



CRICKLADE MANOR PREP

HOME LEARNING GUIDE

MARCH 2020

Please note: these arrangements are applicable for the online learning resources available to parents from Monday 23rd March until Friday 3rd April. Further, updated information will be sent out during the Easter Holidays regarding the interactive online learning provision which will be needed in the longer term.

What is Home Learning?

Home learning is a new experience for all the children, parents and staff. We have taken time in form groups to explain to the children how home learning works and what the expectations are during the period of time that the school is closed. This is an ideal opportunity for children to develop their ability to work both independently and collaboratively whilst taking responsibility for their own learning.

We fully recognise that parents may have their own work and family commitments and that it may not be possible to commit to taking on full teaching responsibility for the children. We have therefore provided the following guidance of what a typical day might look like for the children. It would be a good starting point for pupils to write up their own daily timetable, planning when they will do certain subjects as well as fit in other activities that you, as a family, have planned.

Parents should feel free to dip in and out of the curriculum and guidance providing challenge and support where appropriate.

What should my child do each day? - A suggested curriculum

CORE CURRICULUM		
Pre-Prep Department (R-Y2)	Prep Department (Y3-6)	Seniors (Y8)
Maths: Complete the daily tasks set by the Teacher (Up to 1 hour)	Maths: Complete the daily tasks set by the Teacher (Up to 1 hour)	Maths: Complete the daily tasks set by the Teacher (Up to 1 hour)
English: Complete the daily tasks set by the Teacher (Up to 1 hour)	English: Complete the daily tasks set by the Teacher (Up to 1 hour)	English: Complete the daily tasks set by the Teacher (Up to 1 hour)
Topic learning: Spend time on your Research project or Creative project. (Up to 40 mins)	Topic Learning: Work on a History, Geog or RS project (Up to 40 mins)	Science: Complete the tasks and past papers as provided by the teacher (Up to 1 hour)
Reading: To spend up to 20 minutes reading aloud to an adult.	Reading: To spend up to 30 minutes each day reading aloud or to themselves.	Reading: To spend 30 mins reading every day.
Spellings/Phonics: To practice your spellings/phonics	Spellings: complete daily practice	Spellings: complete daily practice
		French: Complete the tasks on reading, writing, listening and speaking as given by the teacher (Up to 1 hour)
		Revision and Exam Preparation: Complete mind maps, revision cards, essay plans, past papers on topics you have studied.

OTHER POSSIBLE ACTIVITIES		
Pre-Prep Department (R-Y2)	Prep Department (Y3-6)	Seniors (Y8)
<p>Build Active listening skills: Watch a YouTube or TV documentary or programme - eg 'Blue Peter' or 'Maddie's, Do You Know' on Cbeebies.</p> <p>Daily exercise including learning a new skill - learn to skip, learn a dance routine, learn to bat a ball up and down on a tennis racket.</p> <p>Bonjour: Using YouTube or BBC teach, learn a range of new languages e.g. greetings, clothes, food and drink and be a culture vulture about France or Spain and teach your family what you have learned (up to 15 minutes)</p> <p>Time to help: What have you done to help at home today? Children to complete chores around the house (Up to half an hour)</p> <p>Time for you: Choose any activity that you love and just enjoy!</p> <p>Daily Lego Challenge: Create a set task created from Lego (Keep an eye on your daily class posts)</p>	<p>Build Active listening skills: Watch a YouTube or TV documentary or programme - eg Environmental programme or David Attenborough's Seven Worlds.</p> <p>Daily exercise: play a sport; running; cycling; HIT workout; use the Joe Wicks workout tutorial.</p> <p>Bonjour: Using YouTube or BBC teach, learn a range of new languages e.g. greetings, clothes, food and drink and be a culture vulture about France or Spain and teach your family what you have learned (up to 15 minutes)</p> <p>Time to help: What have you done to help at home today? Children to complete chores around the house (Up to half an hour)</p> <p>Time for you: If you have earned it, choose any activity that you love and just enjoy</p> <p>Independent Research: Research a place, event, person, family member. What can you find out about them? Can you put together a film or presentation which you can show to your family or teacher</p> <p>Daily Lego Challenge: Create a set task created from Lego (Keep an eye on your daily class posts)</p>	<p>Build Active listening skills: Watch a YouTube or TV documentary or programme - history video, BBC Bitesize, environmental/science doc.</p> <p>Daily exercise including new skill - play a sport; running; cycling; HIT workout; use the Joe Wicks workout tutorial.</p> <p>Bonjour: Using YouTube or BBC teach, learn a range of new languages e.g. greetings, clothes, food and drink and be a culture vulture about another country and teach your family what you have learned (up to 30 minutes)</p> <p>Time to help: What have you done to help at home today? Children to complete chores around the house (Up to an hour)</p> <p>Time for you: If you have earned it, choose any activity that you love and just enjoy</p> <p>Independent Research: Research a place, event, person, family member. What can you find out about them? Can you put together a film or presentation which you can show to your family or teacher</p>
<p>Reflective diary: Write/draw about what you have learned and how you felt about your learning. You could take photos, use a scrapbook or complete an online presentation.</p>		

