

WILLOWBROOK PRIMARY SCHOOL

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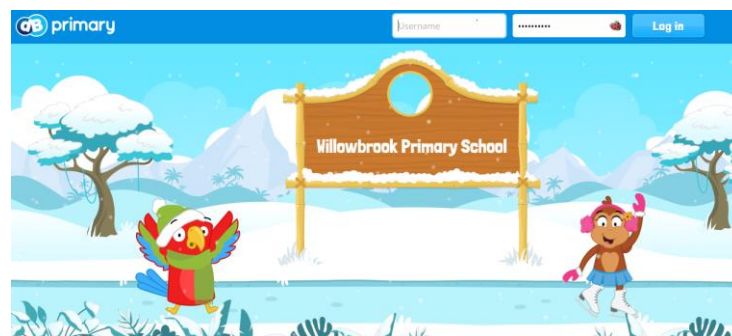


Dear Parent/Carers,

We are very excited at Willowbrook to be launching DB Primary across the school starting on Monday 11th January. DB Primary is a great way for teachers and other adults within the school to communicate; set age related tasks; and to see and celebrate children's work. You will access this via this web address willowbrook.essex.dbprimary.com

How does it work?

Class teachers have created a DB Primary page which their class will be part of. Your child can access this safely at home during this time. You will receive your child's log in details via email. Your child will enter their personal log in details in the box provided as seen on the screen below. We have also provided a parent workshop PowerPoint, which is attached.



Teachers can upload links, files, photos, videos and teaching PowerPoints to your child's class page as well as directly to your child's own landing page.

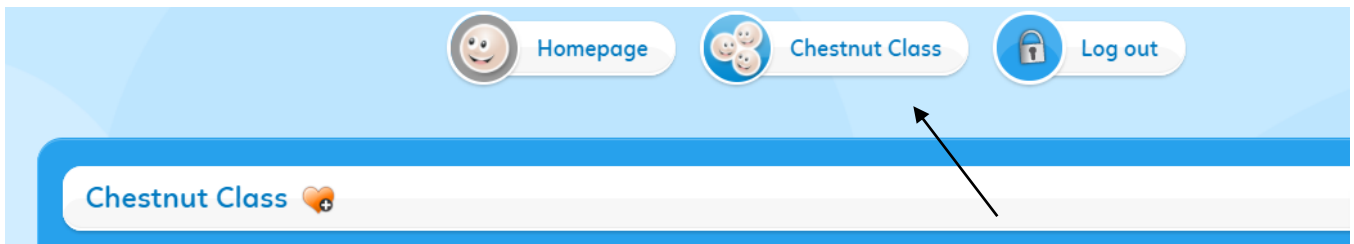
KS1 and KS2 will be doing this in different ways, please see below:

INDEPENDENCE - HAPPINESS – **TEAM WORK** - CARING - **RESPECT** – HONESTY

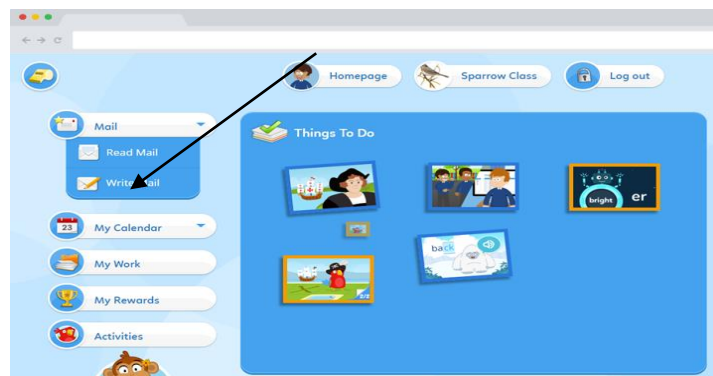


KS1 Access Route

Your child will access a daily blog on the class community page which will include 5 set sessions or activities a day. This will include 1 English, 1 Maths, 1 Guided Reading, 1 Phonics/Spelling and 1 Topic. When your child logs in they will automatically be directed to their personal page. To see the community page where the tasks are they will need to click the tab that matches their class. Please see image below.

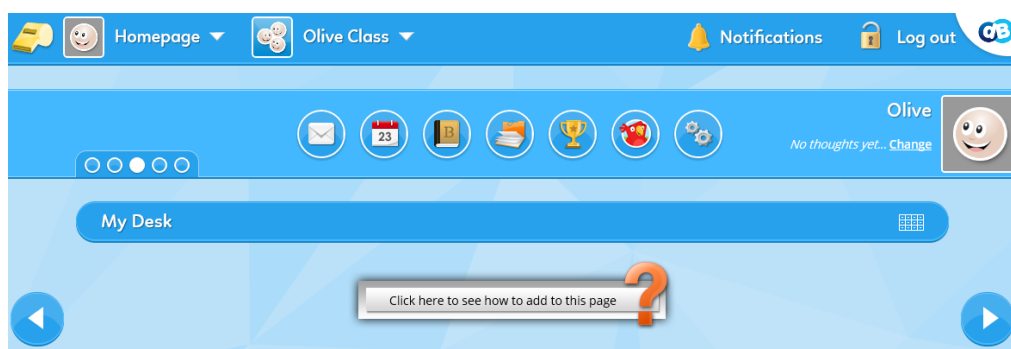


We would like you to take 1 photo of each task completed and send this in one uploaded submission. Even if you do less than 5 tasks, please still send what you have done that day. This can still include extra activities that you do at home for example, practical baking for your maths lesson. Class teachers might set a task for you to do and this will appear on your child's individual page under 'Things To Do'.

