



MANLY VILLAGE PUBLIC SCHOOL

LEARNING FROM HOME

GUIDE FOR FAMILIES

Updated July 2021



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PART 1

Learning from Home

In this section:

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Immediate Parent Actions

1. Read through the '**Learning from Home Guide**' document carefully. You can skip all the 'How to' steps in your initial reading and come back to these as required.
2. On Monday morning, ensure you have received the '**Student Usernames and Passwords**' document that will be emailed from the office staff. Keep this in a safe location. It will be required frequently. Consider printing multiple copies for future use.
3. Help your child get on to their **Learning Platform**, either Seesaw (K-2) or Google Classroom (3-6) ready for online learning from 9:15am on Monday 19 July.
4. 'Follow' the [Manly Village Public School Facebook page](#) for regular updates and tips.

You can refer to the guide below which outlines the classes that belong to each year and stage group.

Stage	Year Group	Class
Early Stage 1	Kindergarten	KR
		KD
		KM
		KG
Stage 1	Year 1	1C
		1O
		1T
	Year 2	1B
		1R
		2I
Stage 2	Year 3	2SM
		2EO
		2J
	Year 4	3N
		3B
		3J
		4/3G
Stage 3	Year 5	4M
		4T
		4DN
	Year 6	5N
		5P
Stage 3	Year 6	5S
		6/5M
		6L
		6A
		6H

Introduction and Rationale

The purpose of this document is to outline how students from Manly Village Public School will learn remotely, supported by their parents and school teachers.

During the home learning period, teachers will provide the best possible education and emotional support to all students through a mix of online and offline platforms. We would like to acknowledge how challenging this will be for parents, students and teachers and affirm our belief that we will work together to achieve success.

Students will use two different online platforms for learning.

- **Kindergarten, Year 1 and Year 2** will utilise the Seesaw online portfolio.
- **Year 3, Year 4, Year 5 and Year 6** will utilise Google Classroom.

Through both these online platforms, teachers will be able to set tasks, monitor work and provide feedback for students, often but not always in real time.

Additionally, our support teachers will be able to provide library, geography, history, music and drama lessons.

Teachers will work together in grade and stage teams to produce content and support student learning. It may be that your child's teacher provides online support on one day of the week, while another teacher on that grade produces content for future learning.

Access to Technology

We understand that not every child has access to a device. We will provide access to devices for students who do not have a device or very limited access to a device. A limited number of devices will be available from the school on **Friday 16 July**. An email has been sent home regarding this process.

In planning our delivery platforms, we considered the use of devices across the family unit. We understand that at different times of the day, all family members may be utilising a limited number of devices. To cater for this, our K-2 platform Seesaw is best suited to use with an iPad or tablet and our 3-6 platform is best suited to use on a laptop or desktop. This may help you in planning your daily use of devices across the family.

Teachers are planning some tasks that will need to be completed online and some that can be completed offline. This should ease the pressure on sharing devices within the family unit.

PART 2

Accessing Communication Tools

In this section:

- Communication 8
- Parent, Student and Teacher Communication 9
- Access to Student Portal 10-11
- Access to Student Email 12
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Communication

Clear communication lines are important to maintain successful learning. Teachers will communicate with parents and students through a few key mediums. We ask that all communication is respectful and limited to what is absolutely necessary to ensure all teachers can continue to focus on maintaining the continuity and quality of teaching and learning programs. Families may refer to the school's website and Facebook page that will provide ongoing updates. Information on learning from home can be found on the school website under the *Learning at our school* tab, through the *Learning from home* drop down menu or at:

<https://manlyvill-p.schools.nsw.gov.au/learning-at-our-school/learning-from-home.html>

Facebook

Parents should follow the Manly Village Public School Facebook page. We are providing regular updates through this medium. We will also provide links to some excellent Department of Education resources to support learning from home.

Email

Please keep an eye out for any notifications from school in your inbox.

Parent, Teacher and Student Communication

Parent – Teacher Communication

There will be two main forms of communication between parents and teachers. Email will be a key component of two-way communications. The office will be emailing you your child's login details for a range of platforms and subscriptions. Teachers will use email to communicate with parents. **Please respect the capacity of teachers to respond to emails. Emails will be responded to as promptly as teachers can reasonably manage and within school hours.**

If you have an issue that cannot be addressed by the class teacher, you can email your Stage's Assistant Principal in the first instance or one of the Deputy Principals or the Principal. The School Executive will be available to support positive interactions between parents and teachers during this time.

Stage/Grade	Supervisor	Email
Early Stage 1 <i>Kindergarten</i>	Sally Robinson	sally.robinson2@det.nsw.edu.au
Stage 1 <i>Year 1 and Year 2</i>	Tara Israel	tara.doggett@det.nsw.edu.au
Stage 2 <i>Year 3 and Year 4</i>	Mark Gigli	mark.gigli@det.nsw.edu.au
Stage 3 <i>Year 5 and Year 6</i>	Caitlin Molloy	caitlin.molloy@det.nsw.edu.au
Deputy Principal	Luke Richmond	luke.richmond@det.nsw.edu.au
Deputy Principal	Alex Miles	alex.miles3@det.nsw.edu.au
Principal	Philippa Becker	philippa.becker@det.nsw.edu.au

Teachers and parents may also negotiate to set up a **Zoom** parent/teacher meeting **to discuss more complicated or ongoing learning issues**. To set up a meeting, please email your class teacher.

Student - Teacher Communication and Interaction

Students have access to email through the NSW Department of Education portal. Parents should provide support to students to know when it is appropriate for students to send an email to their teacher.

The majority of Student – Teacher communication will be done through the two platforms, Seesaw and Google Classroom. Through these platforms, teachers will set work, provide assistance where possible, set tasks and provide feedback.

A weekly task grid for Years K-2, with breakdowns for work expected to be completed throughout the week will be published on Seesaw by 9:15am on Monday each week. Work to be submitted for feedback will be indicated as part of the grid.

Daily work requirements will be provided for Years 3-6 through Google Classroom. Students will be provided with a deck of slides with all tasks in a single document through their Google Classroom each day, with the exception of Fridays when they will also need to visit their Library and Music/Drama Classrooms.

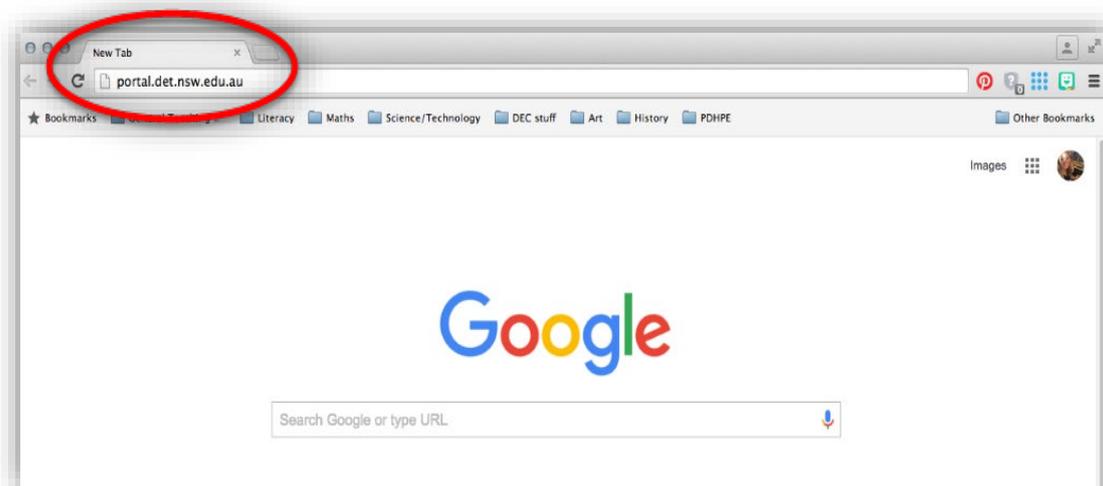
We understand that this is a very difficult time for many families. There is no expectation that all work will be completed during this time, however we highly recommend getting students into a learning from home routine.

ACCESSING COMMUNICATION TOOLS

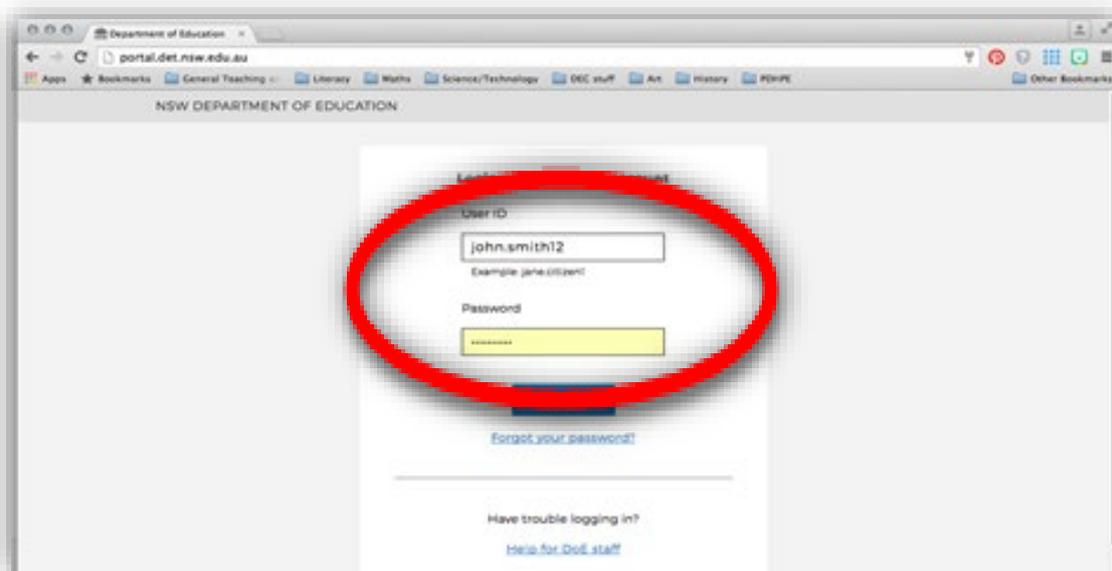
Access to Student Portal

Students will access online functions such as email and G-Suite (including Google Classroom) through the NSW Department of Education (DoE) Student Portal. Students sign into the portal using their DoE username and password which will be sent to parents as part of the **'Students Username and Passwords'** document.

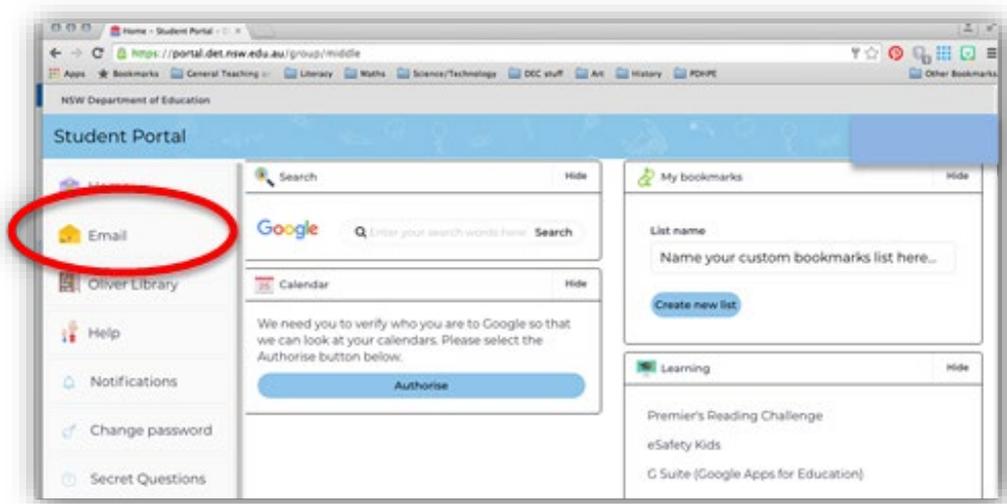
1. Type www.portal.det.nsw.edu.au into your web browser.



