

# Greystones Primary School

## Online Learning Guidance

19th March 2020



In response to the current Coronavirus closure of schools until further notice, the school teaching and support staff are working hard build up a resource bank of learning materials and homework which can be accessed by school pupils from home, in between delivering lessons to your children in school.

Please be aware that this is a learning curve for all of us at present, and under the pressure that staff members are currently under, resources will develop slowly at first, but build up to a comprehensive library as time progresses. Please bear with us if certain links don't work; we will attempt to get things working and checked as often as possible as we roll out the online learning platform.

### How do we access this learning resources?

You need your child's school network log-in name and password.

These have been issued to you so that you can access the Parent Evening booking service on our Office 365 Platform. This is the same place where the Online learning Resources are being published for you / your child to access.

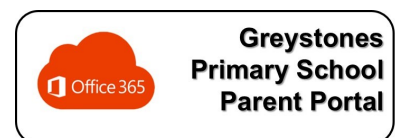
Here is a brief instruction on how to get onto Office 365:

- 1) **Open an incognito / private browsing window in your internet browser.** We ask you to do this so that your computer device understands not to try and automatically sign into the Office 365 platform using a username and password already saved in your system. A lot of the time we find that browser windows try to do this sign in automatically, and you get an error message that your username is not recognised. It won't be! It will only work with a username issued by the school in the format as described in our previous communications namely

####.firstname.surname@greystonesprimary.com

where the #### represents the cohort (child's school years at Greystones) and then first name and surname as we know the children on our official records.

- 2) **Type in the browser address the school website address [www.greystonesprimary.com](http://www.greystonesprimary.com)**
- 3) **On the home page of the school website, on the parents evening page, or on the Quicklinks page click on the Parent Portal button**