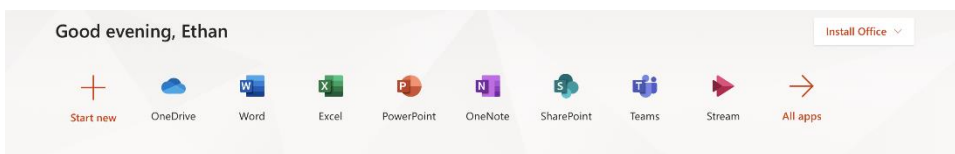
Please find a blank timetable at the end of this booklet which you may want to use with your child to plan their week. Pre-Prep parents may want to use the suggested timetable at the end of this document.

Where do I find the work?

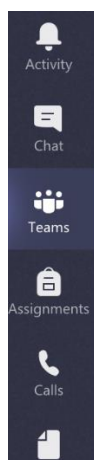
Work can be accessed in Microsoft Teams. Your child has been given a username and password and had an introductory lesson into this software. Your child has been given a document that explains how they access their Microsoft Teams account by using the following steps:



- 1a) For tablets: Download the Teams app and the OneNote app
- 1b) For computers: On the internet go to www.office.com (alternatively download the teams app)
- 2) Type in your username and password (password is case sensitive)
- 3) Once logged on Open 'Teams'

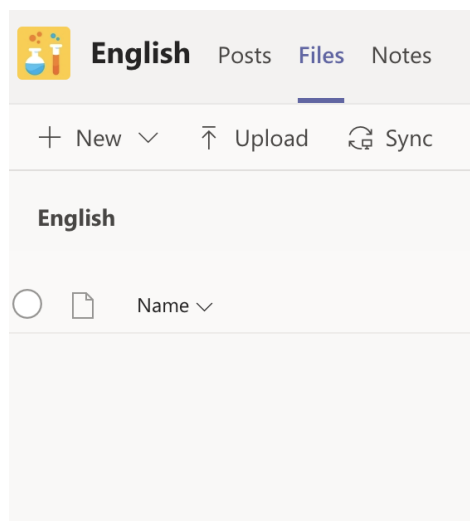


- 4) Once in Teams, click the Teams tab on the left of the screen
- 5) Select the year group for your child to 'enter' the class
- 7) Click on the 'File' tab at the top



Teams

- ▼ Your teams
 - ▼ CMP - Year 6
 - General
 - English
 - Maths
 - Other
 - Project



- 8) Select the file that corresponds with the current week. These folders are arranged by week and contain PDFs, Word documents and presentations which pupils can access.

Your child can then complete the tasks set either on paper in the exercise books provided or using the Microsoft Teams Notebook feature.

*A more detailed guide for parents relating to the use of Teams in Phase 1 can be found at the end of this document in **Appendix 1** The children's guide for using Teams during Phase 1 can be found at the end of this document in **Appendix 2***

For any IT issues please email Mr. Towers

tommy.towers@cricklademanor.com

Please note: a more detailed guide will follow during the Easter Holidays that explains the additional features of Teams that will be used in the Phase 2 of our remote teaching programme.

What will my child need to complete the work?

The tasks provided by teaching staff allow children to complete the work using a range of methods. Pupils can complete the work online in a word document, PowerPoint, spreadsheets, publishing package or the provided exercise books. Other tasks may invite children to be creative using drawing materials, colour, paint, junk modelling, glue, scissors etc. Alternatively, phones and tablets can be used to video/photograph work, or the pupils themselves as they carry out the different activities e.g. a presentation or documentary.

We appreciate that families will have different resources available to them at home and may have limited access to technology if there are a number of children attempting to complete home learning activities. Therefore, please complete the work using any of the resources you have available.

What do I do with the work when it is complete?

During this initial Phase 1 consisting of 2 weeks work, parents should 'mark' the children's work themselves. Children should feel free to share their project with the teacher and each other through Teams by uploading a photo of your learning.

Feedback and Communication

During the course of next week, parents should feel free to contact the Form Tutor or subject teacher through Teams using the Chat tab on the main menu on the left-hand side of the screen. Staff will respond in a timely manner whilst working around their own personal commitments. Staff will begin their Easter Holiday on Friday 27th March.

