

This is a new journey for all of us including teachers. There will be successes and there will be some things that can improve. The most important aspect at this time is the wellbeing of us all. Again, we do not want this programme to create additional stress in your family bubble.

If you have any questions relating to your child's classroom programme or the specialist programme, please email the relevant teacher.

The following pages are offered to support your families during this distance learning programme. They are suggestions and provide some ideas (based on research and Ministry of Education guidance) for making the learning at home situation more successful for everyone.

Take care and stay safe.



DISTANCE LEARNING FOR OUR FAMILY

A new learning experience for young and old.

There is no doubt that distance learning will be a new experience for most of us. It is therefore important, as one of the very first activities, you think carefully as a family about how you are going to make the very best of this opportunity together. While there is a lot to consider, set clear expectations so everyone knows what the plan is going to be.

Some questions to guide our family discussion around ‘distance learning.’

- *How will you use this time to **learn together**?*
- *How can you **navigate the likely extra stress factors** together and what other help do you need to help you all work through issues?*
- *How can your family **think about others and help others through this difficult time**?*
- *How will you **celebrate little and big successes in your family**?* Eg having a good attitude, playing nicely with your sister, completing a task, growing in any way
- *How will you **foster a love of reading and stories** in this time?* Have family reading times.
- *How will you **foster meaningful opportunities for writing**?* Shopping lists, letters to grandparents (fun to have a scrapbook and take photocopies of the letter sent and glue in the response received), an online blog or written diary. Letter scrapbooks and diaries are great to look back on in the future)
- *How will you **foster meaningful opportunities for maths**?* Measuring through baking, counting, board games and card games are often useful.

This experience should create positive family memories and stronger relationships.

SETTING UP ROUTINES AT HOME

Most children feel safe when there are clear routines put in place. Routines are important in order to keep things calm. You may want to consider the following when setting up these routines:

- Think of the structure of your day ahead. Ideally stay to a normal school day for the students as that is when teachers will be available to support your child. Discuss and write these routines down - and try to stick to them. However if they don't work? Simply review and adjust so they work for your family.
 - There will be times during the day that your child's teacher will have ‘meetings’ for students. This may be in small groups, or all students, but is very flexible.
 - Break the day up into a number of activity sessions
 - Such activity sessions could range between 15-45 minutes, depending on the activity and how quickly or slowly tasks are completed. It is important that you are flexible with the time and adjust as necessary. Teachers will check in with students regularly.
 - When are your meal and snack times?
- Allow short **brain or fitness/moving breaks** to keep developing focus for gradually longer times.
- **Give yourself as parents time out (“me time”)** where your children are independently working
- **Have expectations on the use of devices.**
- And remember - while working with others is good, also allow your child his/her own time as well.



CYBER SAFETY AT HOME

Some of the tasks set for your child/ren will be online activities and could include using the internet to explore concepts, watch videos etc.

We suggest that before any online distance learning gets underway at home, whanau discuss and agree to a good Cyber Safety Plan to ensure the safety of everyone at home.

The school's internet safety software does not work when students go online at home. It is therefore important that parents supervise the online space within your own home environment.

Use the following NetsafeNZ websites to set up your Cyber Safety Plan

- [Netsafe NZ](#)
- [7 Tips for parents and whānau](#) (Netsafe NZ)
- [How to create an online safety plan](#) (Netsafe NZ)

Also consider the following

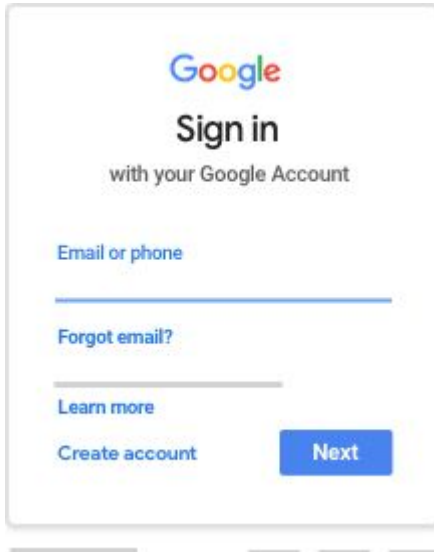
- At our school we have a general rule that screens must be visible to others (especially adults) at all times, ie, no screens to walls. It is suggested that you never send your child to a room to go online alone. This is a good idea but may not be practical if you have numerous people working on devices at one time and you need a quiet space. Do what works best for your family and have expectations for your child.
- Agree that no "history" to be deleted from devices (Chromebooks, iPads, mobile phones) - and make sure that History is regularly checked.
- Go over this agreement regularly (1-2 times a week) with your child/ren, and review if required. Never take anything for granted.
- Place the agreement in a place that is visible to everyone at all times.
- Consider what should happen if the agreement is broken.