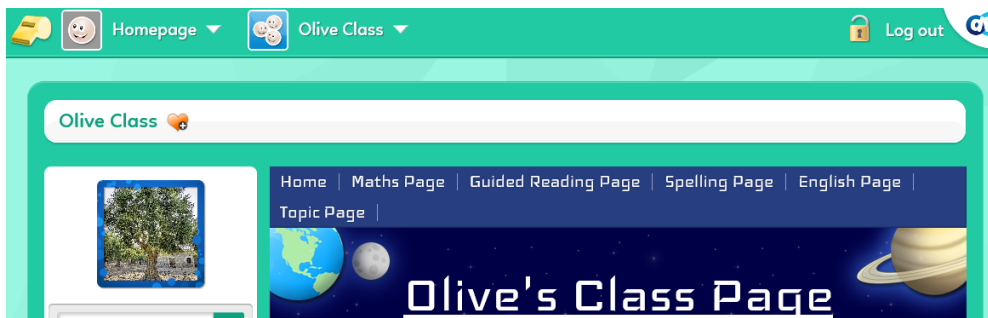


KS2 Access Route

When your child first logs in they will be on their landing page. There are arrows on either side of their page where they can move between different sections. The first thing your child will need to do is to access the class page. To do this, they will need to click on the tab at the top which has the name of the class. This will take them through to the class page.



They will arrive on the class 'home' page. This will contain a personal message from their teachers each day. At the top of the screen there are separate pages that have been set up for the different subjects that are covered in remote learning. Each day, there will be an activity available for maths, English, guided reading, spelling and topic. Each of the pages will have a brief overview of the lessons being covered that day/ week. The overview will state whether the class teacher is assigning a task to complete for that subject. These pages will be updated in advance of the day that the work is set. To get back onto the child's personal landing page, just click on the button that says homepage at the top of the screen.



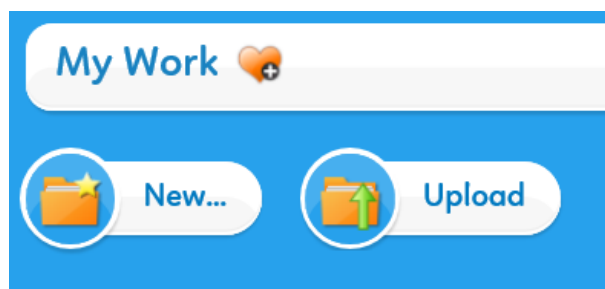
The tasks that the teachers set will go straight through to the child's personal landing page. The title is called 'Things To Do' and if the heading can't be seen, click on the little arrow icon on the left or right to find it. When a teacher has set a task, an icon shows below the heading and if the cursor is hovered over the icon, the title will appear along with how many hours are left before the work is due. The number of hours left means the time left before the task is deleted from the 'Things to do' board in order to provide space for the following week's work.



How to upload work:

Using your 'My Work' feature (Key Stage 1 and 2)

All key stage 1 children will be using this feature to share their work with their class teachers. For key stage 2 children, this feature is optional if they have additional work they would like to share. Simply find the 'My work' button and click on it. You then have the option of 'New' or 'Upload'. If you click on upload, it will allow you to upload something that you have already saved on your device. If you click on 'New' you can choose what Db primary tool you would like to use. With this option, you can type directly onto your screen and then upload it.