Reading - Magic Blox

The school have setup an unlimited pass for all children to access the online library via www.magicblox.com. To access this offer please visit the site and follow these steps:

1. Click 'Register'
2. Enter your details and create a password
3. Select the unlimited package
4. Enter the coupon code CRICKLADEMANOR
5. Enjoy unlimited access until 30th April

Tips for children to get the best from their Home Learning

- Look after your brain and body by eating well, drinking lots of water, getting some exercise, alongside resting and sleeping well
- Take exercise to break up your learning - run around, make up a dance routine, practice ball skills
- Watch some TV but try to find something interesting where you learn something new
- It is fine to be on your computer but not for long periods of time. Try and improve your IT skills by doing a project using the computer
- Have a set time for schoolwork each day and sit somewhere quiet and comfortable where you can concentrate
- Build on what you already know and keep practicing. Remember practice builds excellence but we also learn from mistakes. Don't give up too easily but persevere.
- If you are finding set activities or tasks hard, mix them up and do something easier then try something that challenges you. Try and work things through for yourself; this will help you develop independence and self-motivation as a learner
- If you get really stuck then there will be an opportunity for you to message your teacher for help and advice
- When approaching a writing task, break it down into sections, having first done a plan. Take care to read your work through and edit where necessary
- If you know some of the topics you will be doing in the coming months then do some research on them, get ahead of the game! This is called 'flipped learning' when you research a subject before learning about it in school. Think of some enquiry questions - what do you want to know about a subject? Write down what you know already
- Spend a short time each day learning or refreshing your tables, spellings and grammar, again practice builds excellence!
- Never be without a book on the go. Share stories with someone in your family and talk about what you are reading. Regular reading from a variety of texts will help to develop your own vocabulary and your knowledge
- Build your creative skills. Do some art work, junk modelling, bake a cake or learn a new creative skill, such as knitting or crochet.
- Practice a musical instrument if you have one
- Get outside - appreciate the wonder of the non-material things around us.

List of websites with learning resources

- [Edplace](#) - Paid for Maths & English. Use code FREDDIE20 for an exclusive 20% off
- [Twinkl](#) - Currently free - filled with lots of fun activities for all ages
- [60 Second Histories](#) - History (2 week free trail)
- [Kidztype](#) - Touch Typing (FREE)
- [Duo Lingo](#) - Languages (FREE)
- [Art for Kids Hub](#) - Art (FREE)
- [Khan Academy](#) - Science & Humanities (FREE)
- [BBC Bitesize](#) - this is for all aged children and has lots of videos and helpful articles. This is a free service.
- [TES](#)- there are some free resources on here, although you can purchase each individual topic or resource.
- [Learning Resources Science Museum](#) - This site brings together resources from museums, including activities, games and videos. KS1 - KS4 and they are free resource
- [Education Quizzes](#) - KS1 - GCSE educational quizzes to help with all areas of the curriculum. £9.95 per month but home educators can get a 3-month [free trial](#).
- [Quizlet](#) - Free education resources for KS1 - KS4
- [KM Tuition](#) -Maths, English and Science free worksheets and past exam papers
- [Top Marks](#) - primary free resources.
- [Rising Stars](#) primary school resources, a lot of free resources.
- [Soft Schools](#) primary school free resources.
- [Primary Resources](#) free resources for primary school children
- [Oxford Owl](#) free resources for primary school children
- [Every School](#)- free resources for primary school children.
- [Have Fun Teaching](#) - free resources and worksheets for primary school children
- [Teach your monster to read](#) - a free resource to help children learn to read.
- [Literacy Shed](#) - Videos and worksheets to help with English for primary school children.
- [Corbett Maths](#) free resource and has videos and questions and answers.
- [Prodigy Maths](#) - free resource for primary school children
- [Maths is Fun](#) - Primary school free resources.
- [Maths Chase](#) - Free times table tests
- [Transum](#) - FREE mathematical activities, puzzles, problems, visual aids, investigations and lots more

Cricklade Manor Prep Staff Email addresses

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office@cricklademanor.com

Deputy Head

Mr Tommy Towers

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Deputy Head (Academic)

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Deputy Head (Pastoral) and Designated Safeguarding Lead

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Mrs Gemma Strickland - Acorn Class teacher

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Administration Staff

Mrs Jacky Barratt - PA to the Headmaster

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Miss Lesley Bayliss - School Business Manager

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Mrs Anna Hill - Administration Assistant

anna.hill@cricklademanor.com

Mrs Penny Kelly - Admissions Registrar

penny.kelly@cricklademanor.com

Prep Department - My Timetable

TIME	1	2	3	4	5	6
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Pre-Prep Home learning timetable (suggested)

This is a suggested timetable to help structure your learning from home. Please feel free to adapt to suit your needs at home.