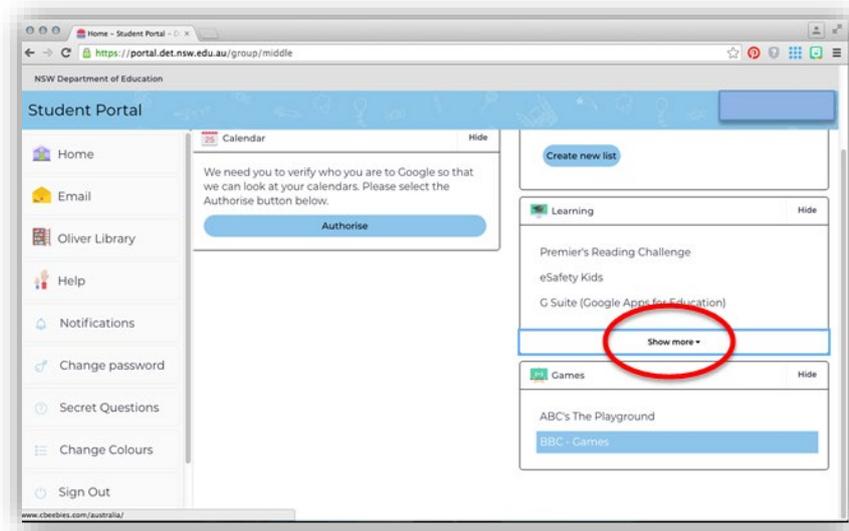
2. Enter student's username and password.



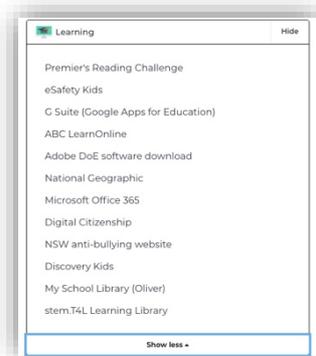
3. From here, students can check emails or compose (send) an email.



4. Students can also access a range of apps and websites by clicking **Show more** on the Learning tab.



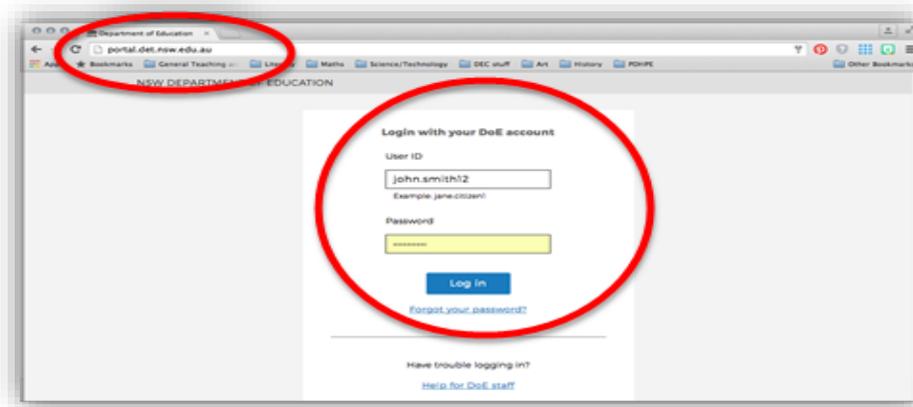
These include G Suite, Adobe Connect (via download) and Discovery Kids.



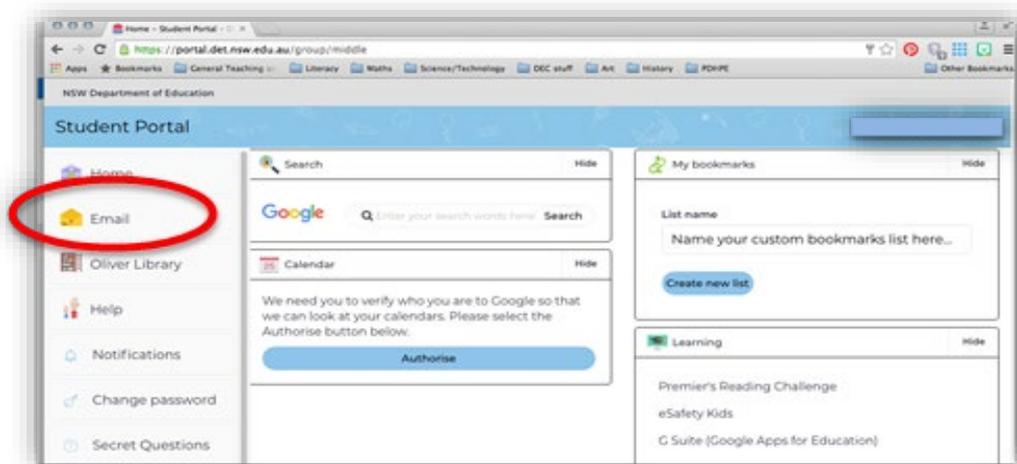
ACCESSING COMMUNICATION TOOLS

Access to Student Email

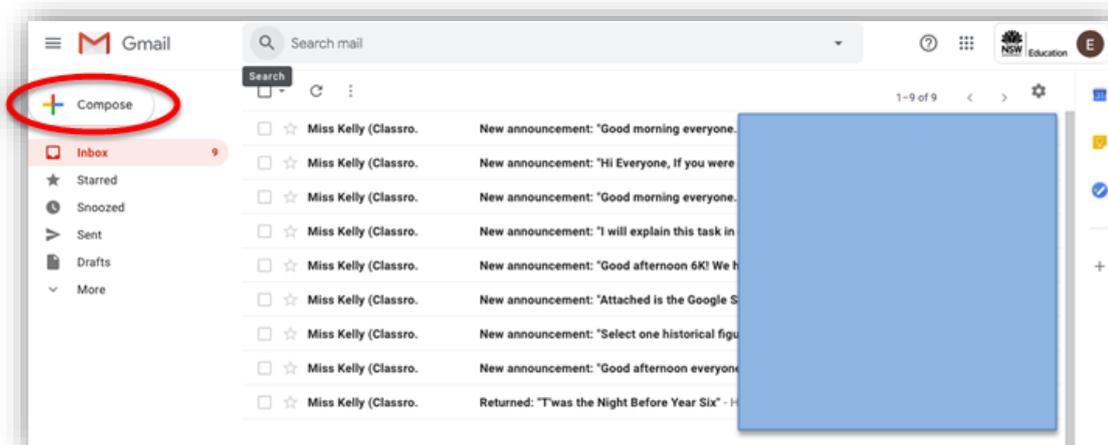
1. Log in to the Student Portal by typing www.portal.det.nsw.edu.au into your web browser.



2. Click on **Email**.



3. From here, students can check emails or **Compose** an email.



Access to Zoom

Your classroom teacher may organise whole-class or small group Zoom meetings for academic or wellbeing purposes. **If your child is using Zoom with their class, we ask that they blur or set their background to an appropriate static picture at the beginning of the lesson.**

Students may use this departmental infographic to access Zoom.

NSW Department of Education

How students can access Zoom meetings in NSW public schools

Sign into Zoom with a desktop browser



1. Use a **modern browser** in Windows, MacOS or Linux.
2. Browse to the NSW DoE Zoom console at: <https://nsweducation.zoom.us>



3. Select **Sign in** at the bottom.
4. Login with your **department credentials**.



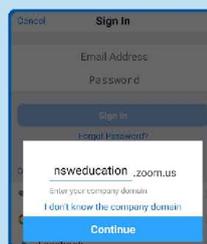
5. For first time users, **download and install** the Zoom desktop client when prompted.
6. Once signed in, **Zoom** will be ready for use!

Accessing Zoom using mobile apps

1. Download the **Zoom** app for your specific mobile device.



2. Once installed, open **Zoom**, tap **Sign In** then tap **SSO**.
3. Type **nsweducation** and tap **Continue**.



4. The **DoE log on screen** will appear. Sign in with your normal department credentials.



5. Once signed in, **Zoom** will be ready for use!

More information

- [How to join a Zoom meeting](#)
- [Participating in a meeting](#)



PART 3

Accessing Learning from Home Platforms

In this section:

- K-2 Platform - How to Access Seesaw 15-18
- 3-6 Platform - How to Access Google Classroom 19-23

K-2 Platform – How to Access Seesaw

Students in Kindergarten, Year 1 and Year 2 will use the Seesaw application to receive their work schedules, communicate with their teacher, post their work and receive feedback. The 12-digit password to access your child's Seesaw will be emailed to you as part of the 'Student Usernames and Passwords' document.

Get the Seesaw App

Your child will use the **Seesaw Class app** for home learning.

If your home device is a tablet or phone, download or update the Seesaw Class app in your device's app store. The most recent version of Seesaw is required for home learning. *App update is required!*

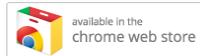
Seesaw works well on any computer or device.



[iPad and iPhone](#)



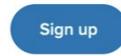
[Android Devices](#)



[Chromebooks](#)



[Kindle Fire](#)



[Computers/Laptops](#)

For the best experience, bookmark app.seesaw.me on your computer. Then download the right version of the Seesaw app for your device and your students' devices.



Look for **Seesaw: The Learning Journal** in the app stores.

If your home device is a laptop or computer, visit app.seesaw.me.

To find your suitable platform, visit <https://web.seesaw.me/platforms>

Sign in for Students

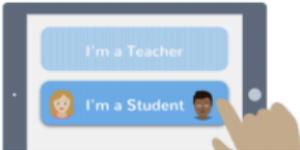
Your child can sign in with Home Learning codes with the instructions below:

1. Go to the Seesaw Class app or app.seesaw.me and select 'I am a student'.
2. Type in the 12-digit text code



Anna's Home Learning Code

1. Go to <https://app.seesaw.me> on a computer in Chrome or Firefox browser. Or install the Seesaw Class App on an iOS and Android device.

2. Choose "I'm a Student".

3. Scan this code using Seesaw's built-in QR code scanner. Or type in these letters to access your Seesaw account: **SKKU** 



Ask your teacher for a new code after June 9, 2020.

And remember, this code is like a password. Keep it safe!



You can watch the video which explains **how to log in with Home Learning Codes** by visiting <https://www.youtube.com/watch?feature=youtu.be&v=RRQrR21ZEuM>

Opening the Weekly Grid

Students will receive work via a School Announcement in their inbox each Monday before 9:15am.

Before 9:15am, students will receive their weekly timetable. This timetable outlines the work students will be completing each day of the week.

This announcement is found in your child's Seesaw inbox. This is at the right-hand side of their Seesaw screen:

Below is an example of what students will find in their inbox each Monday.

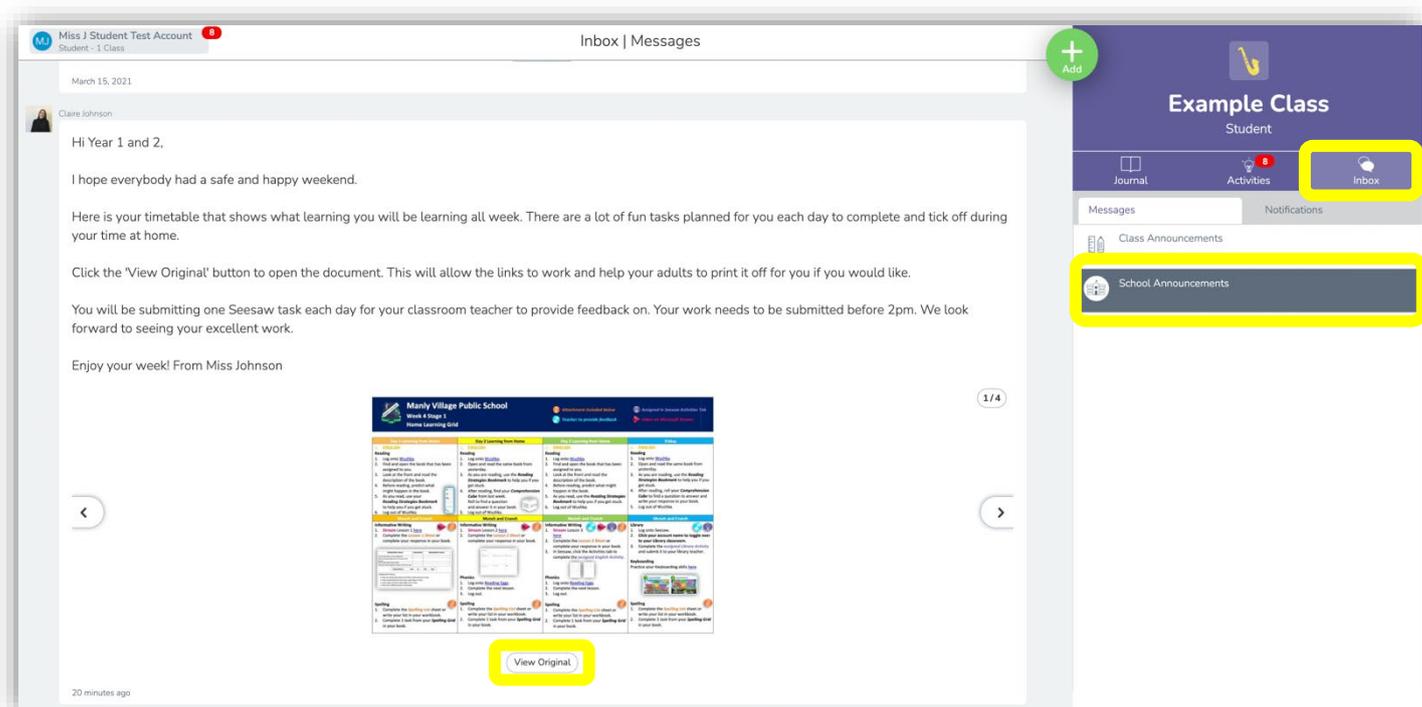
Hi Year 1 and 2,

I hope everybody had a safe and happy weekend. Here is your timetable that shows what learning you will be learning all week. There are a lot of fun tasks planned for you each day to complete and tick off during your time at home.