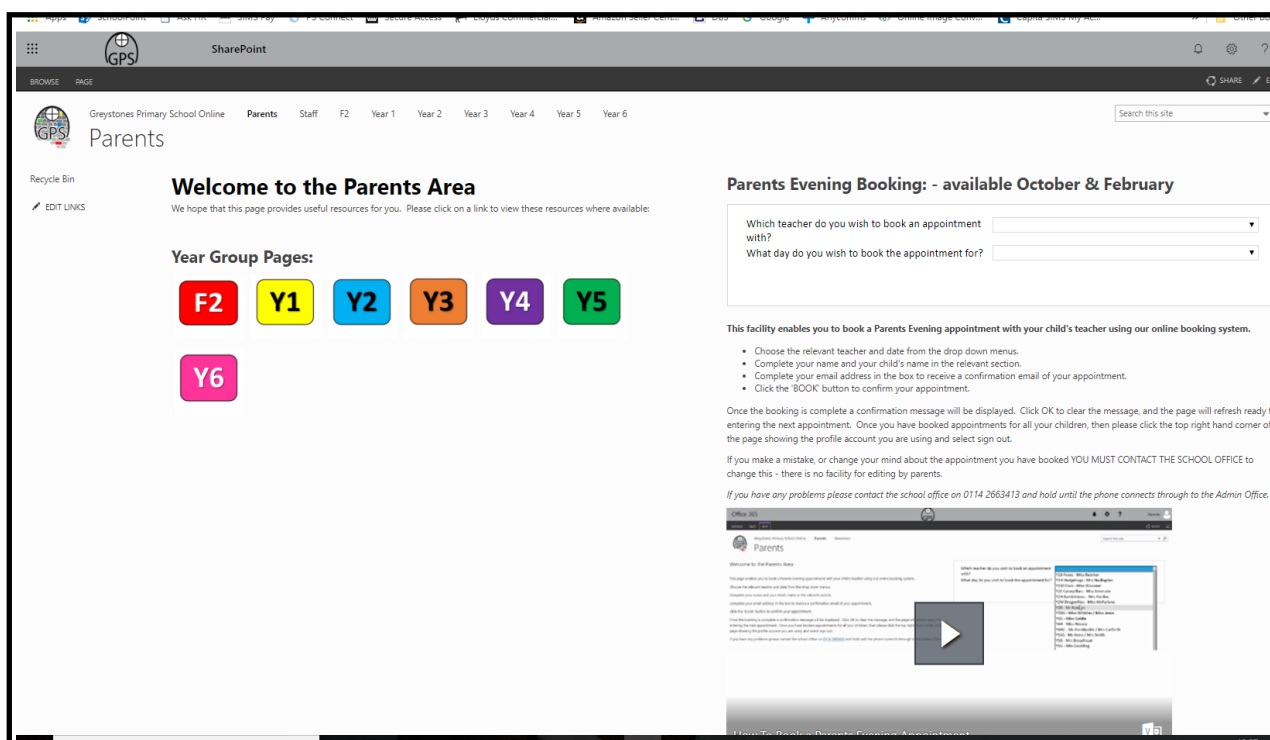


- 4) **Type in the username when prompted and hit enter**
- 5) **Type in the password and hit enter.** The password is your child's date of birth that we have on our official records, and is in the format ddMmmyyyy. If your child's date of birth was 29th February 2020, your child's password would be 29Feb2020. If your child is born on a date 1st through to the

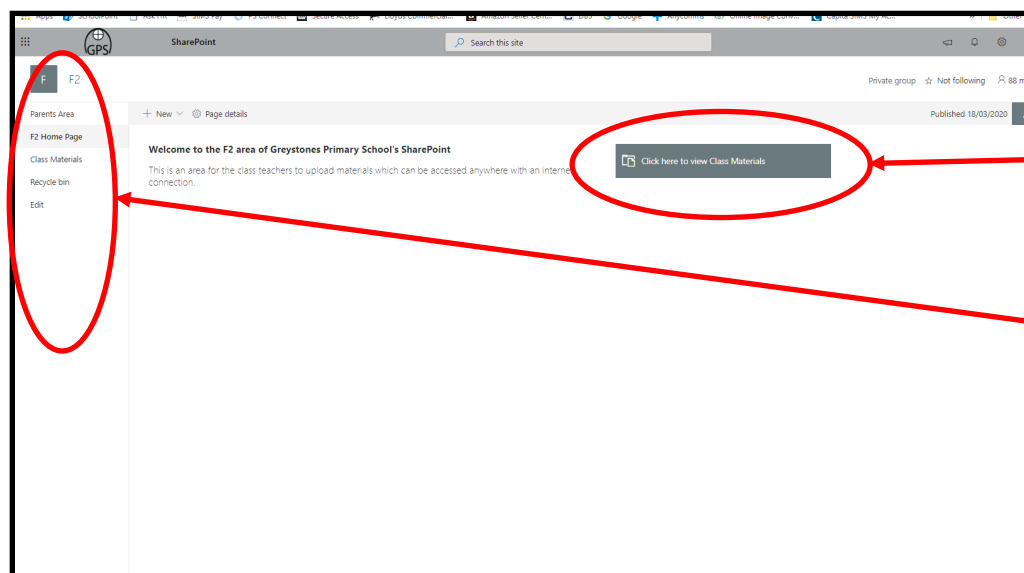
9th of the month, please use 01, 02, 03, 04, 05, 06, 07, 08 or 09 as appropriate; the leading zero digit is required. The month must use a capital beginning character, and the next two in lowercase as shown.

Please note we will not respond to requests to change the password; these are set to never change from the date of birth format as set up on our internal school networking arrangements, not the Office 365 system itself.

- 6) **On the Parent Portal Welcome Page:** Once signed in you will be able to access your child's Year Group Page from the Parent Portal Page by simply clicking on the relevant Year Group button. Please note that only the Year Group button appropriate to your child will be accessible; all others will result in an access error response. This means that you have to sign in using the correct child's details for the correct Year Group page.



