Parent's Guide to Online Learning

During Purple Oaks Academy's period of blended learning, this guide aims to assist you in helping your child to access learning from home. Through GAT's amazing IT system, we are able to offer children access to the majority of the programs we use in school at home. This is through using an online platform called Airhead as well as Office 365.

Airhead

Airhead is our online platform and gateway to a range of important programs and websites your child can use to continue their learning from home.

To access Airhead:

1. Go to www.gat.airhead.io
2. Use your child's school email address and password to gain access
   (you should have been sent these details by your child's teacher. For clarity, their email address is their school user name followed by the handle @purpleoaksacademy.org (e.g. blogj12.84@purpleoaksacademy.org) You child's password will be unique to them, but will be a noun followed by 123. If you require help finding your child's log-in details, please contact their class teacher)

When you first log-on to Airhead, you will see the Noticeboard. This is simply a welcome page. To access resources, you will need to go to 'Launchpads' on the top menu bar. From here, your child should have several options:

- **Personal Launchpad (this will usually just be your child's name) –** this is your child's personal Launchpad – they are responsible for the tiles on this page.
- **Class Launchpad (e.g. Kestrels) –** this is a Launchpad created by your child's class teacher. It will feature links to resources that your child's teacher has deemed useful in their learning.
- **POA Distance Learning –** this is a Launchpad that has been created to allow children across the academy access to core resources. Most specifically, this has links to the Office 365 resource that will enable your child to complete their work and easily submit it to their class teacher.
- **Free Home Learning –** this Launchpad contains easy-access to the websites listed in the Free Home Learning information sent out alongside this guide. As we progress through blended learning, different companies and websites will offer their support. This launchpad will be updated with any new resources we feel will be beneficial to our students throughout periods of home learning.

Office 365

As part of GAT's licensing agreement, all staff and students have remote access to Office 365. The most useful programs are likely to be Word, PowerPoint, Teams and OneDrive, the latter of this will enable children to save their work online and access it again when they return to the academy.

It is likely that you have experience of Word and PowerPoint; however, Teams may be a new program to you. A short guide to the most crucial features is included below.

Teams

Teams is an amazing program from Office 365 that is primarily a communication tool. At Purple Oaks Academy, most of our children have experience in using Teams to send messages to one another and to access their learning.

Communicating in Teams

Our students are able to use Teams to send messages to one another within their class team. They have been taught that this is a professional domain and therefore they should ensure their language and the content of their messages is appropriate for the school environment. All messages sent on Teams are monitored.

There are a range of features the children can use to enhance their messages, for example emojis. We are happy for children to send emojis to one another, but remind them that they should ensure they are doing so appropriately.

One feature of Teams that we have decided not to use is the conference and video call features. These should be disabled on your child's account in order to help safeguard children. If you are concerned that your child has access to these features, please alert the school straight away so that we can investigate your concerns. **Video calls and conference calls should not be made by students to contact other students and this feature has been disabled. Teaching teams will use video calls to schedule and deliver live lessons and well-being sessions with their students. See the Parents Video Call Safeguarding document for more information.**

Setting work in Teams

Depending on the needs of your child, it is possible that Teams may be used by your child's teacher to set home learning throughout our period of closure. There are a variety of ways in which they may do this:

- Your child may receive a message on Teams with instructions on what to do for a home learning task. This may be something like being sent a specific website URL to visit and complete a specific task.
- A file may be uploaded for your child to work on. If so, this will be in the Files section and your child's teacher should also send a message detailing where the task can be found and the expectations linked to the task. Your child will simply need to complete the task using the online program and then save. Alternatively, they can complete the task on the desktop app (if you have this available) and then send their file via attachment.
- Teachers will be setting tasks throughout the period of closure using the Assignments feature. When a new Assignment has been set, your child will receive a message within their class team. To easily access Assignments at any time, they simply need to select the 'Assignment' tab. Here they will be able to see all current and completed Assignments. When an Assignment is set, it will have a due date and a set of instructions. To complete the Assignment, your child needs to select 'Add work' to upload their work. They **must** then press 'Turn in' to submit the Assignment to their teacher. From here, their teacher can give specific feedback and award points as necessary.