Click the 'View Original' button to open the document. This will allow the links to work and help your adults to print it off for you if you would like.

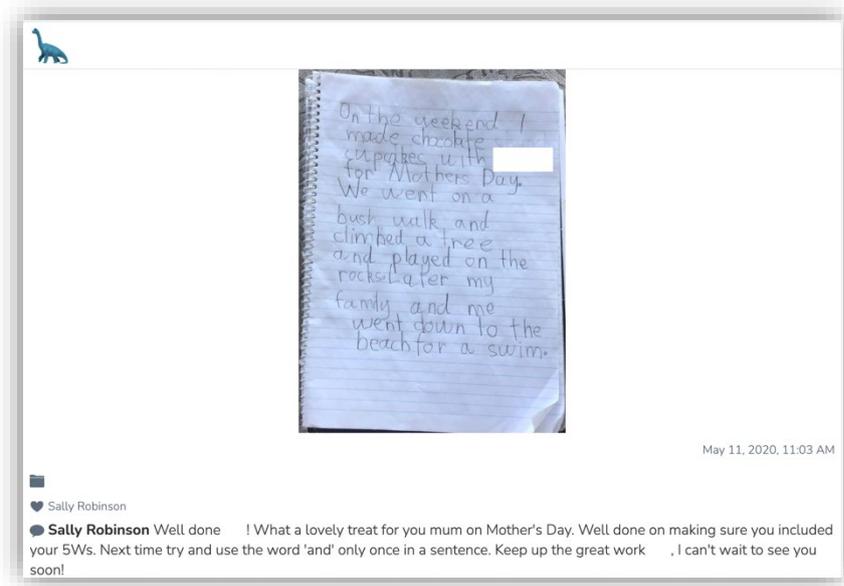
You will be submitting one Seesaw task each day for your classroom teacher to provide feedback on. Your work needs to be submitted before 2pm. We look forward to seeing your excellent work.

Enjoy your week! From Miss Johnson



Submitting Student Work

Students will be submitting one task each day to be uploaded for feedback from their teacher. Ideally, work is to be submitted by 2pm to ensure enough time for teachers to comment on each student's work. Teachers will endeavour to provide feedback on certain task each day, taking into account student supervision responsibilities at school.



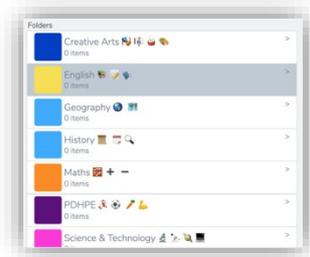
To capture and submit student work each day, students will:



1. Tap the **Green Add Button**.
2. Choose a way to respond to the activity. The teacher may specify which mode to use.



3. Click the **Green Tick Button** when the post is ready to be added to their journal.
4. Students may need to select the appropriate Subject Folder before adding their response their journal. The subject will be specified in the weekly planner.



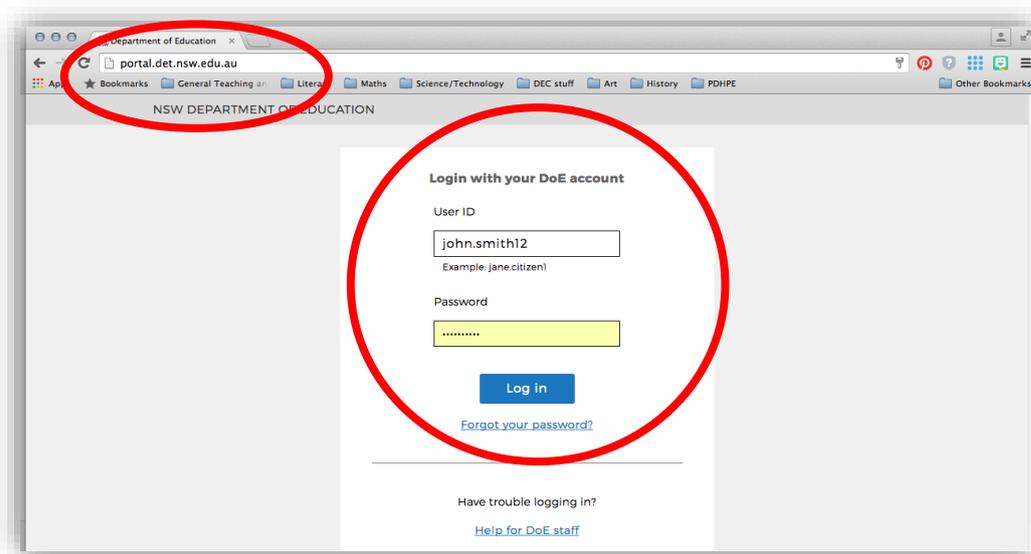
Please remember that Seesaw is not a chat room. The journal should not be used for personal posts or comments. It is an educational workspace where learning can be stored and shared.

ACCESSING LEARNING FROM HOME PLATFORMS

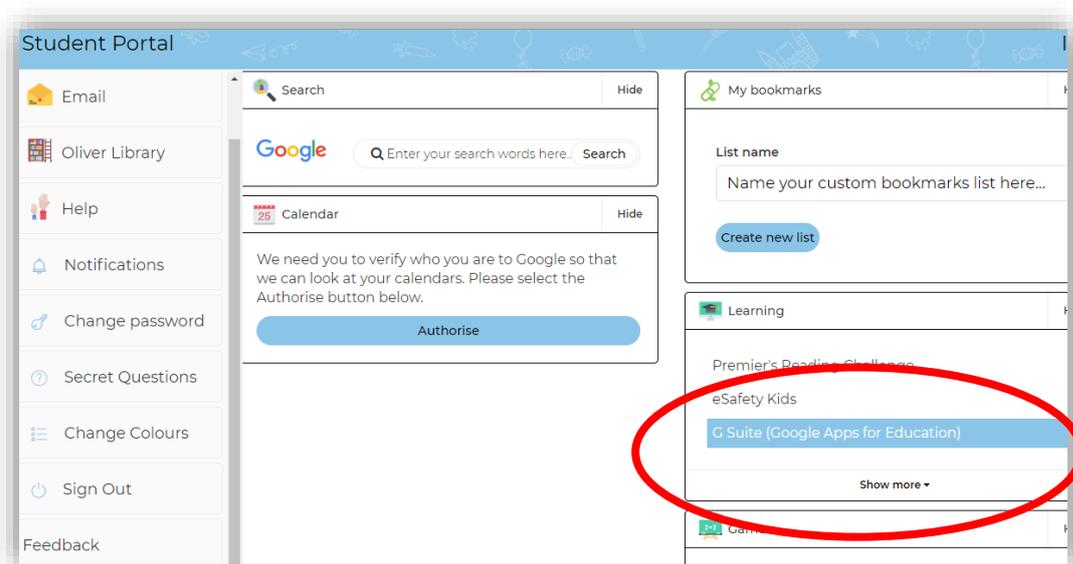
3-6 Platform – How to Access Google Classroom

Students in Years 3, 4, 5 and 6 will use Google Classroom to receive their work schedules, communicate with their teacher, submit their work and receive feedback. All 3-6 students will access their Google Classroom through their portal.

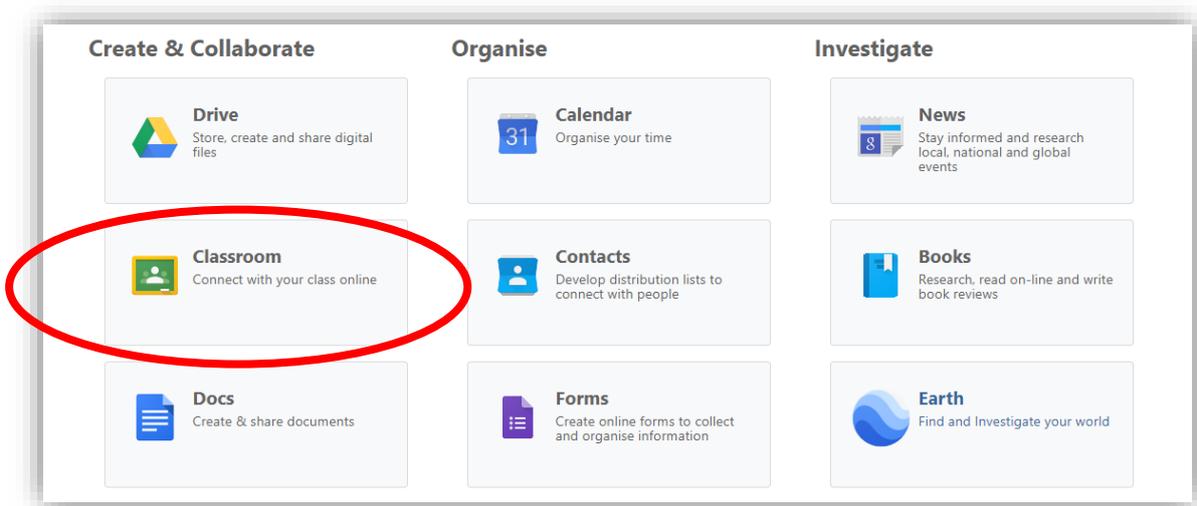
1. Log in to the student portal by typing www.portal.det.nsw.edu.au into your web browser.



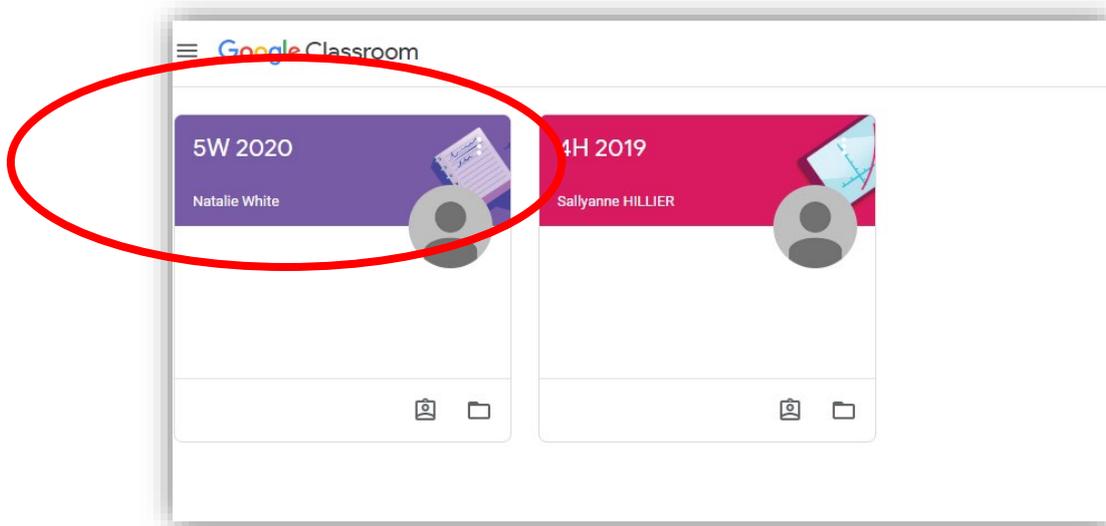
2. Select **G Suite** from the **Learning** drop down menu.



