

## Guidance in the event of whole school closure

In the event of a whole school closure:

1. Your child will be provided with remote home learning via Birmingham Grid For Learning (BGfL). Their login and password are stuck on the front cover of their homework sheets which are sent out at the beginning of each half term. Daily work will also be sent via email to parents.
2. **Day 1 of school closure**  
You will receive an email from your child's class teacher, directing you to Oak Academy for that day. Day 1 is the first full day children are at home. The following link needs to be used to access the work:  
<https://classroom.thenational.academy/subjects-by-year>
3. **From day 2 of school closure:**  
Each evening you will be sent an email outlining the work to be covered by your child-the first email will be sent at the end of day 1. Each morning, your child's class teacher will, via BGfL 365, host a daily, live online welcome via Teams, providing an opportunity for your child to wave hello and to be given their instructions for the day. In Key Stage 1 and 2, teachers will upload work, links and instructions on the BGfL tile and also email parents with these details.
4. In the event of whole school closure, the daily calls will be staggered and will not all take place at 9am to allow children to share computing equipment. (See the Video Calling Expectations for further information)
5. The Teams call can be accessed via the Daily Morning Call tile in the Home Learning tile. **Please note that we would like the video to be on for these calls, but microphone off.**  
**N.B: LOGIN DETAILS FOR TEAMS IS EXACTLY THE SAME AS LOGIN DETAILS FOR BGfL365.**
6. Each day, there will be four lessons, comprising Maths, English, either Grammar/Reading Comprehension or Spelling (KS2), Phonics (Reception/KS1), and Topic. Daily reading will also be part of the daily programme of work.
7. Children in Early Years will receive their emailed activities via 2evidenceme. They will complete their tasks and a photo of their work should be uploaded in 2evidenceme.
8. Children in Key Stage 1 and Key Stage 2 can complete any follow up tasks on paper or on J2e5. If work is completed on paper, a photograph of their work can be uploaded onto BGfL My Files for the teacher to give feedback. In order to upload photos onto My Files, parents with an **Apple** device, need to download the BGfL App which includes a camera icon. Photos of your child's work will automatically be uploaded into your child's file. For parents with an **Android** device, you will need to type login.bgfl365.uk into your web browser. Login, click on My Files, Upload Files, Choose Files and camera. The photo of your child's work will appear in the My Files folder for the teacher to give feedback. If your child completes any written work on J2e5 they must save it into their MyFiles Folder-remembering to give the file a name. Work will be accessed by the teacher and feedback given.
9. If you are experiencing any difficulties with the work set, please contact school using the school email address (enquiry@cotridge.bham.sch.uk) or telephone 0121 4642865.

**IMPORTANT:** Should your child experience difficulties with logging on to BGfL, or should there be technical delays, we advise that you set work for your child based on **The Oak National Academy**.

### Need some help?

Please feel free to contact us if you have any problems with the work set or with accessing the work online:

Mrs Darby EYFS/Y1/Y2

Mrs Pickering-Ernst Y3 and Y4

Mrs Tucker Y5 and Y6

[k.darby@cotridge.bham.sch.uk](mailto:k.darby@cotridge.bham.sch.uk)

[n.ernst@cotridge.bham.sch.uk](mailto:n.ernst@cotridge.bham.sch.uk)

[v.tucker@cotridge.bham.sch.uk](mailto:v.tucker@cotridge.bham.sch.uk)



Look at the following video guides on the Remote Learning page:

**How to access live lessons and meetings in TEAMS**

**Home Learning using BGFL video guide**