



# **Netherthorpe School**



## **Learning Support Guide During Remote Learning (For Parents)**

# **Netherthorpe School – Learning Support Guide for use during Remote Learning**

This guide has been put together to signpost students to technology and resources to support their learning, when working remotely.

1. Learning Support Overview
2. Student Drop In
3. Parent Drop In
4. 'Speak' in Powerpoint
5. Immersive Reader in Microsoft Word
6. Immersive Reader in Microsoft Teams
7. Dictate Function
8. Color Veil
9. Additional Resources and Support

## **1. Learning Support**

**Netherthorpe School will use reasonable endeavours to replicate school support for SEND students as far as possible during any closure.**

### **For students with GRIP or an EHCP:**

At Netherthorpe, every student with GRIP funding or an EHCP has an allocated Key Worker Teaching Assistant. In the event of a class or year group closure:

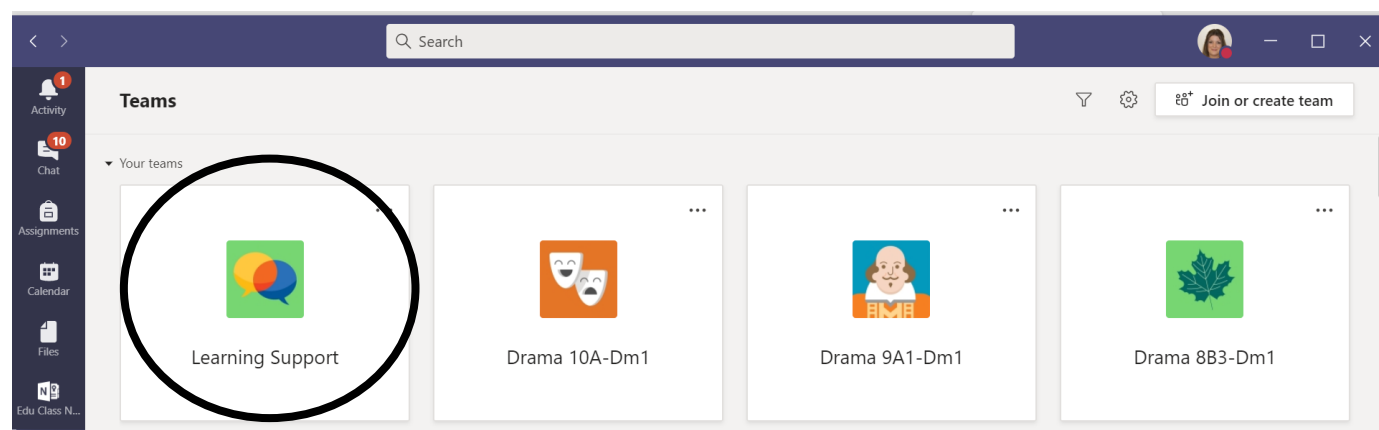
- TAs will be available to support students during live lessons and teachers may choose to direct identified students to work with the TA in a break out room, where they deem it appropriate.
- Key worker TAs will look at the work provided for their key students every day on Show My Homework and will contact their students regularly to offer remote learning guidance. This call will **focus on learning support** specific to the tasks set by the class teacher and will be an opportunity for students to ask questions and clarify any misconceptions. Ideally, these calls should take place over Microsoft Teams, however if students are unable to engage with a Teams meeting, learning support can be offered via a telephone call and a dialogue created via email so students can send work and receive feedback.
- Where students identify difficulties with the task, TAs will coach the student through the task remotely and support them to engage with their learning. Where difficulties cannot be resolved within the learning support meeting/call, TAs will contact the class teacher to explore any resources or support that could be offered to the student. Where applicable, the TA may ask the class teacher to contact the student to offer targeted and specialist remote support.
- Any student in receipt of an intervention (IDL, Social Bridges, Precision Teaching) will still receive their intervention as normal, either face to face in school or via a Microsoft Teams meeting, following discussion with the intervention teacher, parent and student.

## 2. Student Drop In

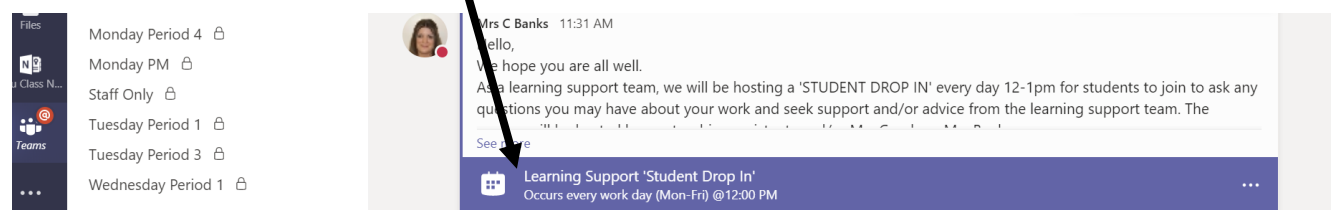
In addition to the learning support offered during live lessons and individual learning support calls, students have the opportunity to attend our **'student drop in' service every day from 12-1pm**. This is an opportunity for students to ask any questions and seek support with their learning from our teaching assistants, assistant SENDCO and/or SENDCO.

The guide below describes how to attend the student drop in:

1. In Microsoft Teams, **click on the 'Learning Support' Team**.



2. Within the team, **click on the student drop in** scheduled for that day and **click 'join now'**.



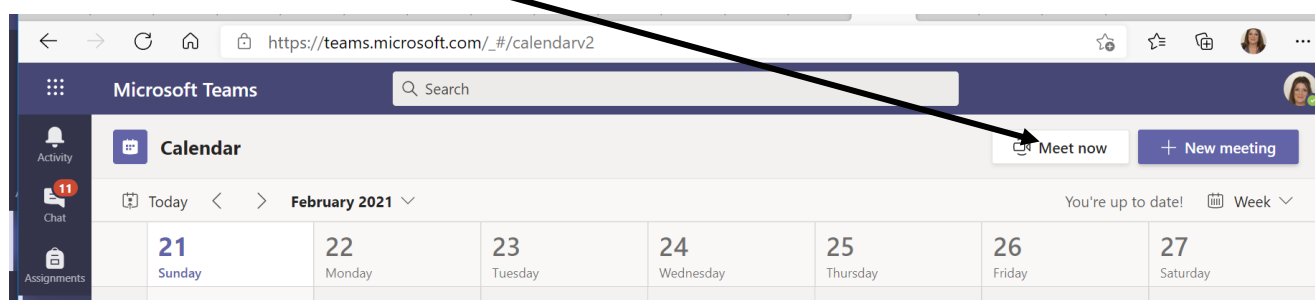
3. Alternatively, you will see 'Learning Support Student Drop In' appear on the Teams calendar. You will be able to drop in to the meeting by clicking **'join'** from your calendar.
4. You will be admitted to the meeting with the Learning Support Team as soon as they become available\*.

\*Please note, due to student confidentiality, only one student will be admitted to the meeting at any one time and therefore your patience is appreciated. In the event of large numbers of students wishing to attend the drop in at one time, the learning support team will make a note of names and contact those students on an individual basis.