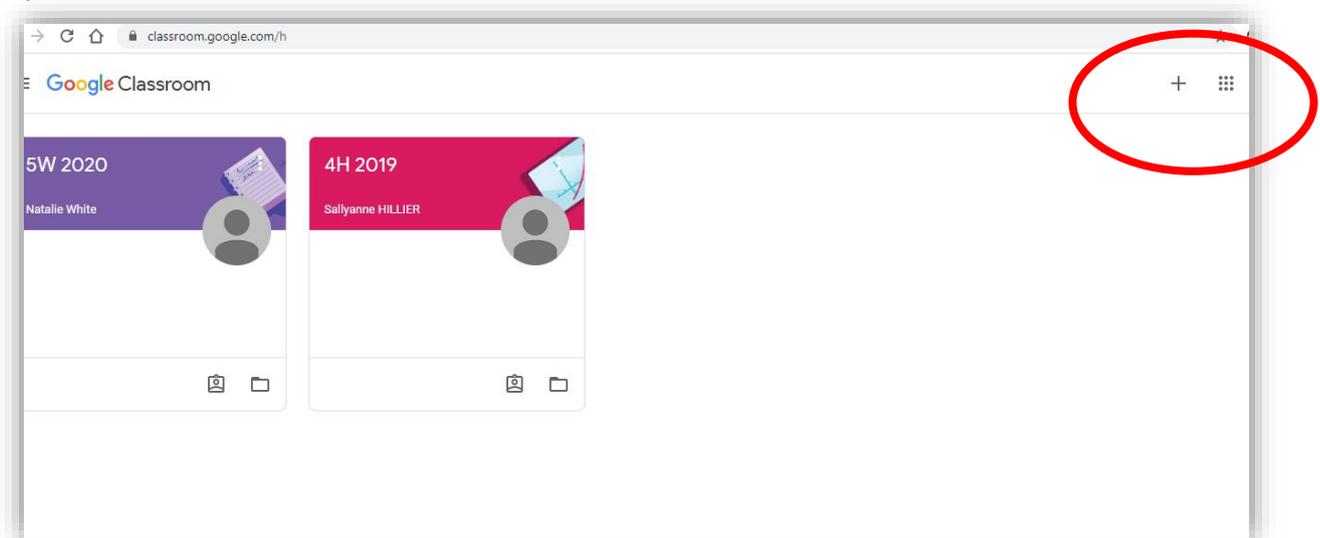
3. Select **Classroom**.



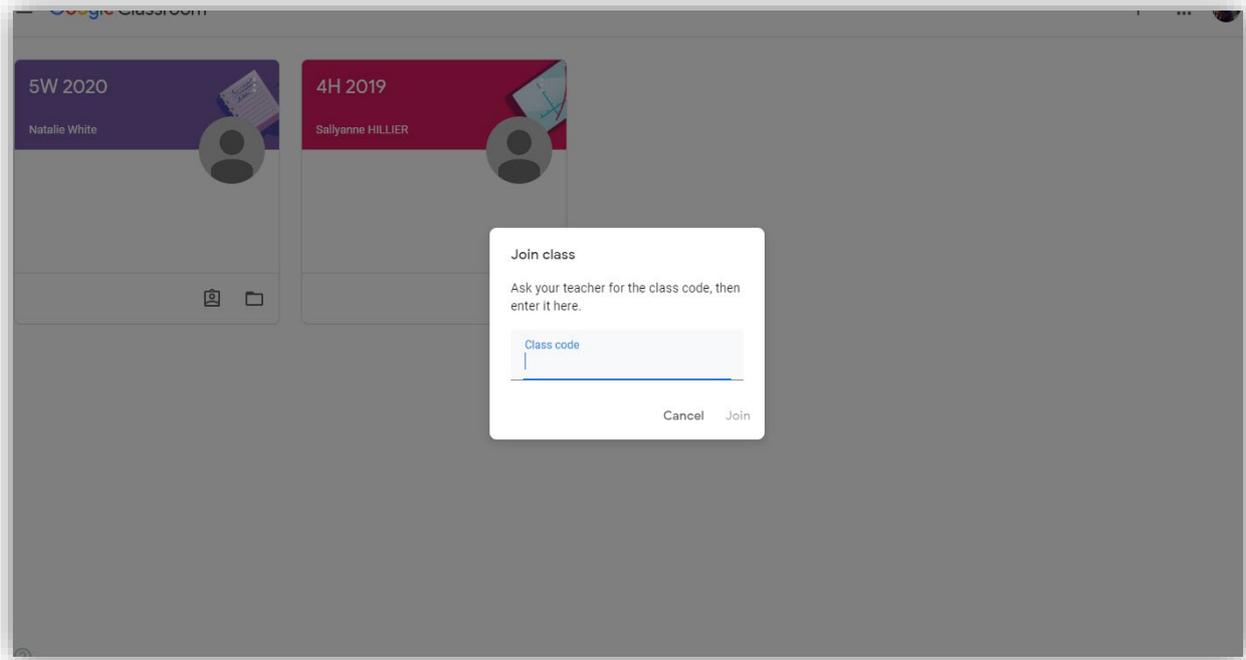
4. Select class.



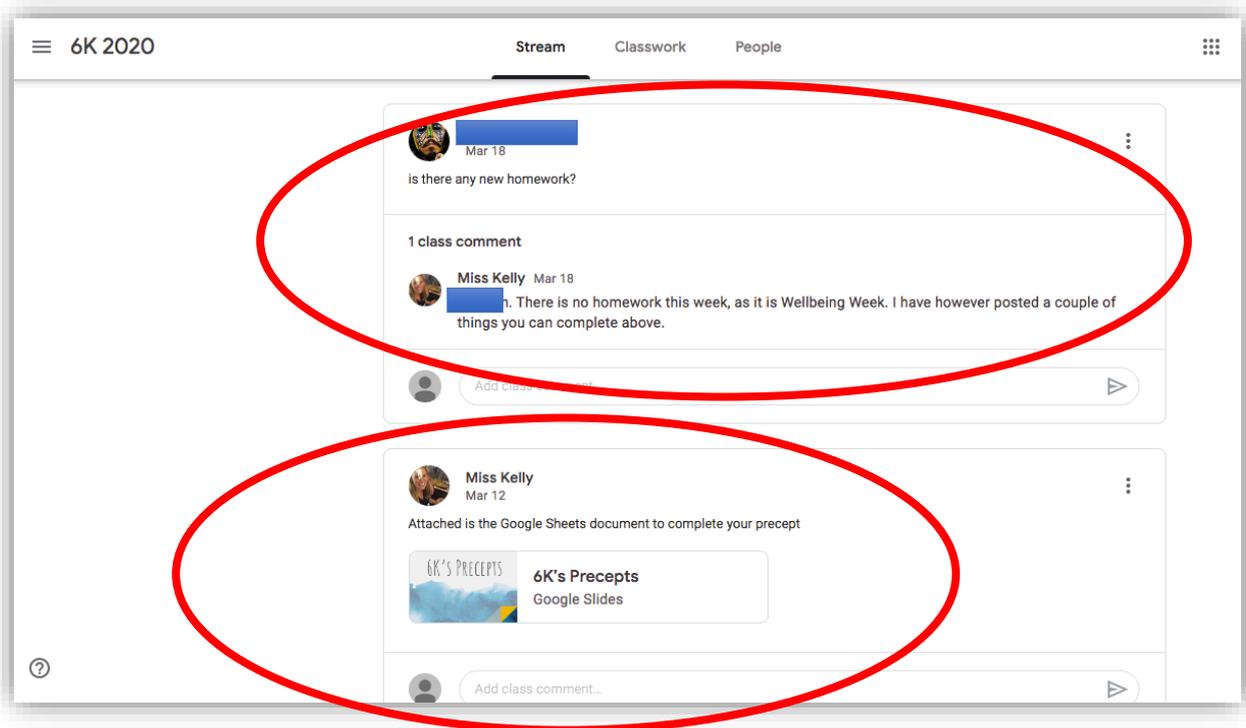
5. If your child is not yet a member of one of their classes, click on the **+ sign** at the top right-hand corner of the page. Classroom teachers will post the codes required to join Library and Music/Drama classes on Monday 19 July.



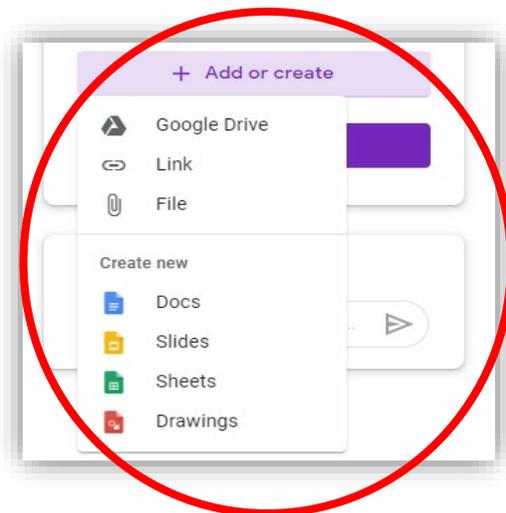
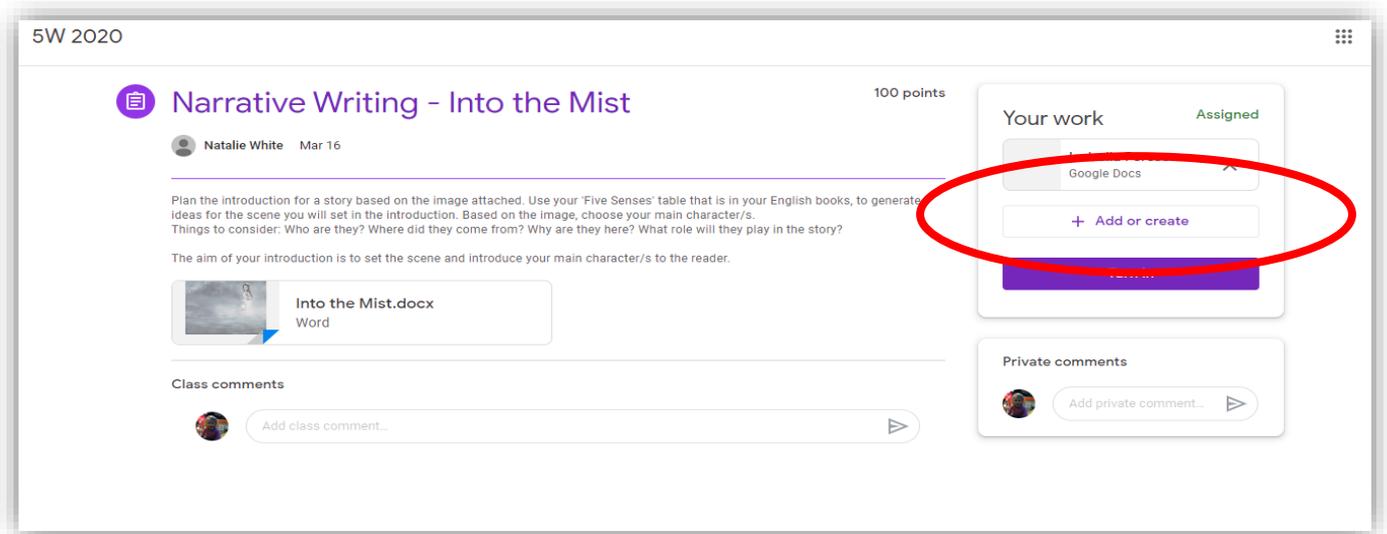
When you see the screen below, enter the class code.



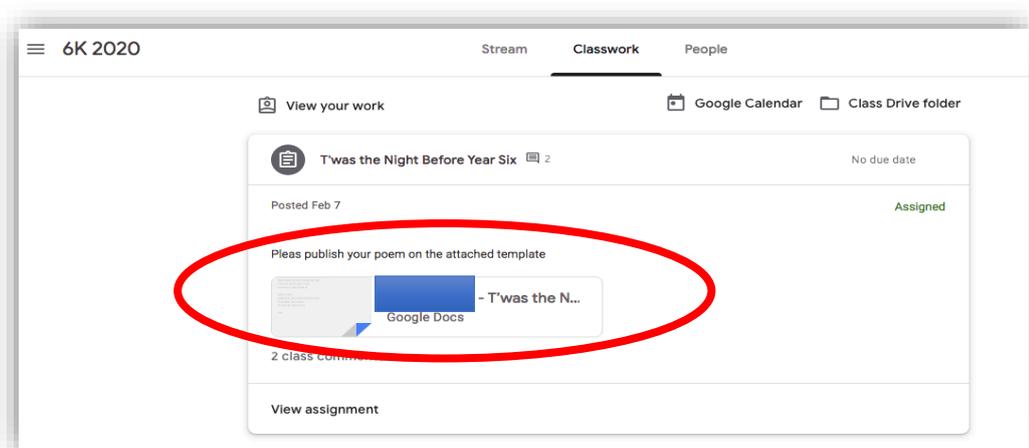
6. Once your child has joined the classroom it will open up to the newsfeed. On the feed, students will find announcements from their teacher, questions from their classmates and assignments set by their teacher.



