

Kings uses a Virtual Learning Environment (VLE) called **Firefly** to set remote learning and homework.

To access work set on Firefly go to Your Child. You will see all the set learning by clicking on View All Tasks.

<i>The parent page is not the same as the student page and the layout of Firefly can vary on different devices.</i>	
The index is as follows. Anything in green only appears on the student page.	
Set date	Use 'filter this list' to see the task list in order of date set, deadline or by subject. This can help with routines and prioritising.
Due Date	
Set by	
File required/not required	This informs the student if a file needs to be uploaded as part of the task.
Task description View description	Clear instructions of what the task is. These may refer to attachments and hyperlinks.
Attachments As a list e.g. Ppt or word	All the resources needed for the task. For example a PowerPoint (always view in full screen to hear audio) + a word document to complete electronically and submit.
Send a file	Students upload files of completed work.
Mark as done	Students mark the task <i>as completed</i> . Tasks cannot be <i>marked as completed</i> if files are required and have not been uploaded. This will impact on the number of tasks seen in the listings 'view all tasks'.
Send a comment	Students can send the teacher a direct message, ask a question, get clarification or ask for some feedback, they can message through this tab. <i>When you are not sure make contact.</i>

How do I help with a task or topic I don't understand?

The **Resources** area is arranged by subject. These pages contain different folders for each subject. For example, subject text books, electronic work booklets, video links and quizzes. These pages are often hyperlinked to a task providing additional support for topics that you may be less familiar with. You will also see revision resources and extension work in this area.

How do I contact a teacher or report a problem?

Check the task first to see if a file needs submitting. Tasks can only be marked as done and then deleted if files have been uploaded. If you wish to contact a member of staff please email the subject home learning email address that can be found on the website home learning page. *Insert hyperlink* If there is a technical problem or you wish to contact a member of staff please email office@kovessex.co.uk.

How do I support my child in establishing positive routines when learning at home?

Work with your child to read and navigate tasks at the start of each day using their normal timetable. Tasks will indicate approximate timings for completion within the lesson time. Each task will have a success criteria which should be used as a checklist when completing work. If a task is unclear encourage your child to message the teacher. If they are confused, others maybe too.

If your child has fallen behind in a sequence of work, encourage them to engage with the current weekly task. If unsure, message the teacher for clarification and let them know you child has found it hard to keep up to date. The teacher will support and advise. Subject email address can be found on the Home Learning section of the school website.

Encourage your child to 'show' the teacher what they have been doing by submitting work. This could be a photograph of something they have completed or produced. Some tasks will no specific written feedback will be given however, the teacher will message encouragement which in turn, will motivate and encourage future participation.

How do I motivate and support my child when working at home

Encourage engagement with tasks through routine conversation around:

- *What is already known linked to the task or topic? What key words are recognised? Where have they been seen before? Check the key terms are understood.*
- *Ask what skills will be used when doing the task. This may be subject based and may link to how the learning is approached. Linking to something from a previous experience can have a positive impact.*
- *Ask what the completion of the task will enable your child to be able to do or explain. Refer to the success criteria*
- Return to these types of questions at different points