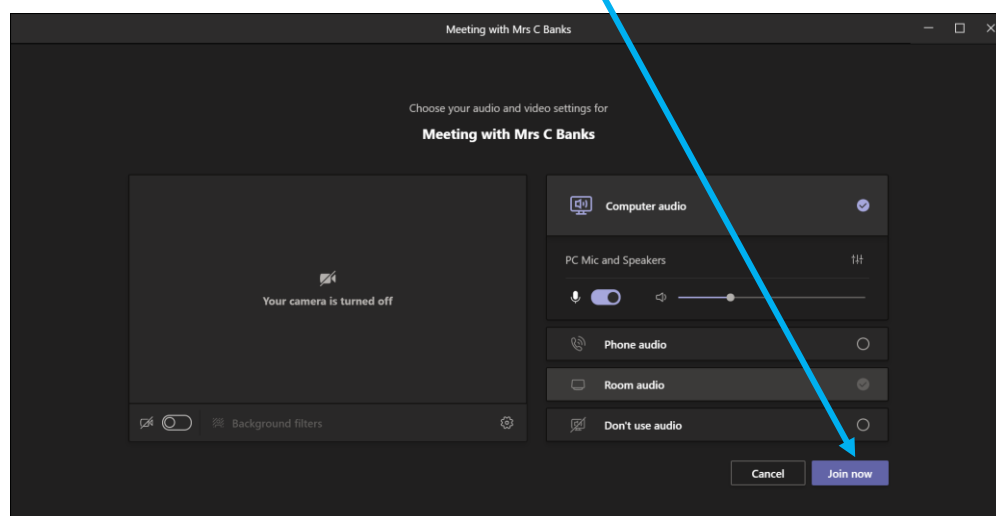
### 3. Parent Drop In

In addition to the student learning support offer, parents also have the opportunity to attend our parent 'drop in' **every Friday from 2.30-3.30pm** to meet with the SENDCO, Mrs Banks to ask any questions they may have about their child's learning. The drop in does not replace any other line of communication and parents may still contact staff via the school office, as appropriate. The parent drop in is provided as a further means of support and communication during a school closure. The guide will describe how to attend the parent drop in.

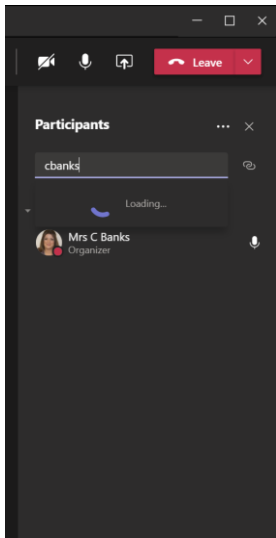
1. In your calendar in Teams, click **'Meet Now'** in the top right corner.



2. When the meeting screen appears, click **'Join now'** – this will create your own meeting.



3. In the participants box, type in and select '**Mrs C Banks**' or [cbanks@netherthorpe.derbyshire.sch.uk](mailto:cbanks@netherthorpe.derbyshire.sch.uk). Teams will then connect you to the drop in.



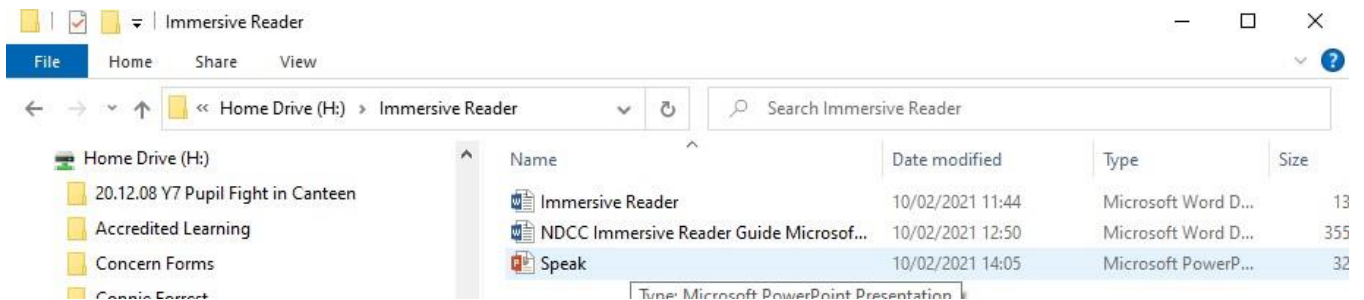
Please note, due to confidentiality, only one parent will be admitted to the meeting at any one time and therefore your patience is appreciated. In the event of long delays, please email Mrs Banks [cbanks@netherthorpe.derbyshire.sch.uk](mailto:cbanks@netherthorpe.derbyshire.sch.uk), who will be able to contact you at a separate time.

## 4. A Guide to using 'Speak' User guide for PowerPoint

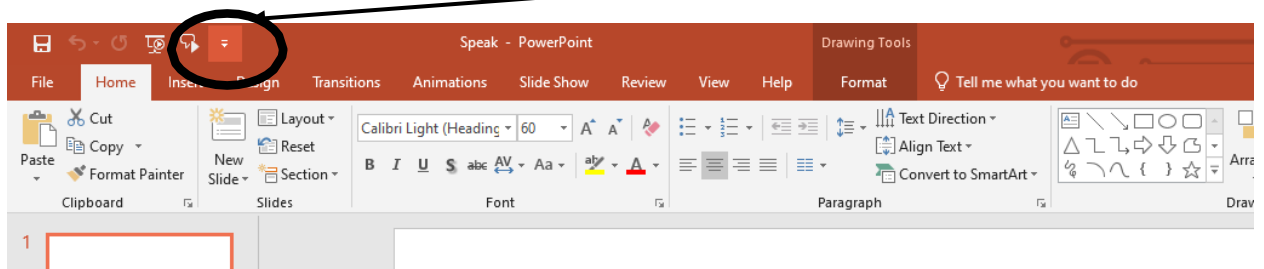
'Speak' is a tool to support people who have reading difficulties or have a diagnosis of Dyslexia or Dyslexic tendencies. When switched on, it will read an entire document aloud to you and allow you to access the PowerPoint more easily.

**This guide will go through how to use 'Speak' in Microsoft PowerPoint.**

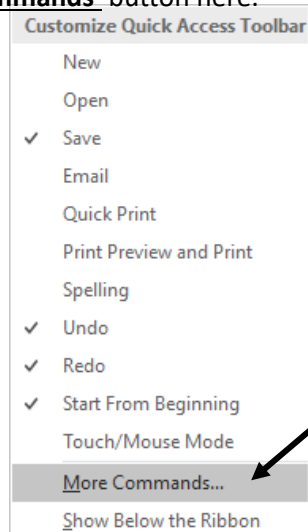
- 1) When you open a document in Microsoft PowerPoint, do so as you would normally do by double clicking on the document or by opening it in PowerPoint itself.