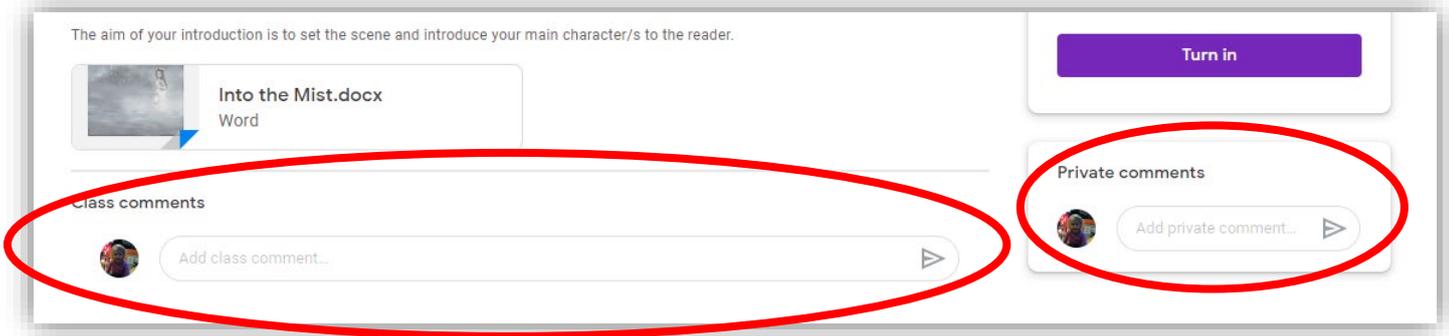
7. Students are to read the instructions and view any links or attachments. They may then select **Add or Create** and select the appropriate Google program to complete the task. Instructions for submitting each task will be provided.



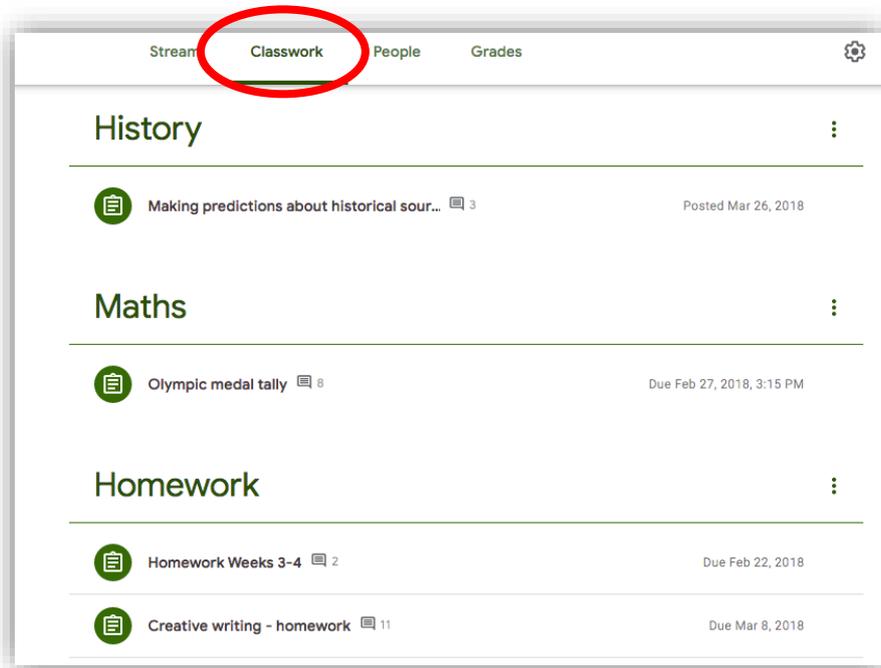
8. Alternatively, the teacher may have assigned a **Google Doc/Slide/Sheet** to complete work on. If this is the case, **open the attached document**.



9. When students are ready to submit their completed task, select the **Turn in** option. Questions can be asked privately using the **Private comments** option or collaborate with classmates by sharing helpful hints using the **Class comments** section.



If your child cannot find a task that has been assigned, check the **Classwork** tab to find all of their assignments.



Please remember that Google Classroom is not a chat room. The feed should not be used for personal conversations or comments. It is an educational workspace where we can collaborate and learn online.

PART 4

Accessing Online Learning Sites

In this section:

- **K-2 Learning Sites**
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 - Mathseeds (K-1) 29-30
 - Microsoft Stream (1-2) 31
 - Inquisitive 32

- **3-6 Learning Sites**
 - School Magazine Online 33-34

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 - Story Box Library 41

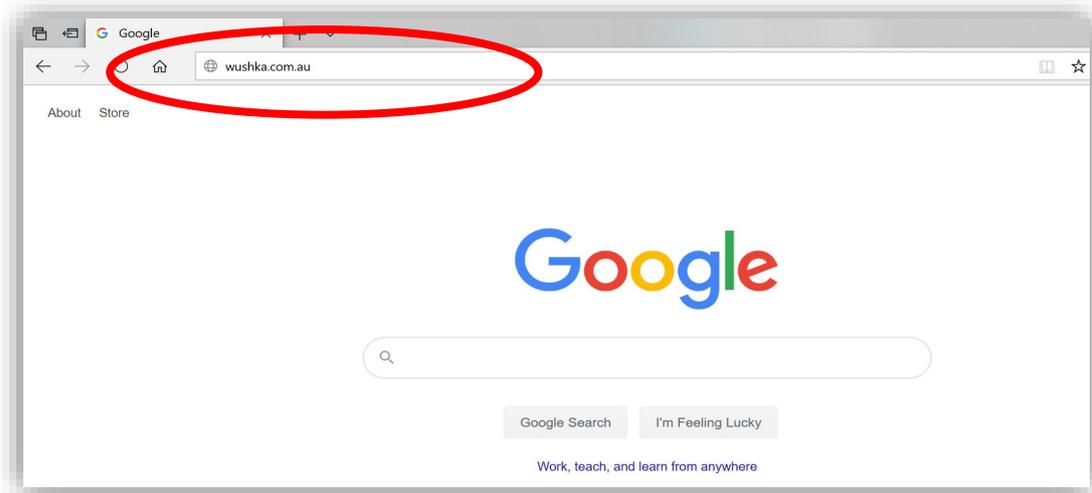
ACCESSING K-2 ONLINE LEARNING SITES

Wushka

Wushka provides access to levelled guided readers for Kindergarten to Year 2 students and some students in higher grades who receive additional support. Teachers will set reading tasks in the daily work schedule and assign students to reading material based on their guided reading level.

Wushka is a cloud-based levelled reading program. It encourages students to engage with fiction and non-fiction texts on interactive devices. All readers are levelled from Level 1 through to Level 31+. The program is individually tailored by your child's classroom teacher and allows readers to be set for homework.

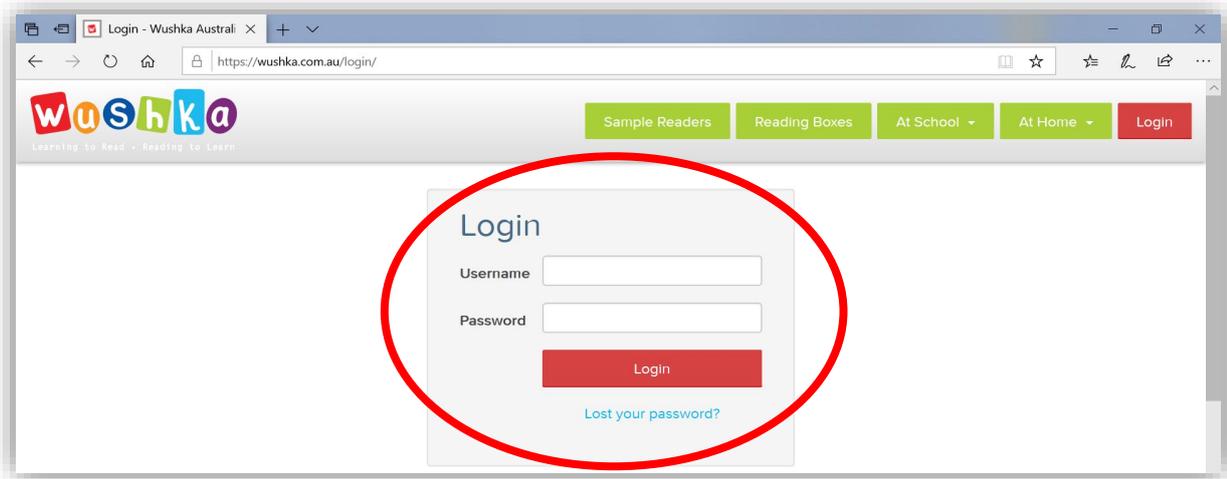
1. Type www.wushka.com.au into your web browser.



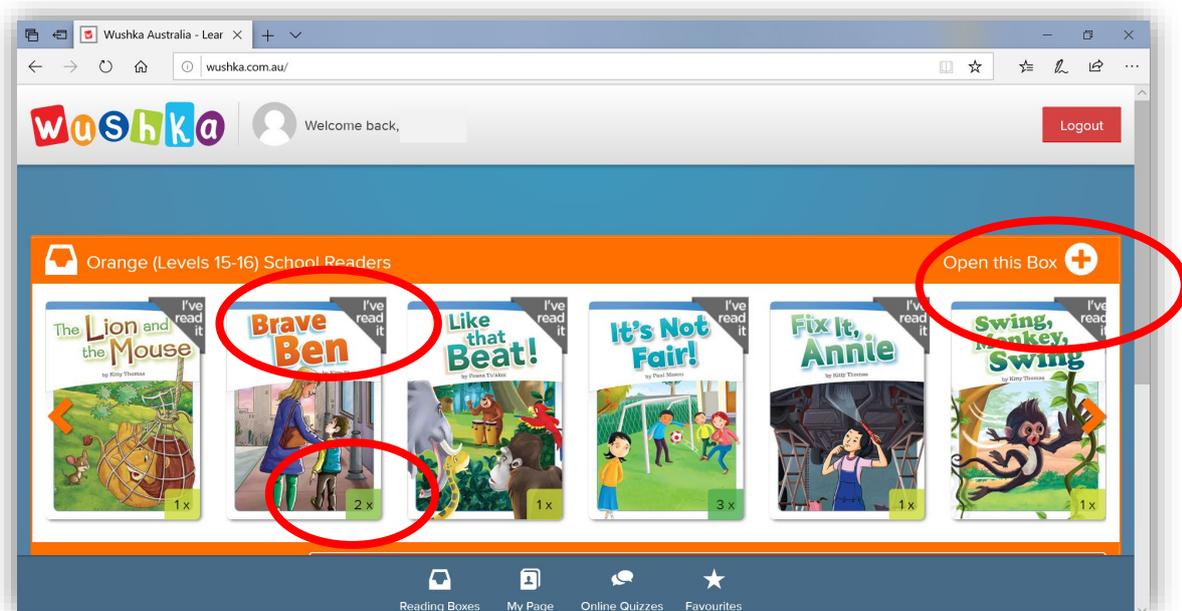
2. Click **Log In**.



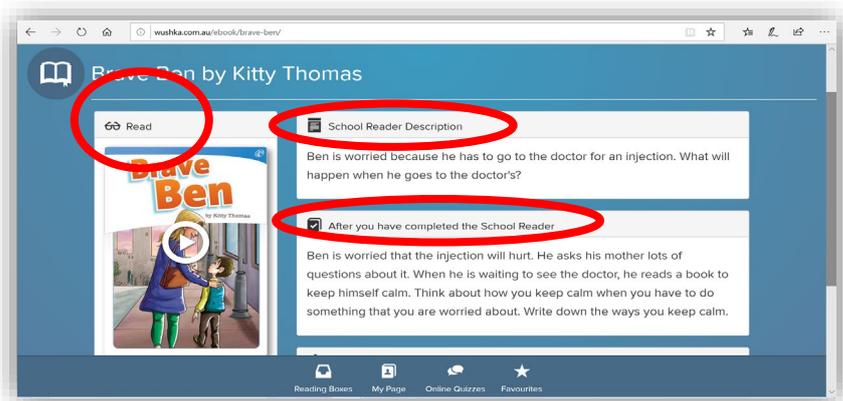
3. Enter your **Username** and **Password** which will be provided in the *'Student Usernames and Password'* document and click **Login**.



4. This is what the homepage will look like. In this example, your teacher has placed your child in the *Orange group* for School Readers. You can click on *Open this Box* to see the books that have been assigned. It also shows which books your child has read, and how many times they have read them. Click on the book you want to read.



