

Guidance for Key Stage 1 and 2 in the event of school closure

In the event of a whole school closure:

1. Day 1 of school closure

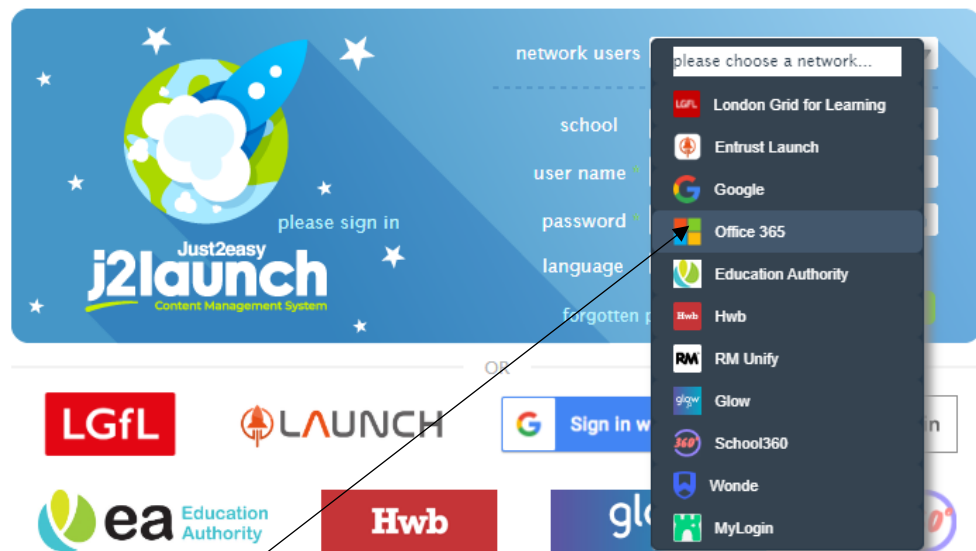
Day 1 is the first full day children are at home. You will receive an email from your child's class teacher, directing you to Oak Academy for that day. The following link needs to be used to access the work:

<https://www.thenational.academy/pupils/years>

2. From day 2 of school closure:

Your child will be provided with remote home learning work via **j2e.com**. Their login and password for **j2e.com** are stuck on the homework sheets which are sent out at the beginning of each term.

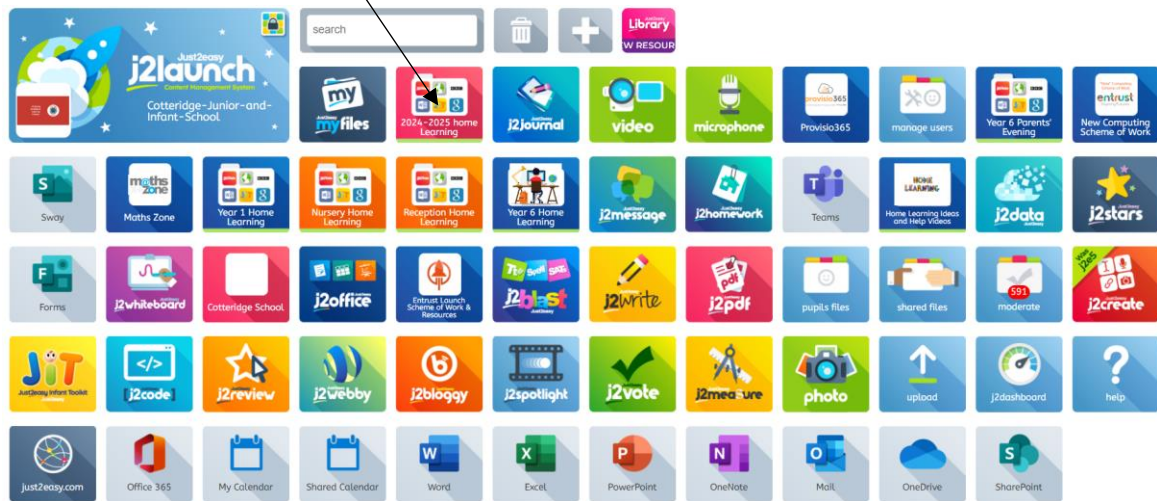
Each evening you will be sent an email outlining the work to be covered by your child-the first email will be sent at the end of day 1. Each morning, your child will need to log onto **j2e.com** in the website search bar.