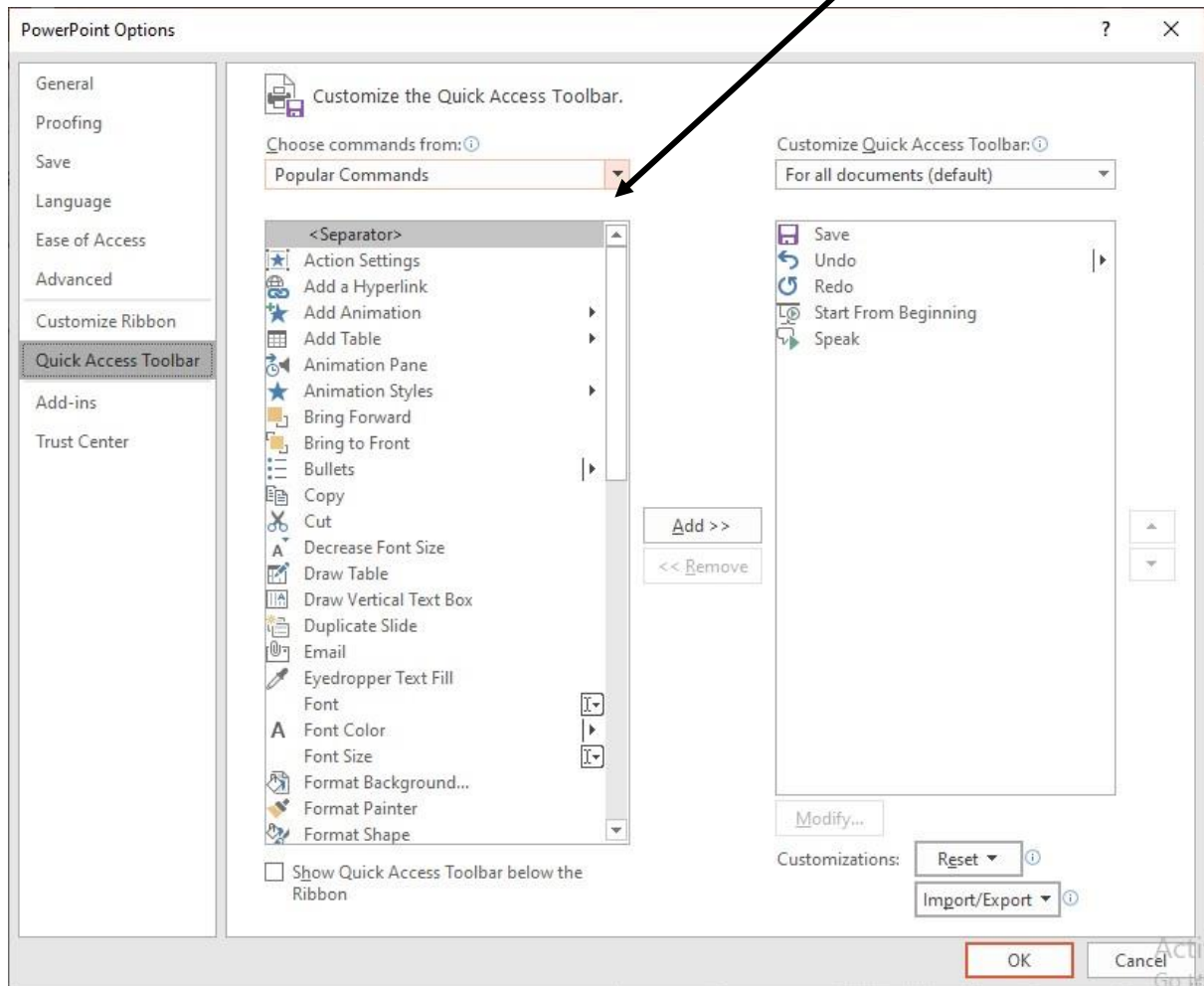
- 2) When the document is open, you will need to go into the **Quick Access Toolbar**.



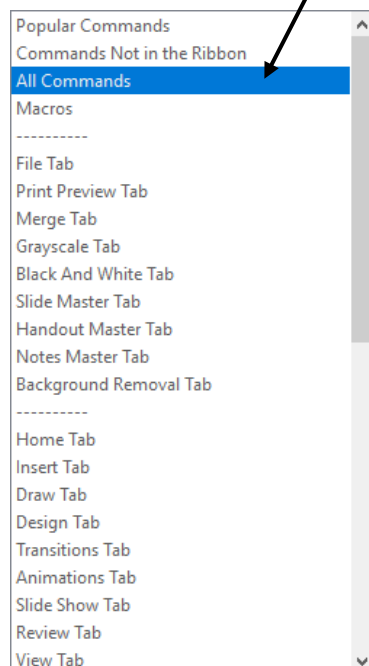
- 3) When you click on this button it will bring up the following list, click on the '**More Commands'** button here.



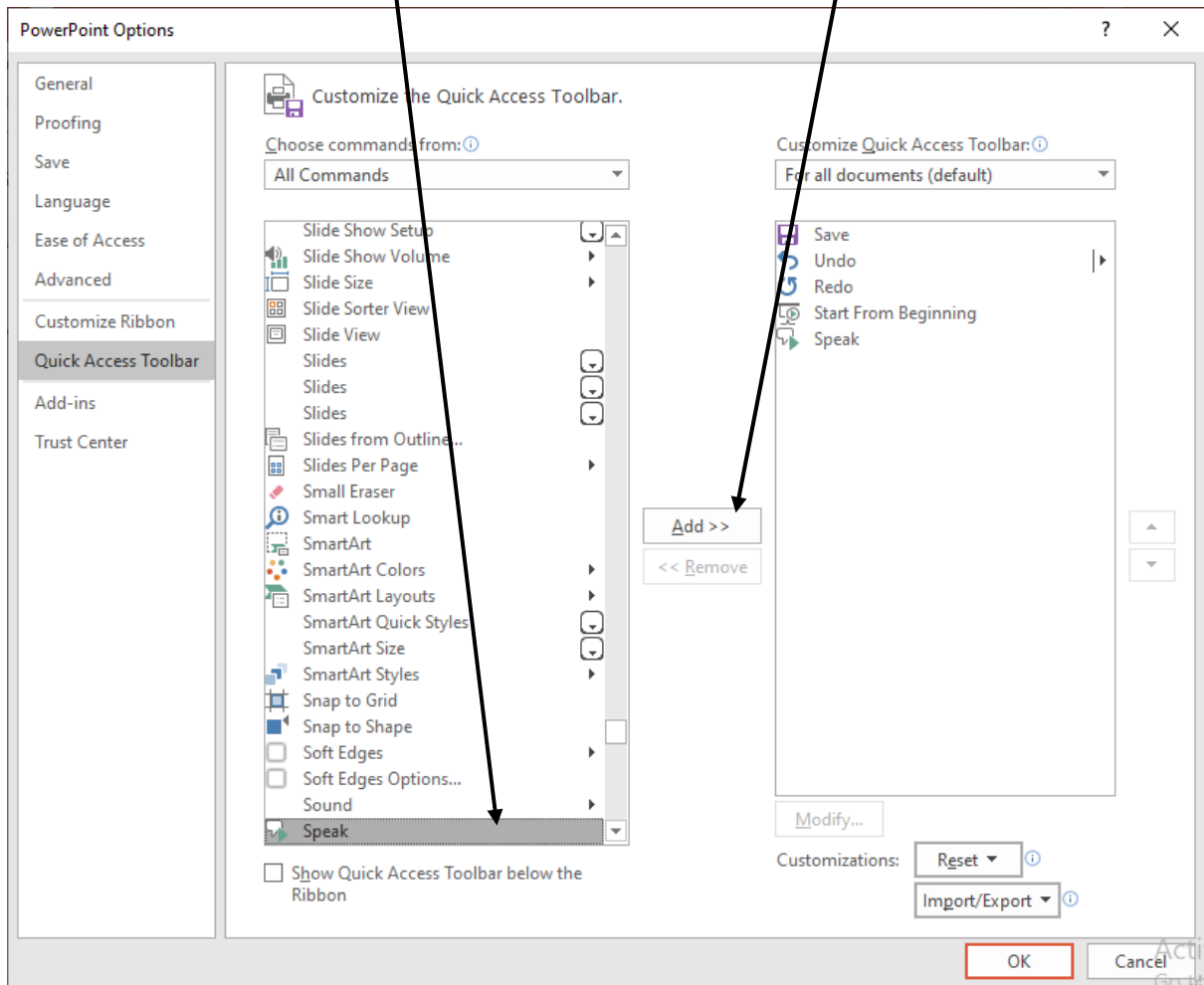
- 4) Go to the Choose Commands from option and where it says **'Popular Commands'** click on it.