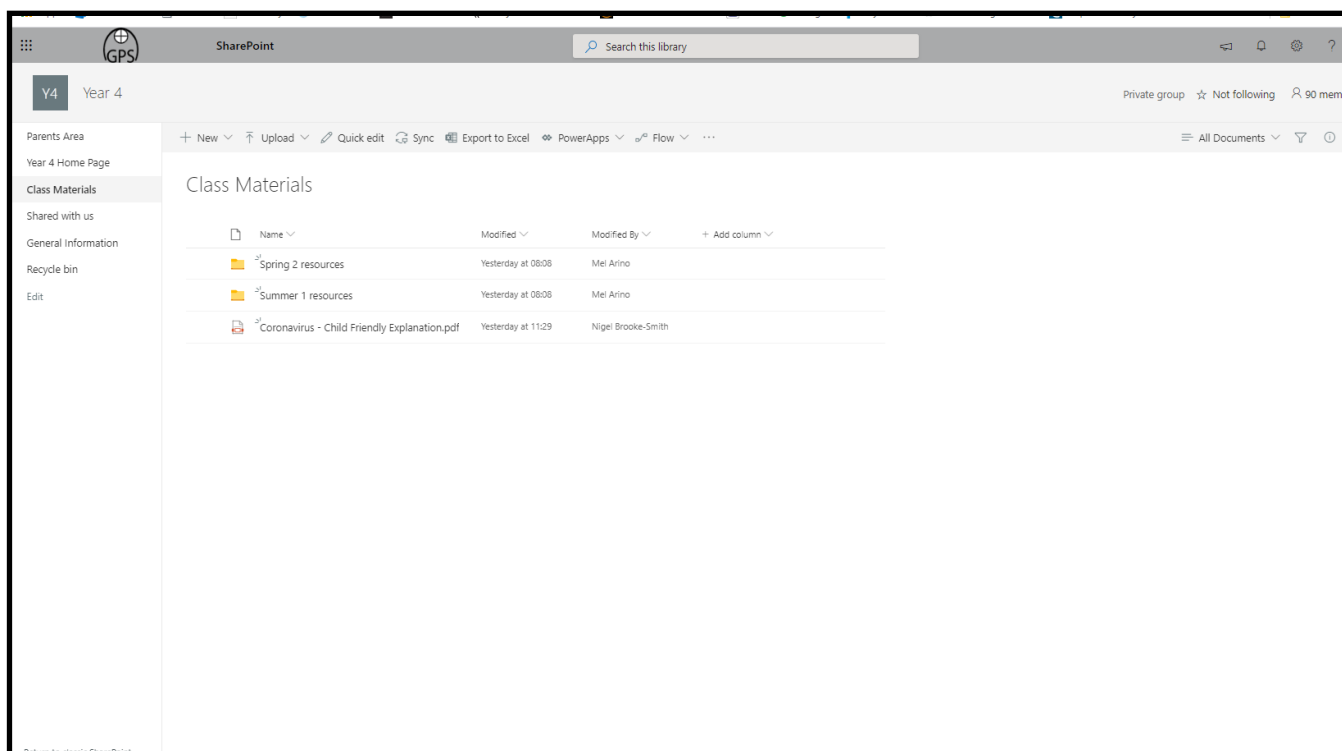
- 7) **When you are in the relevant Year Group page, you will be able to access the resources by clicking on the "Click to view Class Materials" link on the right hand side of the page:**



Class Materials

Use the menu on the far left to navigate around the Year Group pages

## 8) Access the relevant resources to use / aid your child's continued education:



Different year groups may be using different ways to display the resources; possibly grouped in weeks or days, or dates. They may be group in folders, or listed as individual documents. Please browse around the folder structure and familiarise yourself with it so you can help your child access the resources.

We hope that you find this useful, and that as we begin to build up the resources available online you will not only help your child maintain a level of learning during these unprecedented public health measures but also continue to use these to support your child's learning for the future.

If you have any problems with the system we may be able to offer help. The best way under the current circumstances is to email the school as shown below and our School Business Manager will direct a response from an appropriate member of staff. If you find a particular resource inaccessible, for example, or you can't open it using the Office online apps, please let us know.

Please contact us for this purpose on [office365help@greystones.sheffield.sch.uk](mailto:office365help@greystones.sheffield.sch.uk) and we will be back in touch at our earliest convenience.

Kind regards

Chis Jennings  
Headteacher