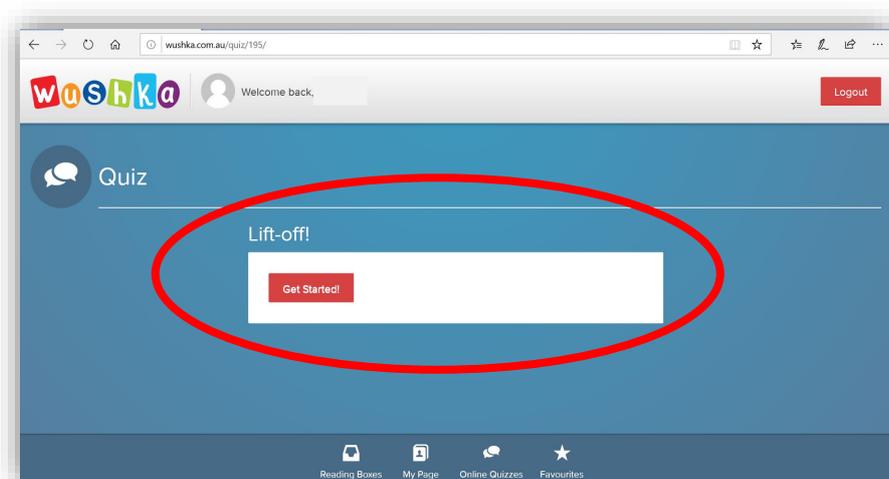
5. When you click on the book, you will be directed to this page. You can read a description of the book, read the book and, after reading complete a task about the book.



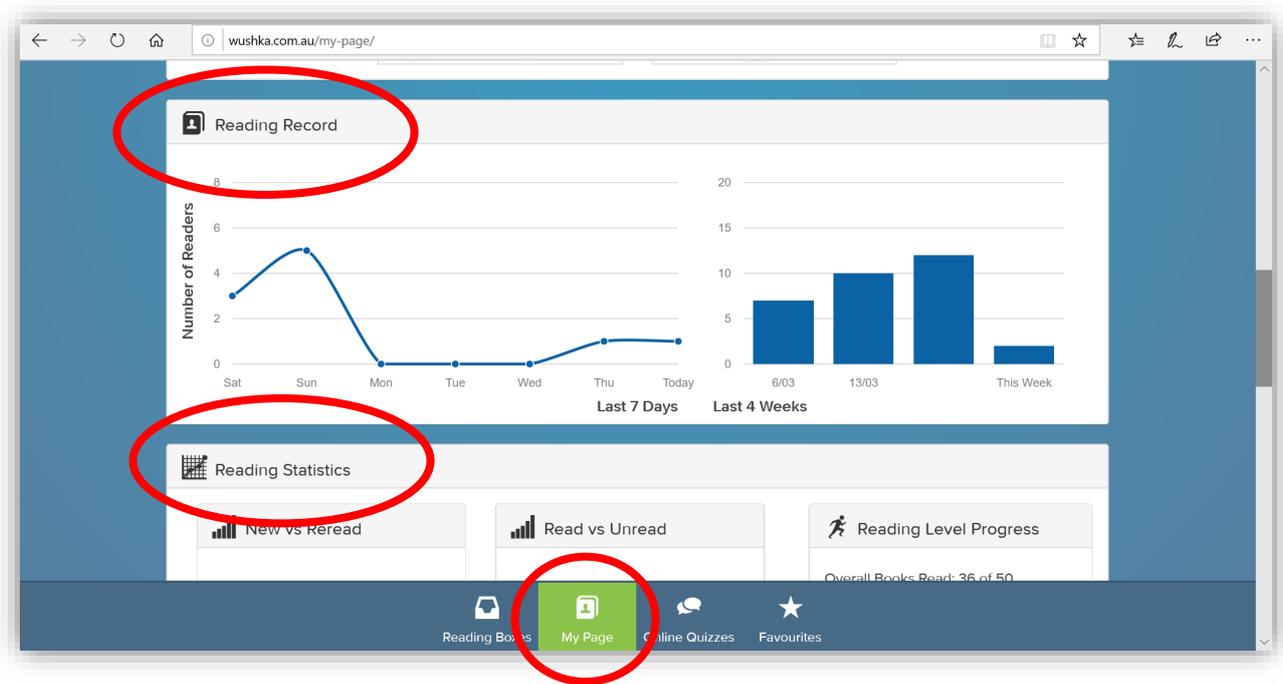
6. Once you have selected your reader, you can flip through the pages by clicking on the arrows (< >) on either side of the page. Press the x to exit when you have finished the book.



7. At the end of the book, your child will be asked to complete an Online Quiz about the book. Click **Get Started** to begin the quiz.



8. If you click on **My Page**, you will see your Favourite Books, your Reading Record, your Reading Statistics, and the results of your Online Quizzes.



ACCESSING K-2 ONLINE LEARNING SITES

Mathseeds (K-1)

ABC Mathseeds is a numeracy website that combines highly structured lessons with fun motivational elements that keep children engaged and keen to learn.

Mathseeds can be accessed by Kindergarten and Year 1 students. A teacher may assign a period of time each day to work on Mathseeds.

Download Mathseeds

Mathseeds is accessible through the Reading Eggs website and app. If your home device is a tablet or phone, download or update the Reading Eggs app in your device's app store.



[iPad and iPhone](#)



[Android Devices](#)



[Computers/Laptops](#)



Look for ABC Reading Eggs Learn to Read in the app stores.

If your home device is a laptop or computer, visit <https://mathseeds.com.au/>

Log into Mathseeds

Your child will be given a **Login name** and **Password** to use when logging into Mathseeds at home.

ABC Reading Eggs Where children love to learn

ABC Reading Eggspress

ABC Mathseeds

Login and Password

Login

Password

Remember me

Let me in

Completing Lessons

If this is the first time your child is accessing Mathseeds, they should click on Buddy, the acorn character in the centre of the screen to complete the Placement Test.



Students are able to work at their own pace to complete Mathseeds lessons and journey their way through the maps.

Students will need to pass a quiz at the end of each map to move forward.



Each Driving Test has 10 questions that check for students' knowledge of core concepts.



Microsoft Stream (1-2)



Microsoft Stream is a video platform within Microsoft Office 365 used to securely share videos to our school community. Manly Village teachers are using Stream during this home learning period to share instructional videos. Students are registered with their DoE Education email to access the videos.

Numeracy

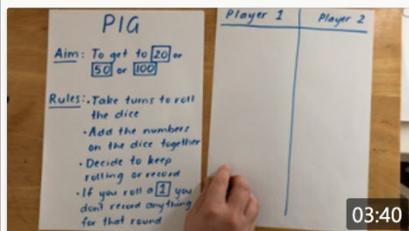
1. **Stream** [this](#) video to revise how to play PIG.
2. Play PIG with your sibling or adult.
3. Record your total as you play.



You will see the Stream Logo in the Weekly Grid when a video has been linked to Stream.

1. Use Google Chrome to open the Stream link in a new window.
2. A Microsoft Office 365 prompt will appear. Students are to enter their student email DETstudent.username@det.nsw.edu.au
3. Students will be directed to the DoE Student Portal. Students are to **Log In** with their DoE Username and Password.
4. Click the **Play Button** to view the video.

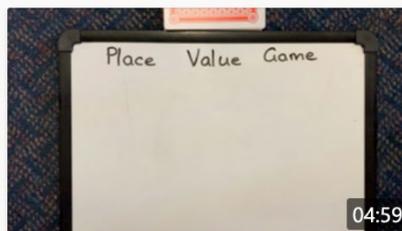
Latest videos [See more](#)



Pig Addition Game

105 views

03:40



Place Value Game (1) 6.5.20

158 views

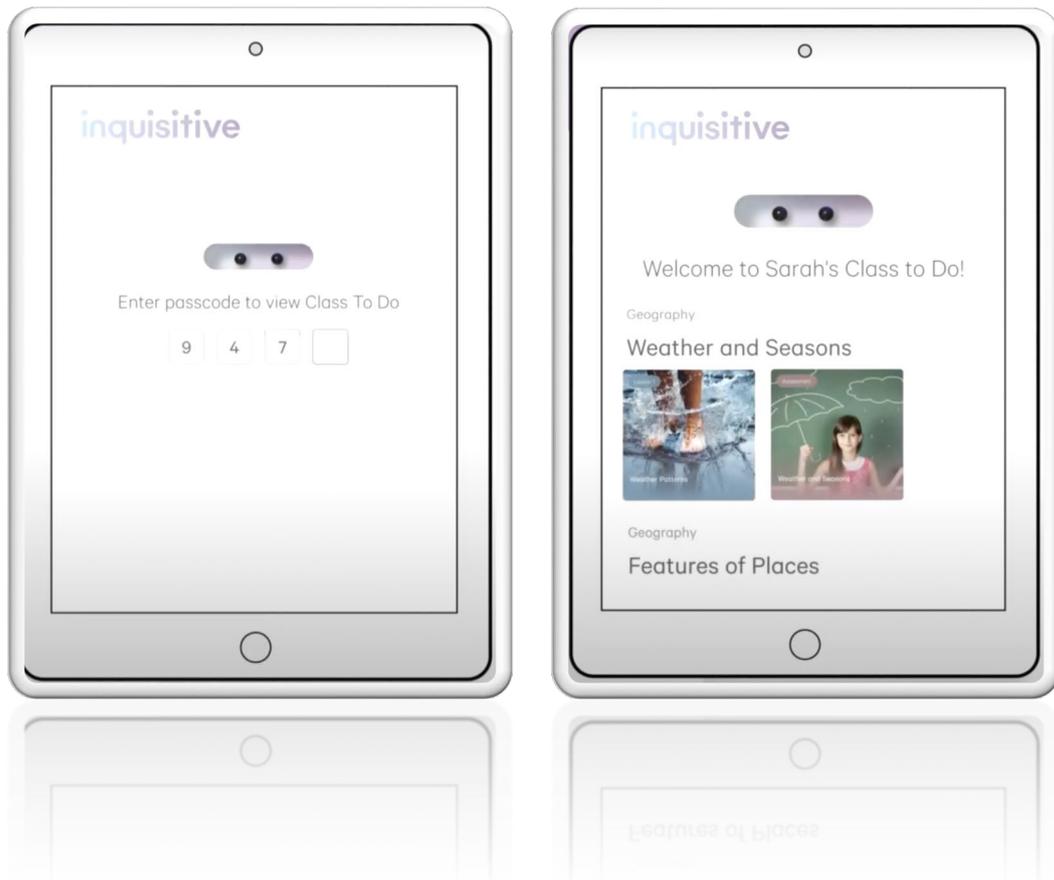
04:59

Inquisitive

Inquisitive offers original and in-built lessons, so students learn with purpose and depth. K-2 students will access the Inquisitive **Class To Do** online platform to access lesson material for Geography on Fridays.

The Inquisitive Website can be accessed with this link <https://www.inquisitive.com/>

Students will use be provided with a **Class To Do Link** and **Access Code** for each lesson. The Link and Access Code will be shared in the Geography Seesaw Activity.



School Magazine Online

School Magazine Online provides access to reading material for students in Years 3-6.

Teachers will assign reading tasks through Google Classroom.

Reading - The Quietly Brave Umbrella Man

I'll runneth thee down with mine of h'ise selfish sir!

Click the image to the left to go to the article from **The School Magazine**.

Then, complete the Character Profile at the bottom of the page.

You may print the worksheet and complete using pencil if you would like. Otherwise, you may type in your answers.

Attach your completed worksheet to your daily slides before you turn in your work.

1. Enter your **code** in the drop-down box, then click **Go to Classroom**.

The School Magazine

Australia's most-loved and longest-running literary publication for children

We're thrilled to announce that we've launched a new publication titled 'Tales of all Kinds: The World of Ursula Dubosarsky'.