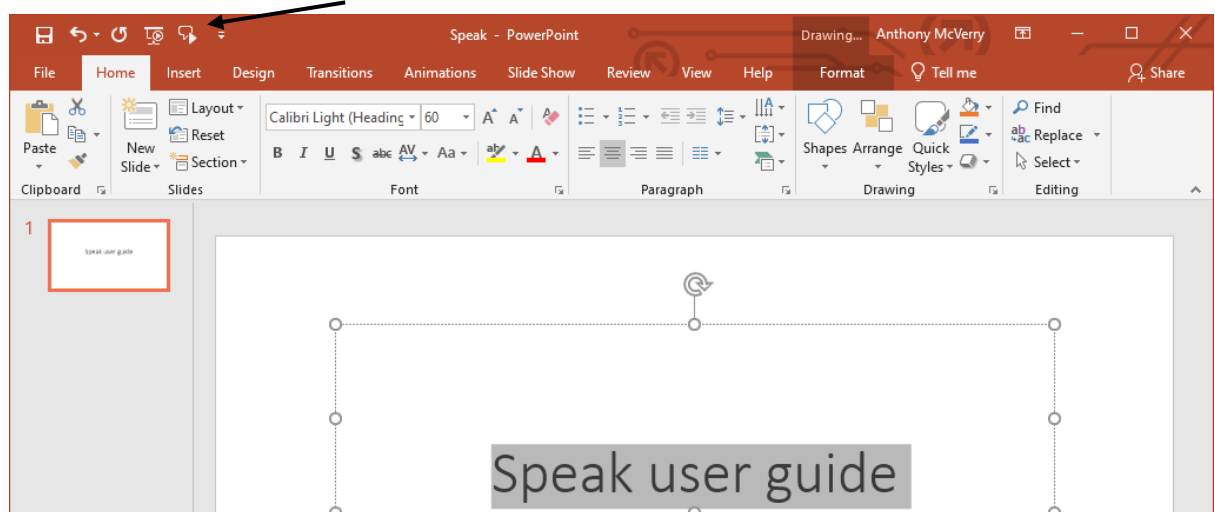
- 5) Go down the selection bar and click on **'All Commands'**



6) Scroll down and find '**Speak**' and click on it and then click on '**add**' and then click on '**ok**'



7) Do not click slide show and leave the PowerPoint as it is. Highlight the text on the slide and then click on the **Speak button** on the tool bar and it will say the



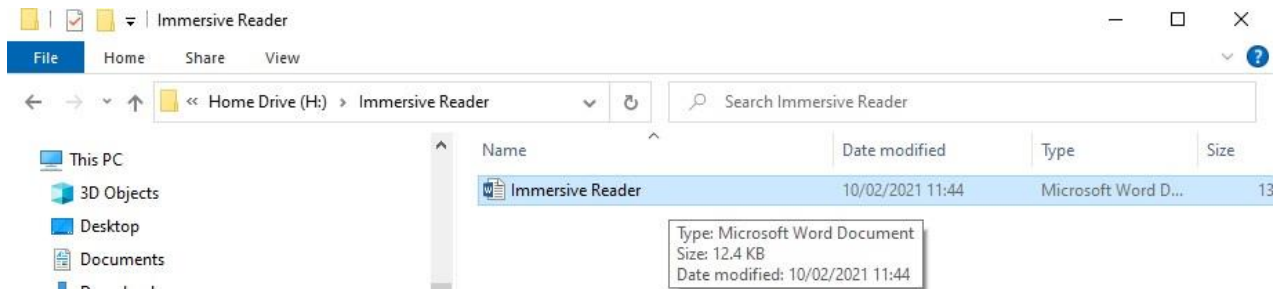
highlighted text.



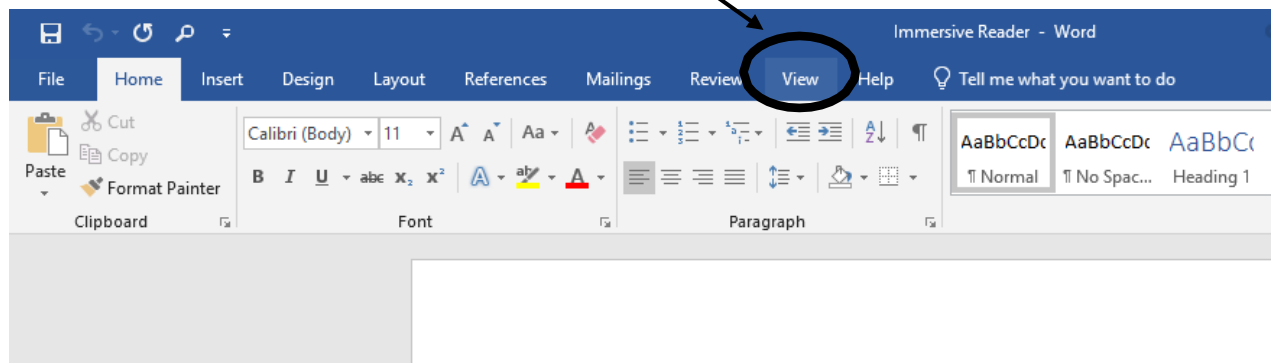
## 5. A Guide to Immersive Reader in Microsoft Word.

Immersive Reader is a tool to support people who have difficulties with reading or have a diagnosis of dyslexia or dyslexic tendencies. When switched on, the computer will read an entire document aloud to you. This guide will go through how to use Immersive Reader in Microsoft Word.

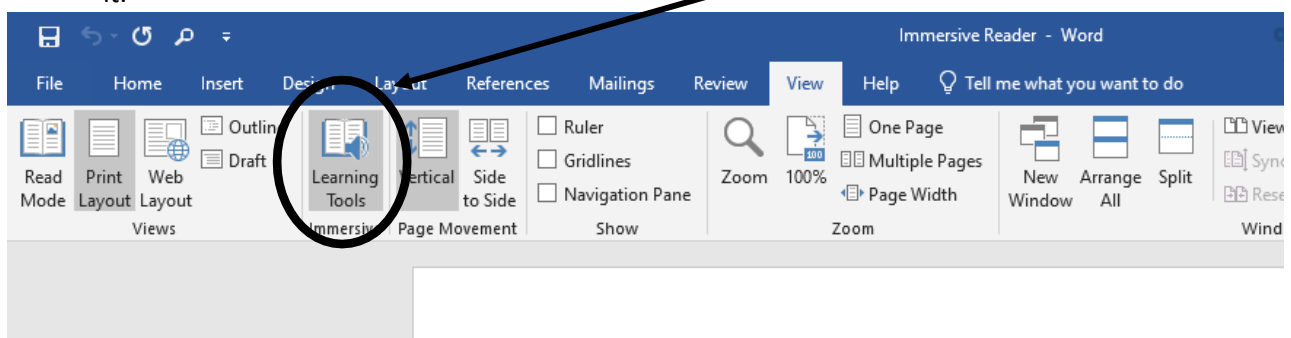
- 1) When you open a document in Microsoft Word, do so as you would normally do by double clicking on the document or by opening it in Word itself.