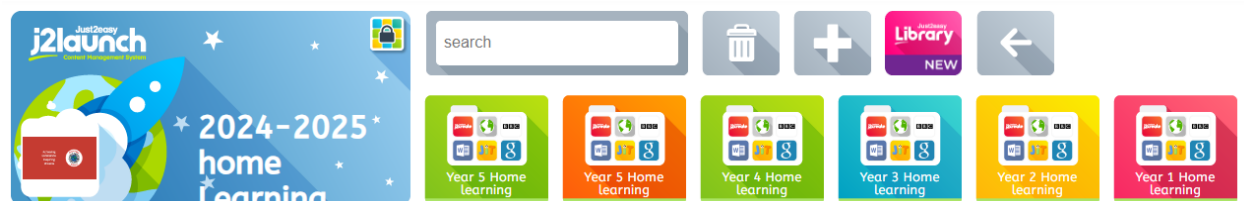
3. Click on Office 365.

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left, followed by the text 'Sign in'. Below this is a text input field labeled 'Email address or phone number'. A link 'Can't access your account?' is positioned below the input field. At the bottom, there are two buttons: 'Back' and 'Next'.A screenshot of the Microsoft Enter password page. It features the Microsoft logo at the top left, followed by the text 'Enter password'. Below this is a text input field labeled 'Password'. A link 'Forgotten my password' is positioned below the input field. At the bottom right, there is a 'Sign in' button.

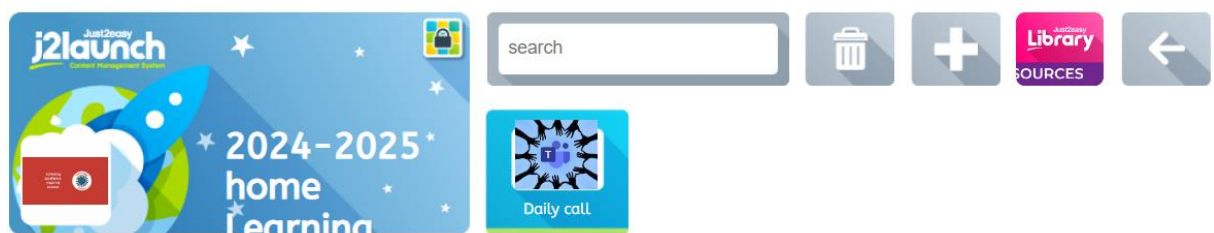
4. You will be taken to the j2e launch page.
5. Click on the 2024-2025 tile.



6. All your work and daily call links will be found in your child's year group folder.



7. Each day the class teacher will 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. The link will be found in your child's year group folder. Times of the meetings will be sent out at the end of school closure day 1.



8. In Key Stage 1 and 2, teachers will upload work, links and instructions on the **j2e.com** Home Learning tile and also email parents with these details.

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) 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.**

9. 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.
10. Children in Key Stage 1 and Key Stage 2 can complete any follow up tasks on paper or on J2create. If work is completed on paper, a photograph of their work can be uploaded onto My Files for the teacher to give feedback.

Guidance for EYFS in the event of school closure

- 11.** 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.

Uploading photos

In order to upload photos onto My Files, parents with an **Apple** device, need to download the j2launch app which includes a camera icon. When logged in, 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 j2e.com 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 J2create 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.

IMPORTANT: Should your child experience difficulties with logging on to j2e.com, 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 please contact:

Mrs Darby EYFS/Y1/Y2

k.darby@cotridge.bham.sch.uk

Mrs Pickering-Ernst Y3 and Y4

n.ernst@cotridge.bham.sch.uk

Mrs Tucker Y5 and Y6

v.tucker@cotridge.bham.sch.uk



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.