Ursula is one of our amazing authors, a former colleague and the new and sixth Australian Children's

Log in | **Students**

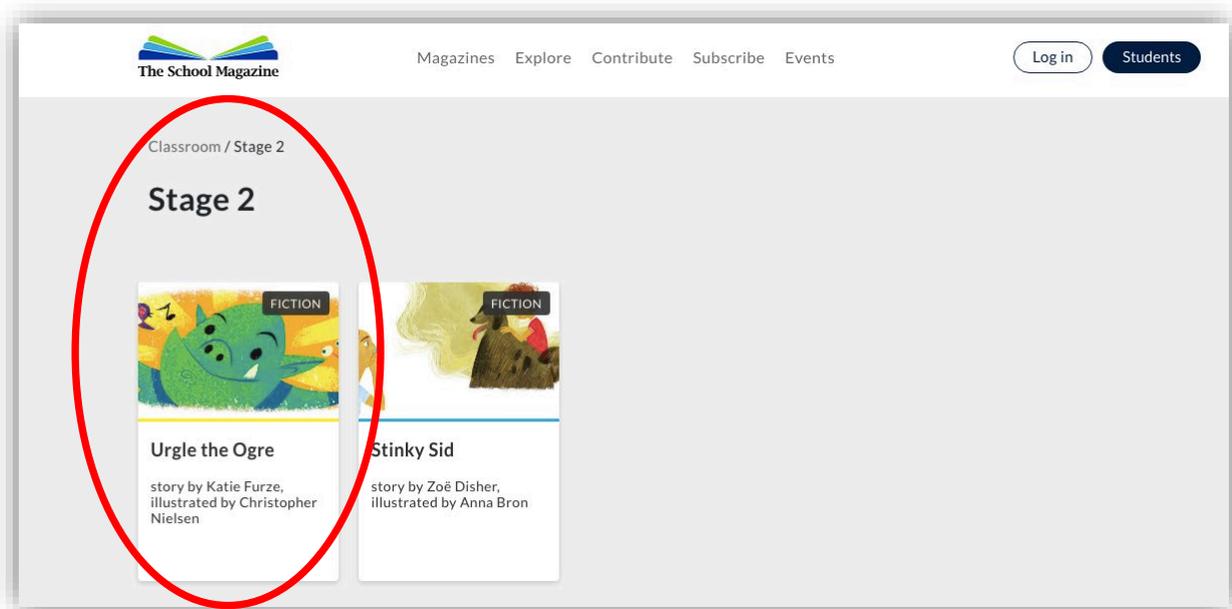
2. Once logged in, students will be sent to the below page. Click on your **Stage**.

classroom

Stage 2

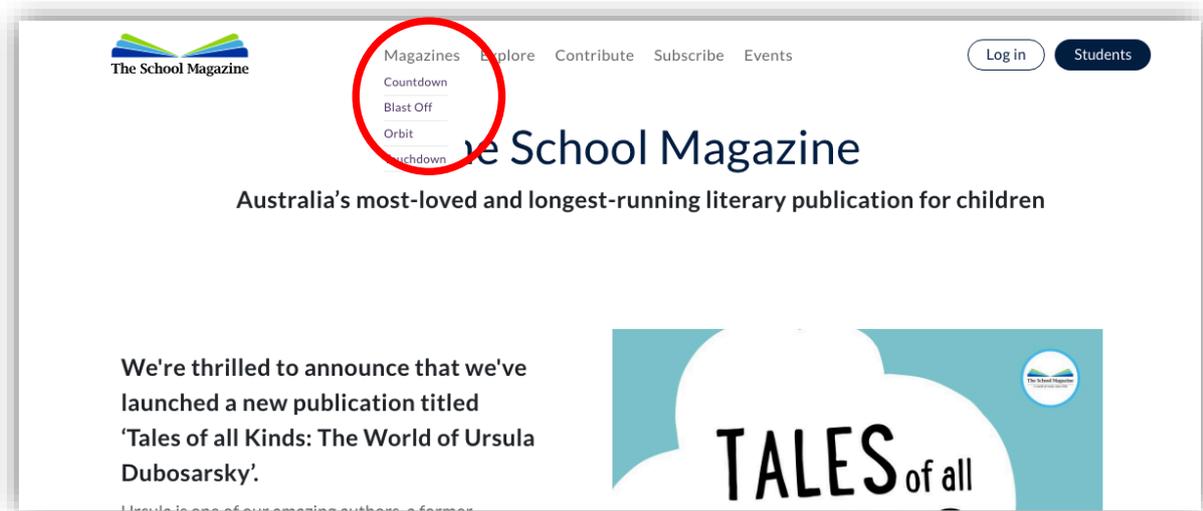
Created: 26 Mar 2020
2 resources

Your teacher may set you a reading task from one of these texts through Google Classroom.



If you have been asked to look at Magazines click the **Magazines tab** below for appropriate for your year level.

- **Year 3** Countdown
- **Year 4** Blast Off
- **Year 5** Orbit
- **Year 6** Touchdown



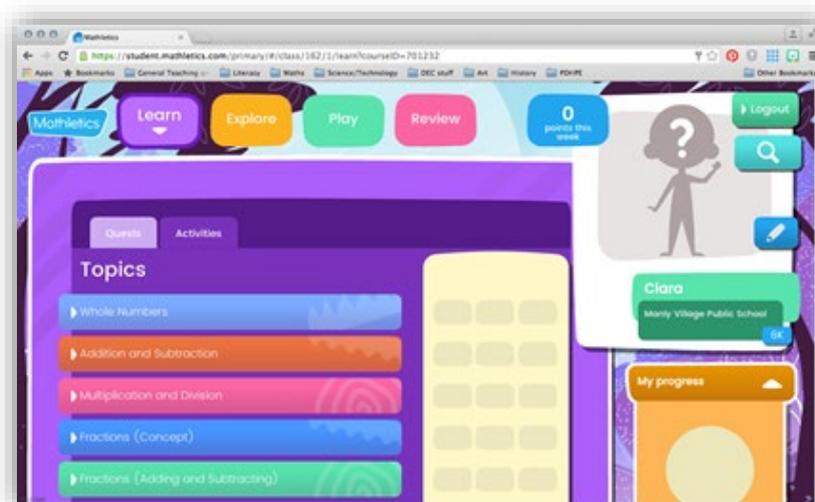
Mathletics (2-6)

Mathletics is a numeracy program that students can access and work through self-paced or as directed by a teacher. Your child's teacher will use Mathletics to set particular lessons for students as part of the daily work schedule. Students will also be able to access independent tasks to self-direct their learning. Mathletics can be accessed by students from Kindergarten to Year 6.

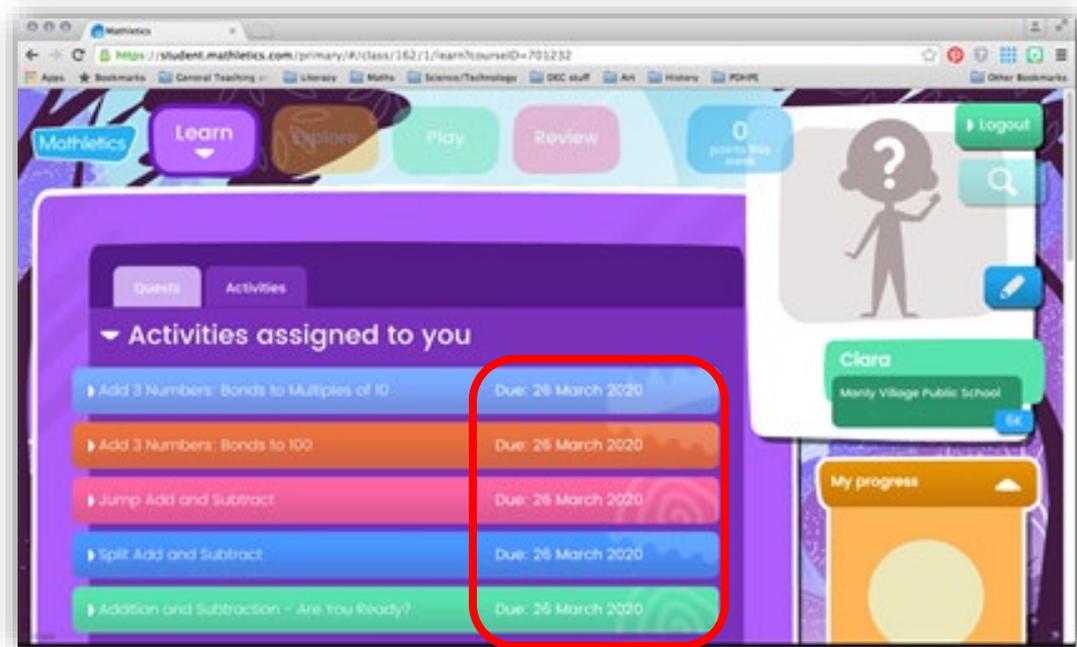
1. Type www.mathletics.com/signin into your web browser. This will ensure you access the Australian Mathletics website.
2. Enter your **username** and **password** and press **Sign in**.



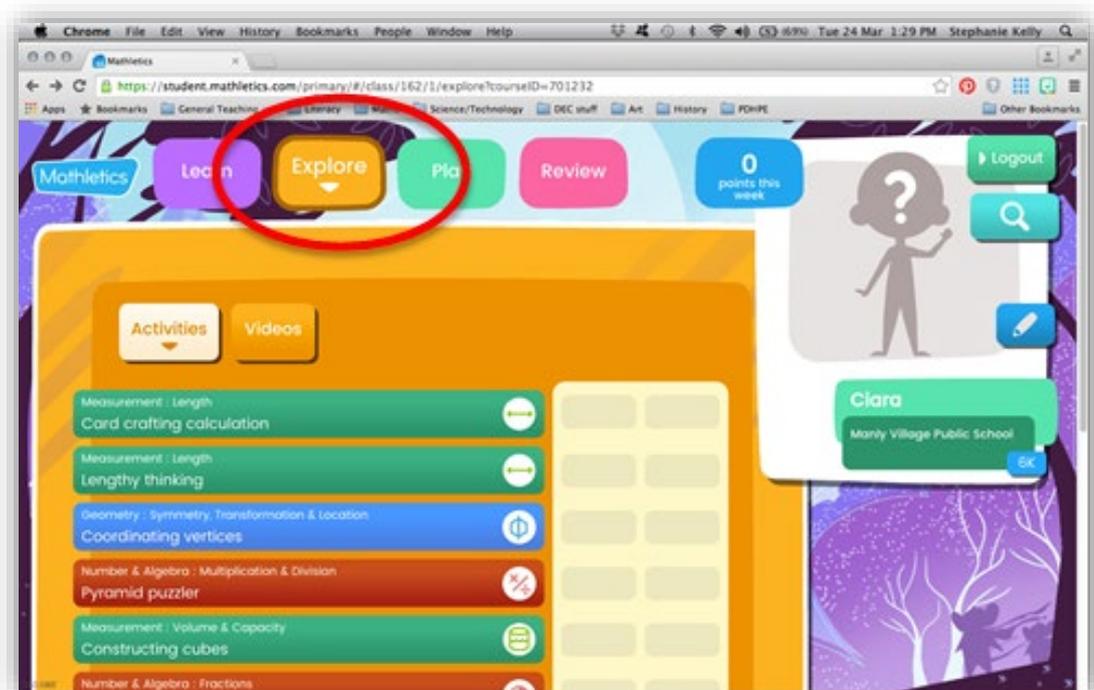
If you have no tasks assigned to you, your homepage will look like this.



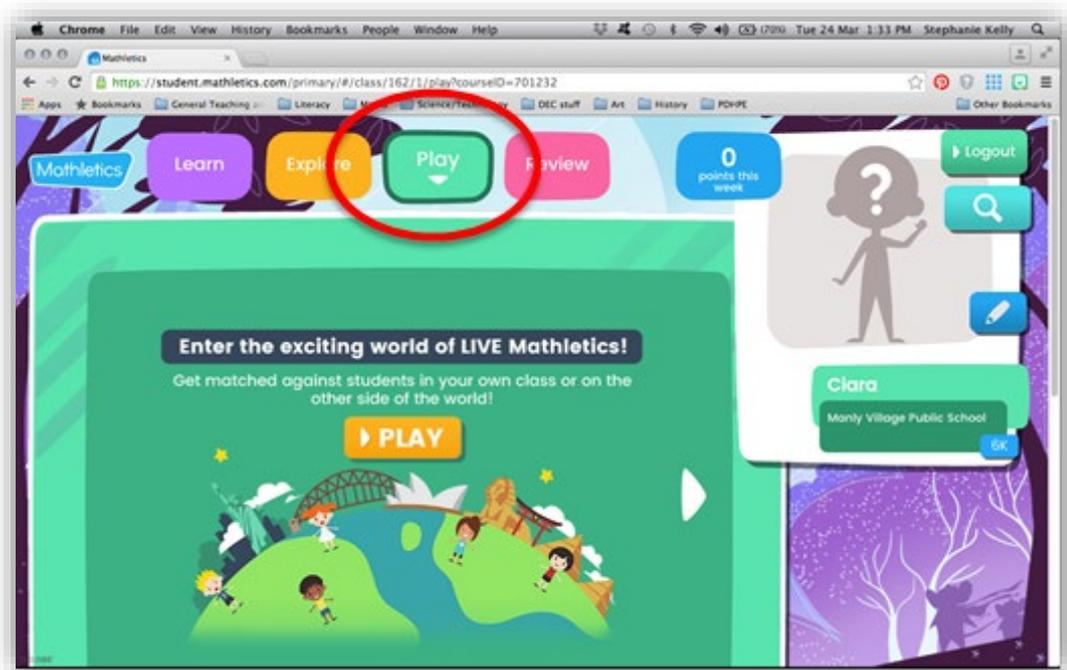
If you do have tasks assigned to you, your homepage will look like this. Click on the activities to complete them.



3. Once you have completed your tasks, you can explore Mathletics. There are lots of different activities and videos for you to investigate.



4. You can also play maths games on Mathletics! There are a range of games that you can play – you can even compete against friends and other students online!