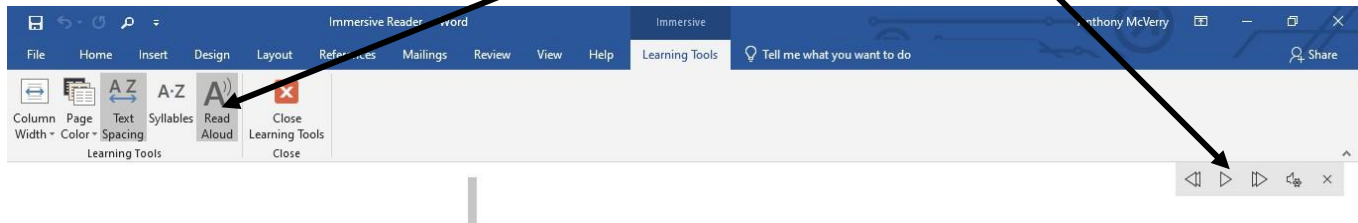
- 2) When the document is open, click on the **View** tab at the top of the screen, in the blue bar.



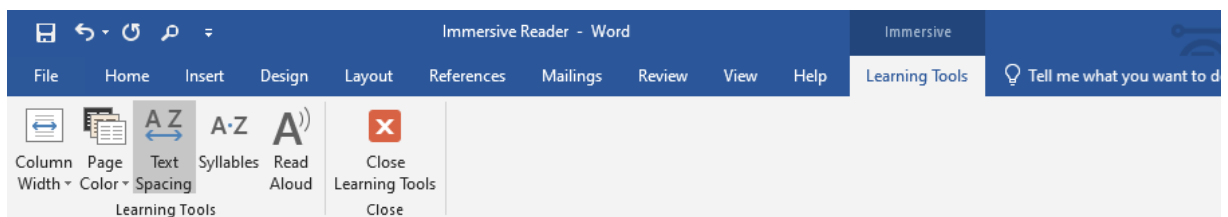
- 3) When you go to the next bar within the **View** tab, go to the **Learning Tools** tab and click on it.



- 4) On the next tab, you will need to click the **Read Aloud** tab and then a **control bar** will appear on the right-hand side of the document.

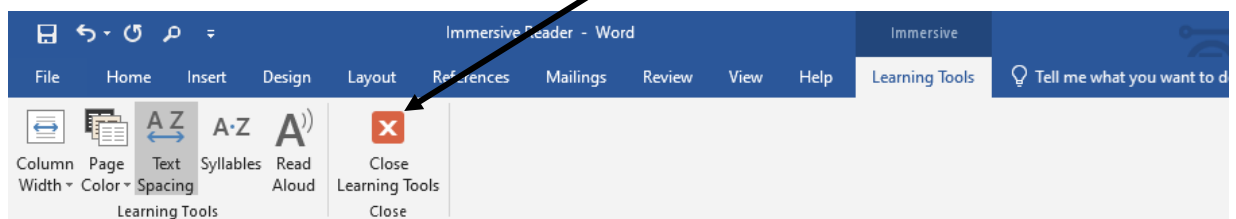


- 5) Click on the play button and the document will be read aloud. You can pause it at any point using the pause button. As it is read aloud, it will change the view of the document and the word that is being read will be highlighted in grey.



This document will be read aloud.

- 6) To end the Immersive Reader simply click on the **Close Learning Tools** button and you will return to the document.

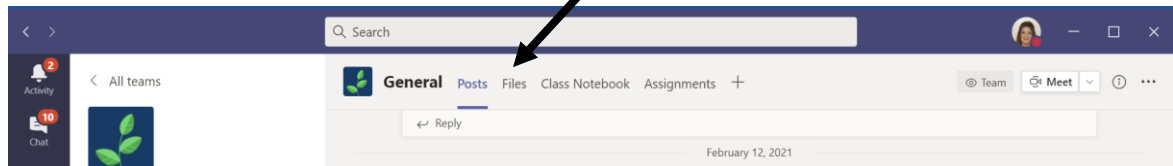


This document will be read aloud.

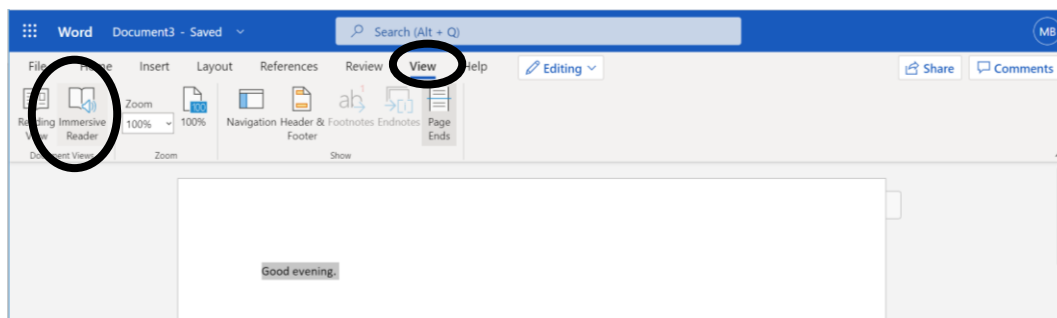
## 6. Immersive Reader in Microsoft Teams

Immersive Reader is a tool to support people who have difficulties with reading or have a diagnosis of dyslexia or dyslexic tendencies. When switched on, the computer will read an entire document aloud to you. The great news is that Immersive Reader works in Teams also, so can be activated during live lessons. This guide will go through how to use Immersive Reader in Microsoft Teams.

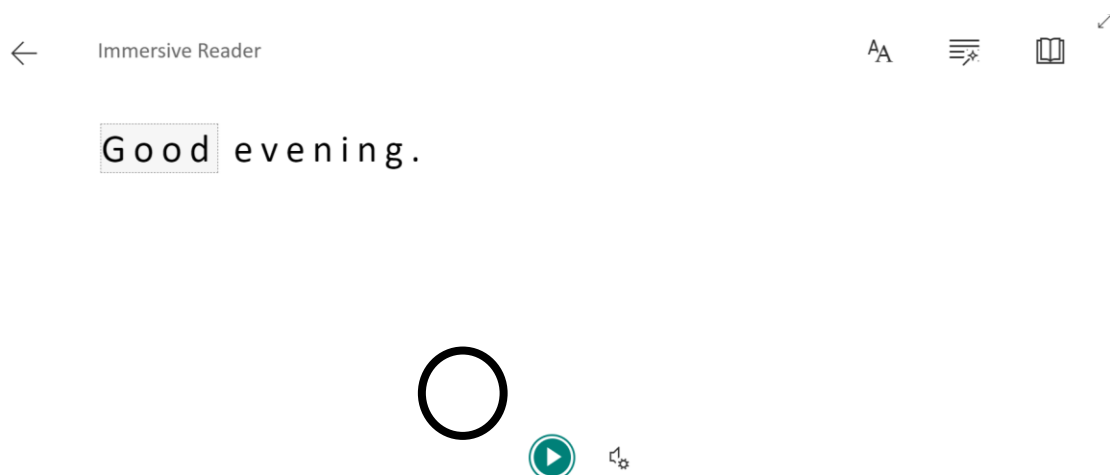
1. Click on the team for your lesson and **click files** at the top of the screen.