We suggest spending about the following times on activities each day:

Phonics: 15-30 mins

Reading: 15-30 mins

English: 40 mins - 1 hour

Maths: 40 mins - 1 hour

Topic: 40 mins - 1 hour

Monday	Phonics	Reading	English	Snack	Maths	Movement	Lunch	Topic	Free play	Dinner
Tuesday	Phonics	Reading	English	Snack	Maths	Movement	Lunch	Topic	Free play	Dinner
Wednesday	Phonics	Reading	English	Snack	Maths	Movement	Lunch	Topic	Free play	Dinner
Thursday	Phonics	Reading	English	Snack	Maths	Movement	Lunch	Topic	Free play	Dinner
Friday	Phonics	Reading	English	Snack	Maths	Movement	Lunch	Topic	Free play	Dinner

It's important that the day is broken up into sections and there are breaks. These can be snack breaks, free play breaks, a movement and mindfulness activity and/ or something in the garden.

You must get outside at least once, if not twice, a day and do some sort of physical exercise!



Home Learning Guide for Parents - Phase 1

What is Teams?

Teams is an app within the Microsoft Office 365 platform. It is a powerful tool to help with student/teacher communications, file-sharing and collaboration. Whilst the school has an enforced closure (whether caused by Covid-19, snow or anything else) it can be used to provide educational contact and activities to pupils.

All pupils at Cricklade Manor Prep have an individual account that can be used to access Teams. The credentials for their account have been given to the children at school and should have returned with them in their school bag. If they have lost the sheet or need a reminder of the username/password during the closure, please contact the school office.

As well as access to Teams, the accounts also give children access to online versions of Word, PowerPoint and Excel should they be useful for producing evidence of learning or writing notes. For safeguarding reasons, the email function of the children's accounts has been disabled.

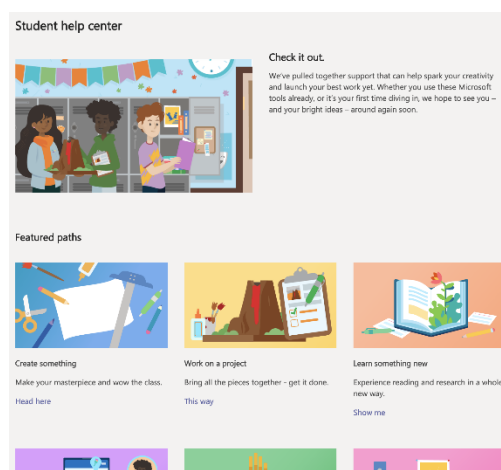
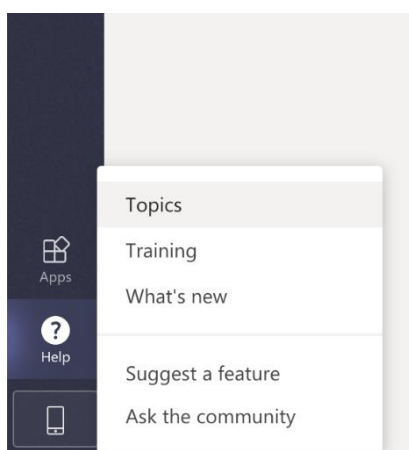
How is my child's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute pupils who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for pupils to build and practice digital citizenship alongside their academic learning.

Where can my child access help on how to best use Microsoft Education tools?

Students have a Help Center made just for them! From covering the basics of using Teams all the way to project ideas, this student help center is all about showing students how they can leverage Office 365 for their learning, engagement, and creativity. It can be found by clicking 'Help' in the left menu bar and choosing 'Topics'. The pupil guide that accompanies this parent guide has details of where pupil/teacher communications are carried out and files are found.





Pupil Guide - Phase 1

Communicating with my teacher

You can chat with your teacher using the Posts feature of Teams. There is a separate 'Channel' (chat) for each subject, and a general chat for Form Tutor communications (things you would discuss in Form time/PSHE etc.)

Rules of chat

- Respect each other and adults - the best approach is to pretend you are at school in a lesson. Speak to the adults as you would in class. If you are mean to others, teachers WILL see it and you are likely to get into trouble.
- For now, keep the chats 'professional'. Please do not use emojis, gifs, stickers and memes. We are looking at adding a more fun, social chat later so please be patient.
- Reply to the correct conversation. If you have a question about a task and there is a conversation already running for it, reply to that one rather than starting a new conversation.
- Check you are in the correct subject.
 - i.e. If you have a question about English, use the 'English' channel,

Where are my tasks?

There are some more advanced features of Teams that Teachers are currently getting used to which we will start using soon. For now, you can find the files you need to complete your home-learning activities in the 'Files' section of each of the subject channels. The files will be organised by week.

1. Click on the subject
2. Click the 'Files' tab
3. Find the correct week's folder
4. Open it to find the files you might need