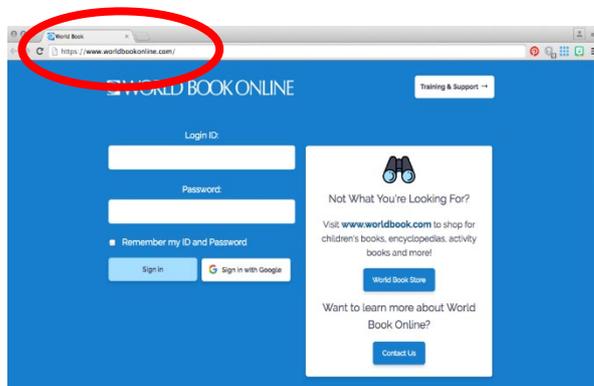


ACCESSING K-6 ONLINE LEARNING SITES

World Book Online

World Book Online is an online encyclopaedia that students from Manly Village PS can access via their browser by following the step below. World Book should be used by students completing research type tasks.

1. Type <http://www.worldbookonline.com> into your web browser.



2. Enter your **Login ID:** **manly** and your **Password:** **manly**



3. Your homepage will look like this

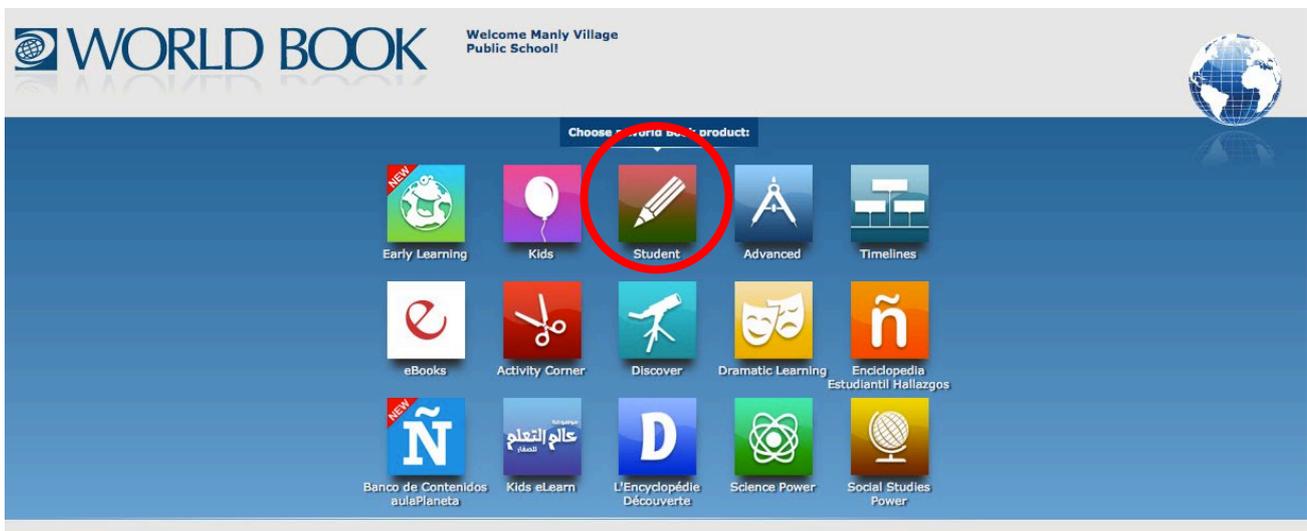


4. If you are in Kindergarten or Year 1, “Early Learning” is recommended.

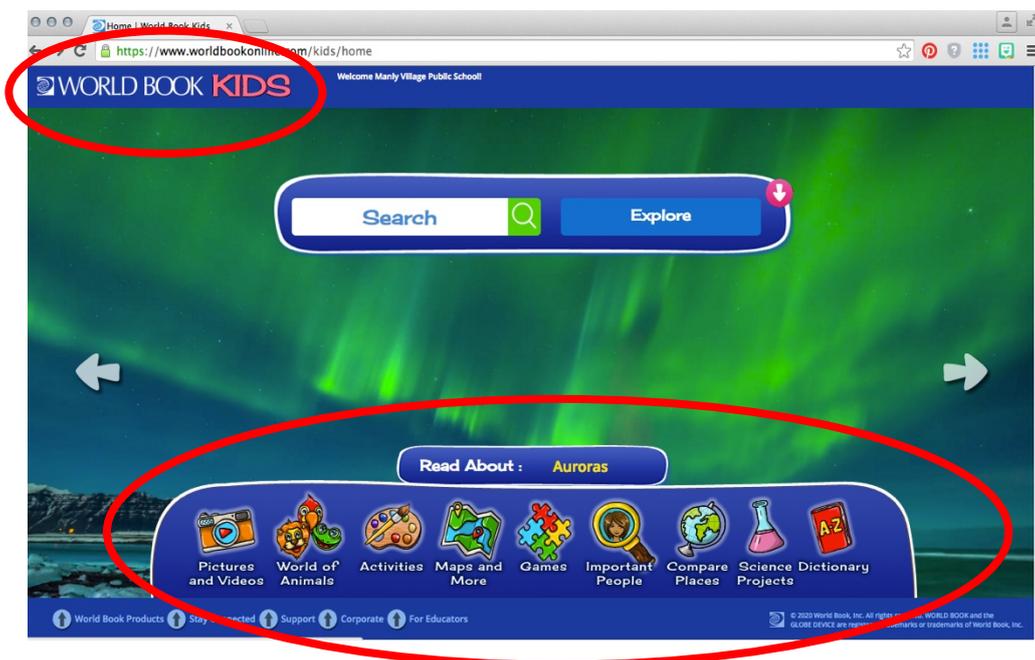


5. If you are in Years 2 through to Year 6, “Kids” is recommended.

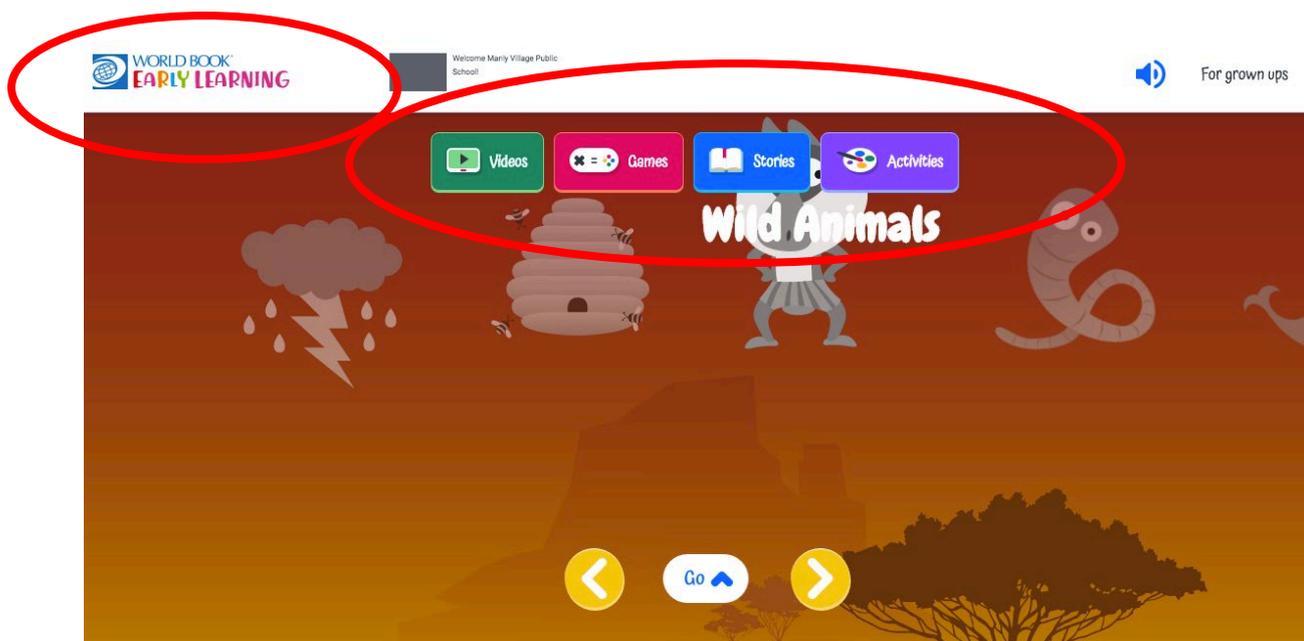
6. For more advanced searches, log in to “Student”. This is suitable for older students in the family.



7. Once you enter your World Book, you can explore a range of activities, games and reading opportunities.



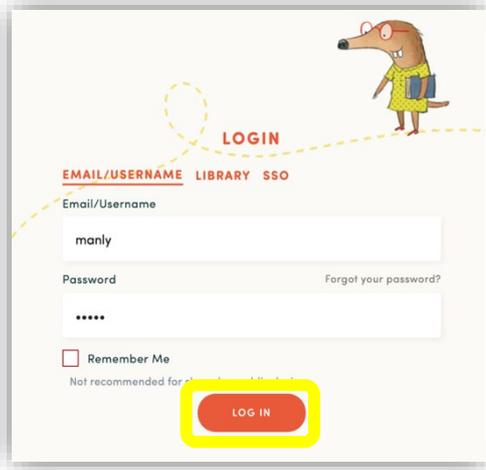
8. World Book Early Learning offers videos, games, stories and activities for you to explore.



This website is educational and safe for students to browse on their own at home.

Story Box Library

Story Box Library is a subscription based educational website, created for children to view stories by local authors and illustrators, being read aloud by fantastic, predominantly Australian and New Zealand, storytellers.



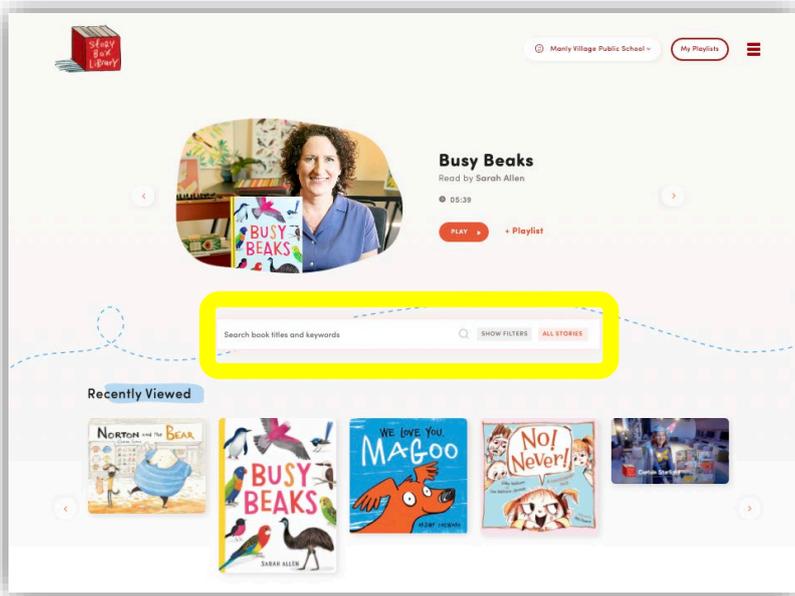
Students can Log in at this website address

<https://storyboxlibrary.com.au/login>

Students will use the following account details to log in.

Username: manly

Password: manly



Students may browse the website or follow the link provided in a lesson.

PART 5

Accessing Additional Support

In this section:

- Learning Support 43
- English as an Additional Language or Dialect (EALD) 43
- School Counsellor 43

Learning Support

Learning and Support Teacher

Our Learning and Support Teacher Mrs Cordwell will be coordinating learning and support during the learning from home period. **If your child receives learning support at school** and you would like to understand how to best support your child at home, please email Mrs Cordwell. She will then organise to meet you online through **Zoom**. Mrs Cordwell can also help students through this platform; however, **meetings online will need to be supervised by a parent or guardian**.

Mrs Pauline Cordwell can be contacted at pauline.cordwell2@det.nsw.edu.au

English as an Additional Language or Dialect

Our English as an Additional Language or Dialect (EAL/D) teacher Ms Sara Naqase will be providing additional support for students and parents. If your child receives EAL/D support at school and you would like to understand how to best support your child at home, please email Ms Naqase. She will then organise to meet you online through Zoom. Ms Naqase can also help students through this platform, however meetings online will need to be supervised by a parent or guardian. Ms Naqase will also email support materials to the parents of students currently receiving EAL/D support.

Ms Sara Naqase can be contacted at sara.j.naqase@det.nsw.edu.au

School Counsellor

Our School Counsellor Mrs Isobel Burchett will be available to support students and their parents via **Zoom**. **If you or your child requires the support of the School Counsellor**, email Mrs Isobel Burchett

Mrs Isobel Burchett can be contacted at isobel.burchett@det.nsw.edu.au.