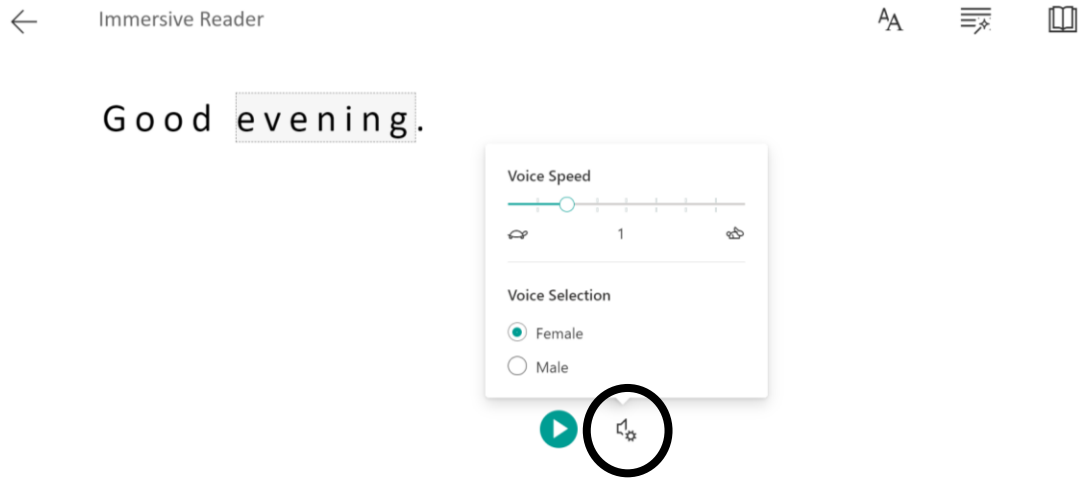
2. **Double click on the file** you wish to load, as you would normally. This will then load your file.
3. Once the document is open, you will then be able to activate immersive reader by **clicking 'view'** and then **click 'immersive reader.'**



4. Once Immersive Reader opens, **click the play icon** in the bottom centre of the screen to start the reader.



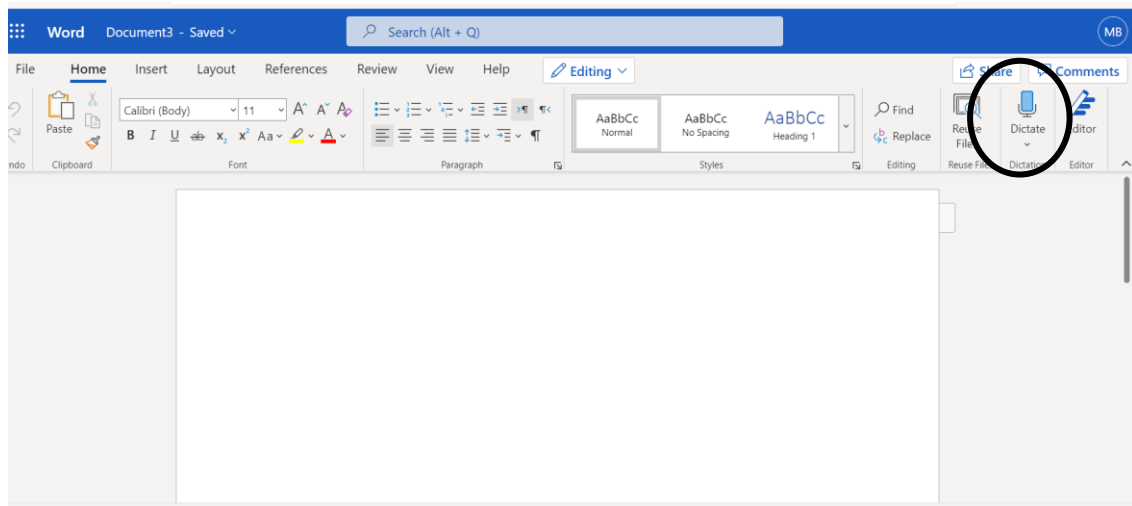
5. By clicking on the settings icon next to the play button, you can choose between a male or female voice, as well a slowing down or speeding up the reader's voice.



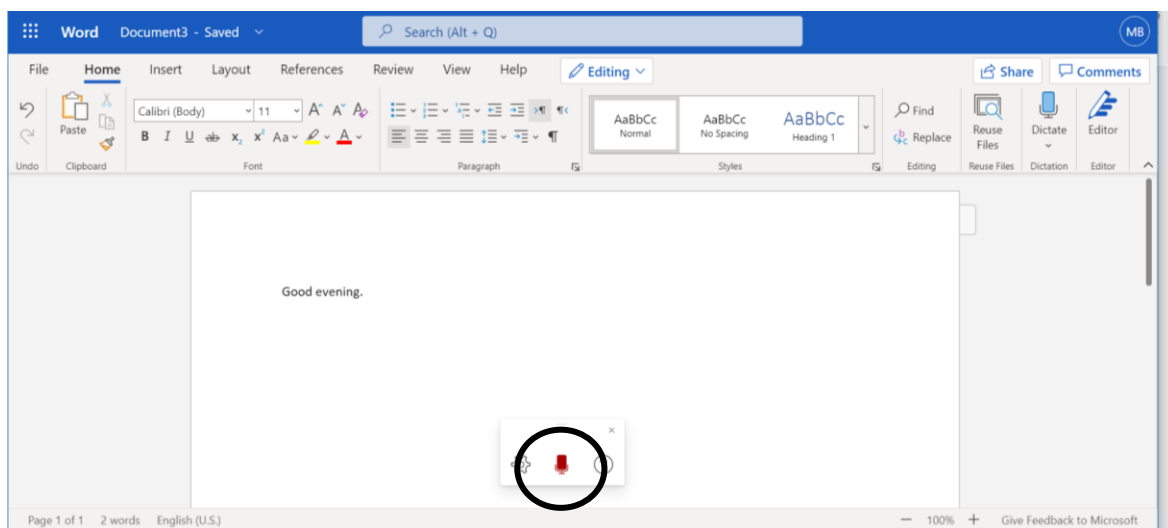
## 7. Dictate Function in Microsoft Office

For those students who have difficulties with writing, the dictate option in Microsoft Word can really support you.

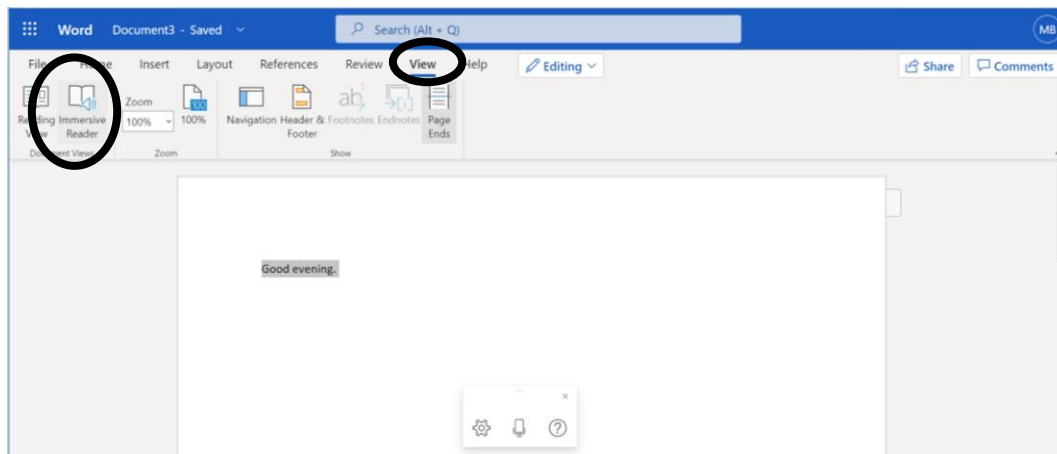
1. Open a Word document in Office 365 and **click 'dictate'** in the top left hand corner of the home tab.