How does my child log in to Google Classroom?

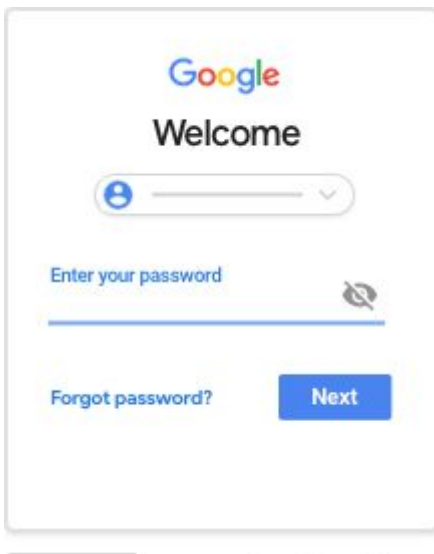
Log on instructions:

1. Enter your username and click Next.



If you have forgotten your password please email Mrs Syddall with your name and room number and she will reset this for you. lsyddall@glenfieldint.school.nz

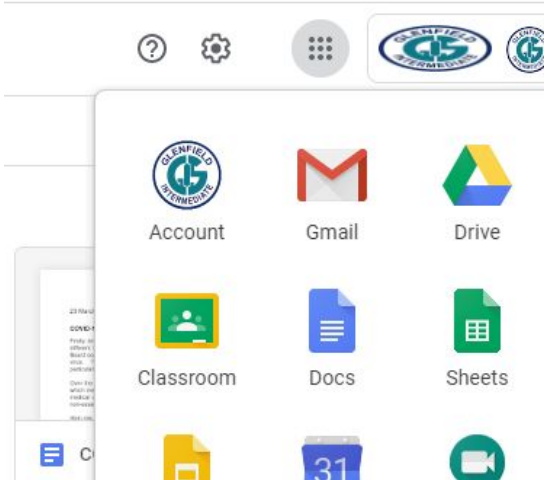
2. Enter your password and click Next.



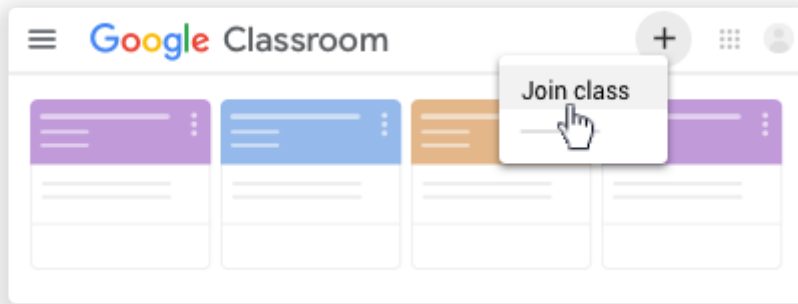
3. If there is a welcome message, read it and click Accept.
4. You will be logged into your google account and should see all your DRIVE folders.



5. Click on the 'waffle' (9 dots) in the top right corner and select Classroom

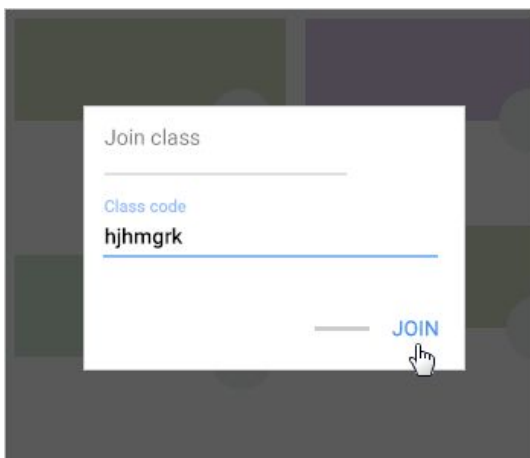


6. Click on the 'plus sign +' and select Join class.



7. Enter the class code and click Join.

A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.



8. You are logged into your Google classroom and can see the folders your teacher has set up.