# WILLOWBROOK PRIMARY SCHOOL

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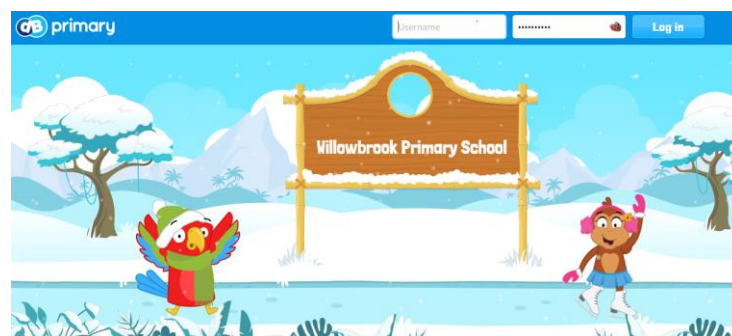


Dear Parent/Carers,

At Willowbrook Primary school we use DB Primary as a great way to explore homework online. Staff will set age related homework tasks and be able to see and celebrate children's work in the home setting. 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. Your child's log in details have been stapled into their reading diary. Your child will enter their personal log in details in the box provided as seen on the screen below.



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.
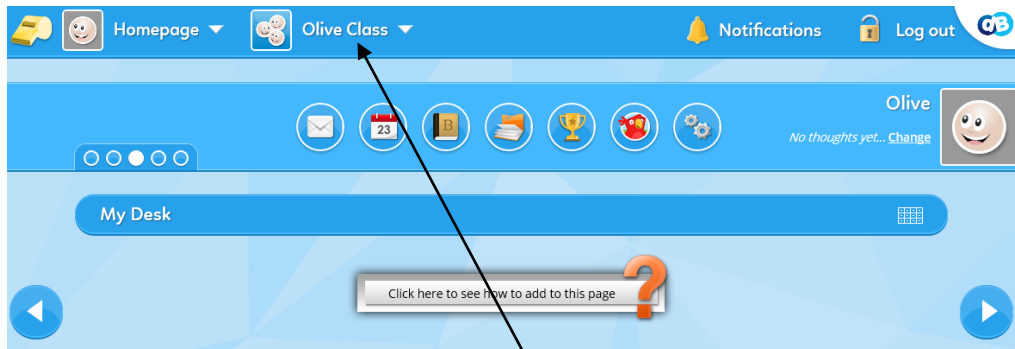
**KS1 and KS2 will be doing this in different ways, please see below for KS2 Access Route:**