2. By pressing this icon, your laptop's microphone will be activated and you will be able to speak into your laptop which will change this into text for you. You will need to say your punctuation out loud, e.g. 'good evening, full stop'. If you do not have access to a microphone on your computer, try using a headset or ear phone with a microphone built in. Once recording, the mic in the bottom centre of the screen will turn red. To stop recording, press the mic again.



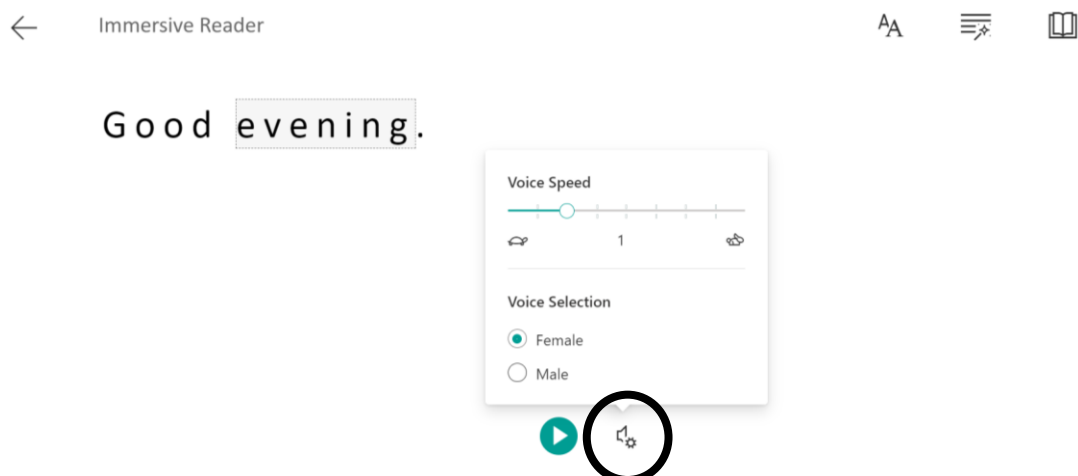
3. In Office 365, you can then use Immersive Reader to read the text back to you. **Highlight the text** you want to listen to, **click 'view'** and then **click 'immersive reader.'**



4. Once Immersive Reader opens, **click the play icon** in the bottom centre of the screen to start the reader.



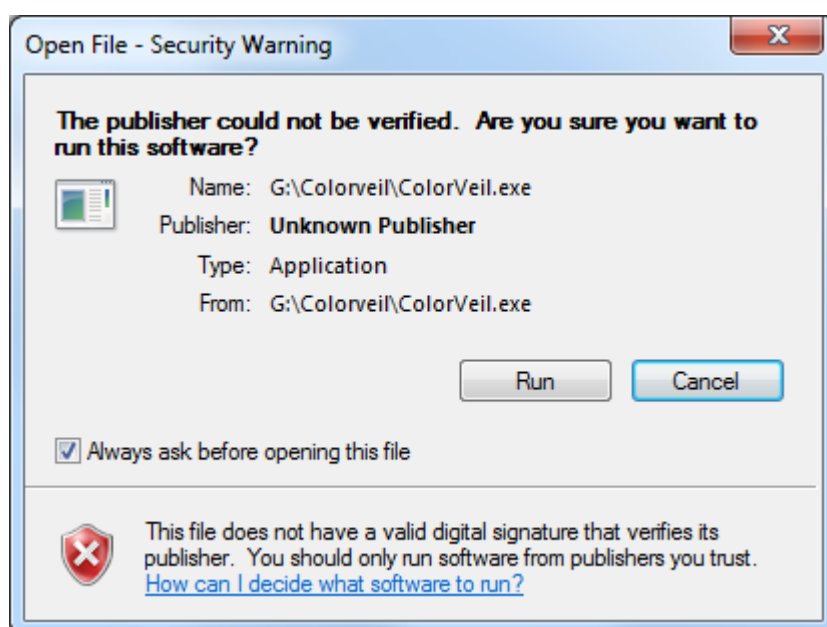
5. By clicking on the settings icon next to the play button, you can choose between a male or female voice, as well as a slowing down or speeding up the reader's voice.



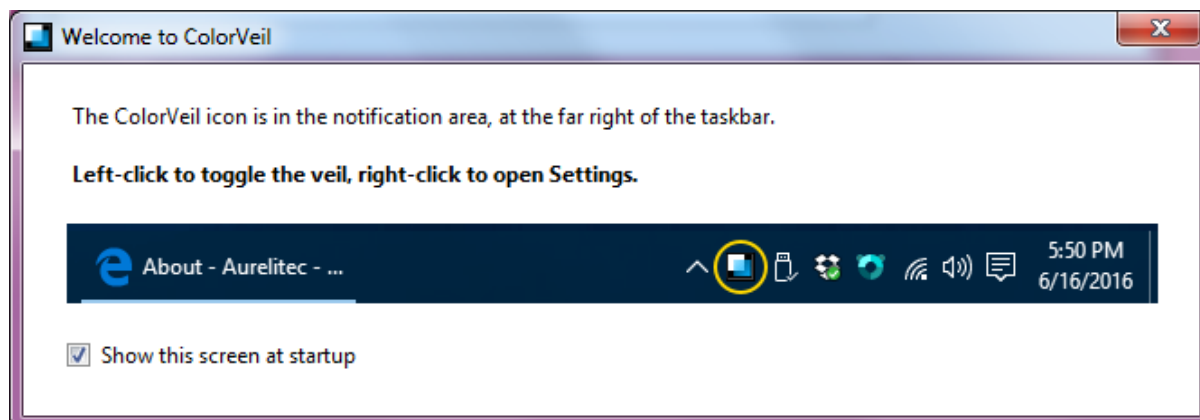
## 8. Color Veil

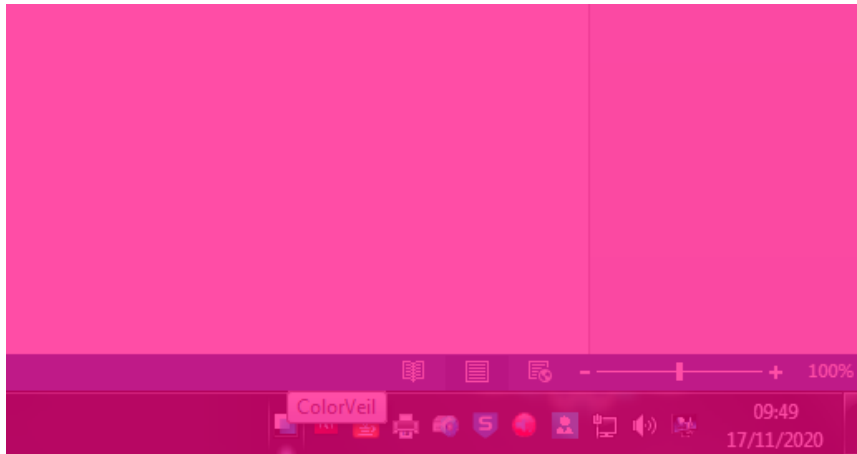
Working in front of a computer screen for extended periods of time can cause visual strain and we can reduce this by applying a coloured tint to the screen. Tinting the computer screen can also sometimes help students to read the text more successfully - particularly for Dyslexic students or those diagnosed with Irlen Syndrome. Colour Veil is a free app that students can load onto their computer to install coloured tints; students may need to experiment with the different colours until they finds one that suits them best. The link to the installation is: [ColorVeil - Screen color filter and dimmer | Aurelitec](http://www.aurelitec.com/colorveil/)