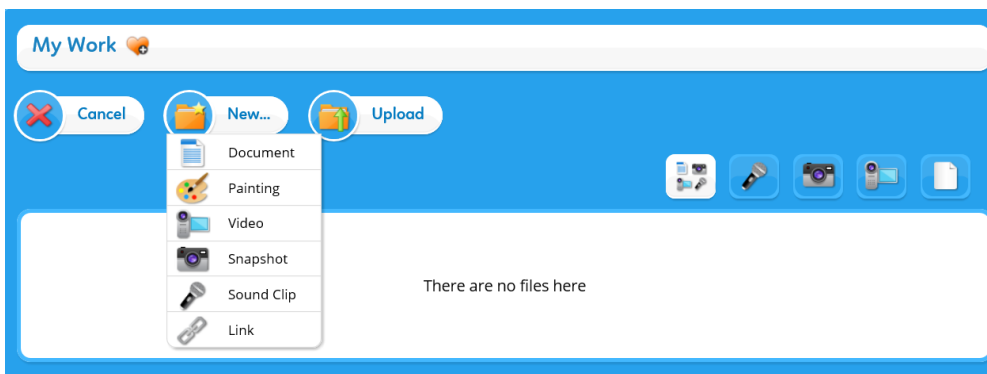


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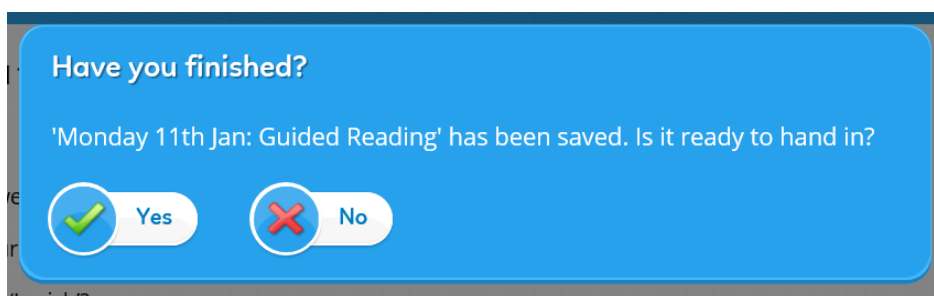


In response to an assigned task (Key Stage 2 only)

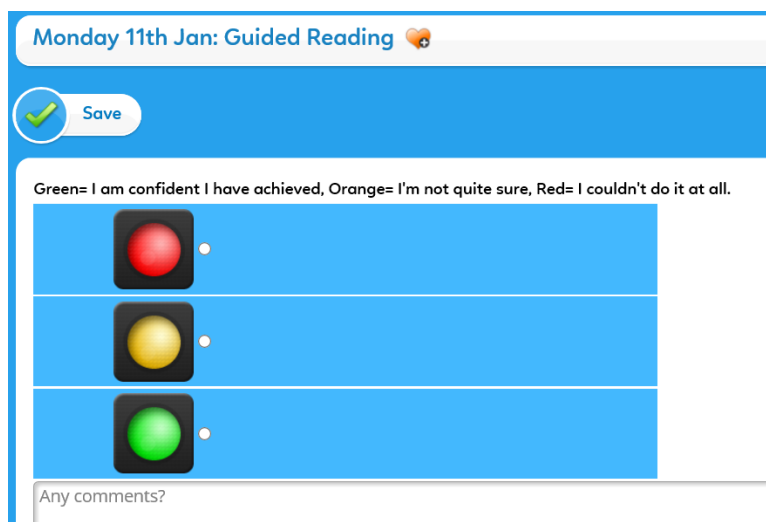
Children in KS2 have tasks assigned directly to their landing page under the heading 'Things to do.' Click on the icon and you will see the teaching/ instructions for the task. The way you respond/ upload your work depends on the option your teacher has set for you. A lot of the work will be set as 'Any file', this means that you can choose whether you want to upload work which is saved on your device or use the Db primary tools to create your response.



Once you click on save, you'll have the option to hand in the work. Once you hand in the work, you can't get it back unless the teacher re-sends the work back to you with a next step comment.








You will have the opportunity to traffic light your work and type a comment to your class teacher if you wish to.



Once the DB Primary page is 'live' you will receive one e-mail. This will contain your child's unique DB Primary passport which will allow them to access their DB Primary page.

You can access DB Primary from the variety of web browsers below.

Below are the web browsers that DB Primary supports:

Browser	Further information
 Mozilla Firefox	http://www.mozilla.com/en-US/firefox/new/
 Google Chrome	http://www.google.com/chrome/
 Internet Explorer 11	https://support.microsoft.com/en-gb/gp/microsoft-internet-explorer Internet Explorer 11 features a compatibility mode option that is designed to emulate older versions of Internet Explorer. If enabled, this may lead elements on the page being styled and positioned incorrectly, and possibly even affect some functionality. If you suspect you may be viewing the website in Compatibility mode, this setting can be found in the developer tools console (press F12). Compatibility view settings can also be changed by going into Internet Explorer settings menu and choosing 'Compatibility view settings' from the menu.
 Microsoft Edge	Windows 10 only
 Safari/Mobile Safari	https://support.apple.com/en_GB/downloads/safari

You, or your child can show your teachers all the fantastic things you are learning at home, this is on your child's own landing page. Teachers will upload home learning tasks for each day the night before.

We have taken into consideration that not everybody has a printer at home so work set will reflect this.

We must stress that this has to be done safely following our school policies so that we safeguard all children and members of staff. To do this safely we have a list to guide you:

Things to Remember
<ul style="list-style-type: none"> *Do upload videos and photos from a <u>family shared area</u> in the home. *Do wear <u>appropriate</u> clothing if posting a video or photograph.

We hope that you find DB Primary to be a convenient and exciting way to continue learning during this period and believe that it will provide a positive learning experience for your children.

We hope this clarifies any questions or concerns that you may have during this difficult time. We cannot wait to start working with you and seeing all the fantastic things that your child is doing at home.

Yours sincerely,

Mrs C Branton
Headteacher

If you do not have access to the internet, please let the office know

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