- 1) On the Color Veil Website [www.aurelitec.com/colorveil/](http://www.aurelitec.com/colorveil/) , click '**Download EXE**'. This will then save to your downloads folder.
- 2) Once in downloads, **double click the color veil icon** to open the programme.
- 3) This will open the programme and you will be given the pop up box below. **Click Run**

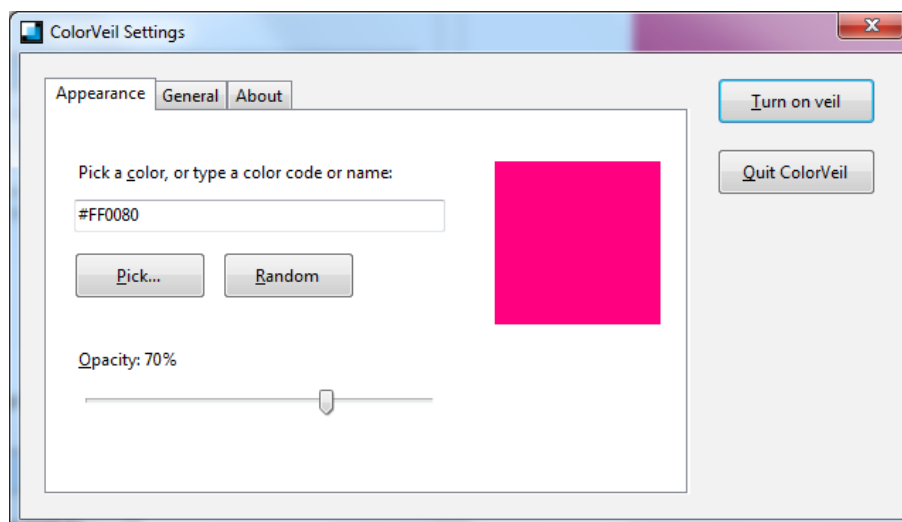


- 4) You will then get another pop up box stating that the programme will be running in the tool bar at the bottom right hand side of the screen (the screen may change colour)

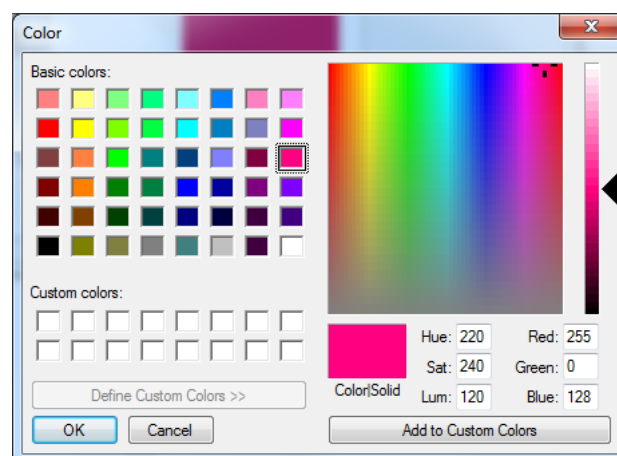




- 6) To access the programme you need to right click on this icon and it will open the following box;



- 7) From here you can change the colour of the screen to suit your individual needs



- 8) If you Quit the programme then you will have to go through this process again, it is easier to just click the cross and 'Turn Off Veil' if it is not needed



## **9. Additional Support for Students:**

In addition to the information and support set out, if a parent or student has concerns about their learning, please contact Mrs Banks or Mrs Cundy via the school office. Following a discussion about the student's difficulties, we may offer suggestions to links to support their learning, send additional re-sources and/or arrange for a TA to contact the student via telephone or a Microsoft Teams meeting.

### **IDL Reading, Spelling and Numeracy Support**

At Netherthorpe, we are fortunate to be able to offer the IDL literacy and numeracy intervention package to our students. IDL is an online intervention which focuses on reading, spelling and numeracy. You can access IDL via: <https://idlsgroup.com/>

We recommend that your child uses IDL for 15 minutes per day – IDL research suggests that on average a child's reading and spelling ages increase by 11 months after only 26 hours of use! Your child may already have an IDL log on, but if not or if they have forgotten their details, please email Mrs Banks and I will be happy to reset their log on details.

[cbanks@netherthorpe.derbyshire.sch.uk](mailto:cbanks@netherthorpe.derbyshire.sch.uk)

### **Social Skills: Independent Living**

The National Oak Academy has developed a series of lessons focusing on independent living skills for secondary school students. These focus on 6 key areas: home management, personal care, daily living skills, community living, world of work and staying safe. SEND students may find it useful to work through these 6 units and develop their understanding of independent living as part of their preparation of adulthood pathway. These lessons can be accessed via the link below:

<https://classroom.thenational.academy/specialist/subjects/independent-living>

### **The National Oak Academy**

The National Oak Academy has a library of recorded lessons to support students learning in a variety of different subjects. Students can access these lessons freely, pause them to allow for thinking time and replay them to benefit their retention of the content. I would encourage you and your child to explore this library and access these lessons to support their remote learning. The National Oak Academy has a 'Specialist SEND Classroom' section, and although not all lessons on there are aimed at Secondary age students, there are resources and activities available that some students with SEND may find useful.

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

### **BBC Bitesize Parents' Toolkit: SEND**

This section of the website is aimed at providing parents with a wealth of information and support to enable them to best meet their child's needs at home, be that Dyslexia support, advice for supporting students with ADHD and/or Autism and also support in terms of emotional wellbeing or how to support a child who may be feeling anxious. Please take a good look through these resources. Again, some are aimed at younger children, but there is a wealth of support and advice for parents on these pages.

<https://www.bbc.co.uk/bitesize/articles/zh9v382>

### **Chatter Pack**

Chatter Pack is a voluntary-run SEND Hub which has a wealth of free and purchasable resources to support academic learning and also a student's emotional wellbeing. In addition to the free re-sources and those available for purchase, Chatter Pack have put together a resource list as part of their blog. This resource list covers many areas of SEND and has links to activities to further support a child's specific SEND. The resource list and blog as be accessed via:

<https://chatterpack.net/blogs/blog>

Please contact Mrs Banks (SEND CO) or Mrs Cundy (Assistant SEND CO) via the school office or email if you have any questions or require additional support. 01246 472220  
[cbanks@netherthorpe.derbyshire.sch.uk](mailto:cbanks@netherthorpe.derbyshire.sch.uk) or [scundy1@netherthorpe.derbyshire.sch.uk](mailto:scundy1@netherthorpe.derbyshire.sch.uk)