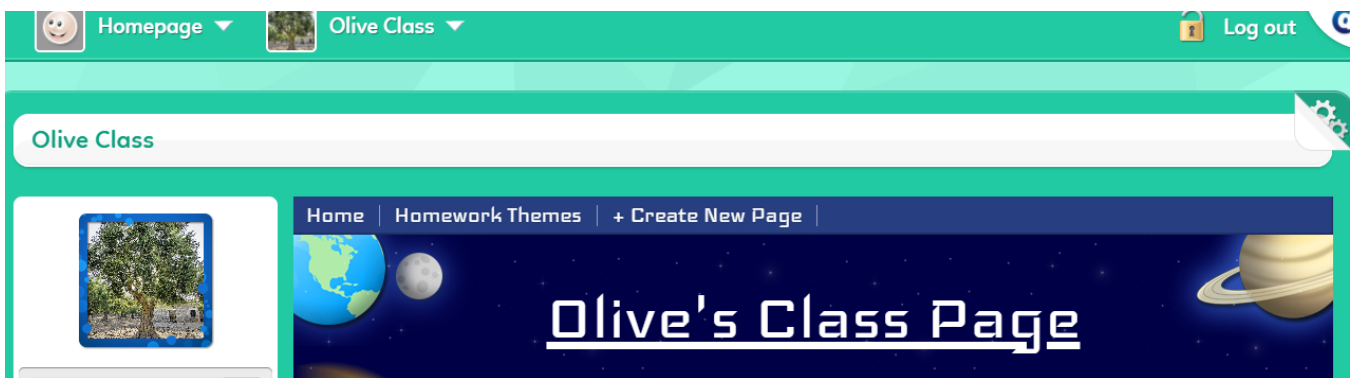INDEPENDENCE - HAPPINESS – TEAM WORK - CARING - RESPECT – HONESTY

## 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.
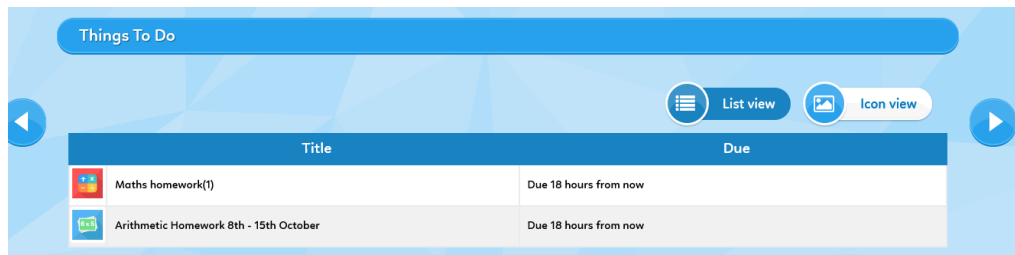


To find the menu of themes for homework, your child will need to access the class page. To do this, they will need to click on the tab at the top which has the name of the class. This will take them through to the class page.
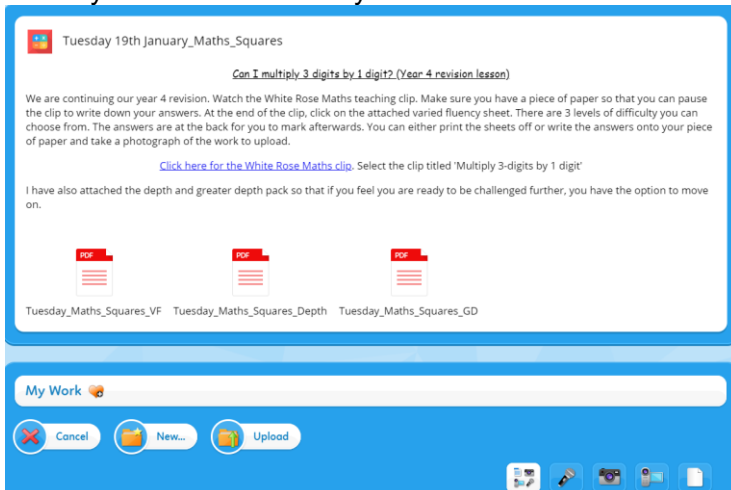


The class page will have the menu of themes for this term.

The weekly 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, it shows as a list and details how long until the homework is due.



When you click on an icon you will then see the instructions for your task. It will look like this:
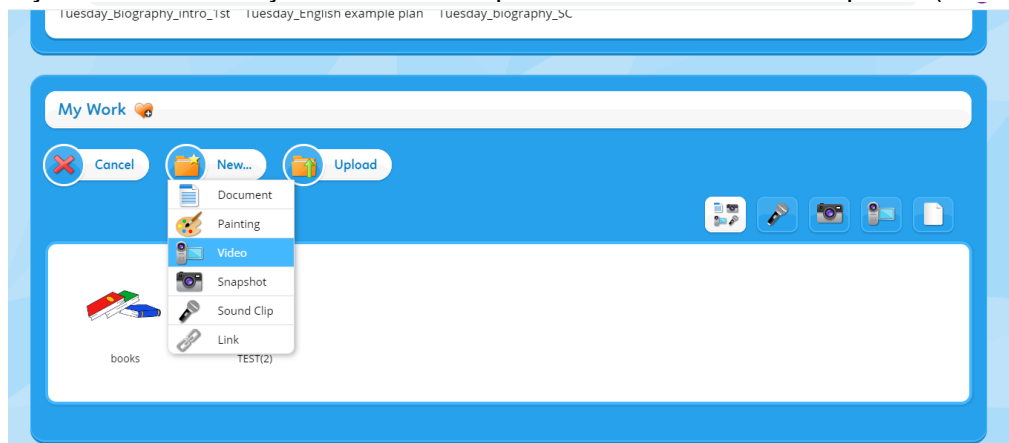
In order for teachers to access your child's work easily and for the task icon to disappear after completion, it is **essential** that your child uploads their work when they have opened their task and can see below the task the 'My work' heading. There are three tabs below saying: cancel, new and upload (see picture above). If your child does not upload their work through this route, teachers will not receive notification that the task has been completed and the icon will not disappear until the expiry time.

**How to upload your work in response to a task:**
As written above, children need to open their task first and then upload the work. There are a variety of options for your child to choose from when sharing/ completing their work.

*New tab:*
If you click on 'new' you will see a drop-down box with different options (see below).



Document: Your child can write directly onto the screen.
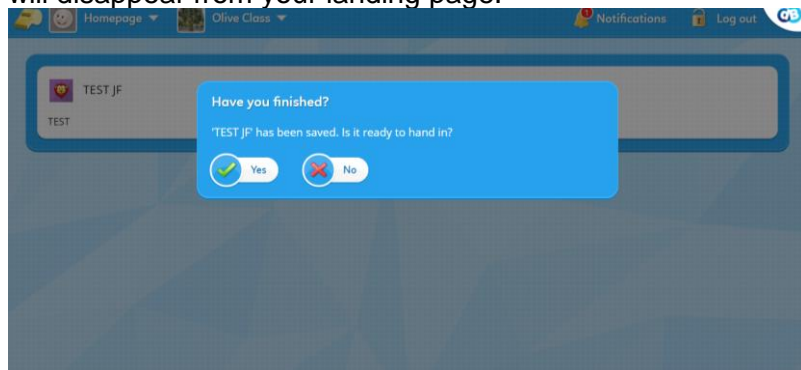Painting: Your child can paint on the screen.
Video: The website would need to access the camera on your device to take a video.
Snapshot: The website would need to access the camera to take the picture.
Sound clip: Your child can record their voice.
Link: Your child can add a link.
When using these options, after you save your work, a prompt box will appear to ask you if you are ready to hand in the work. Once you click on yes, the work will be sent to the class teacher and the icon will disappear from your landing page.
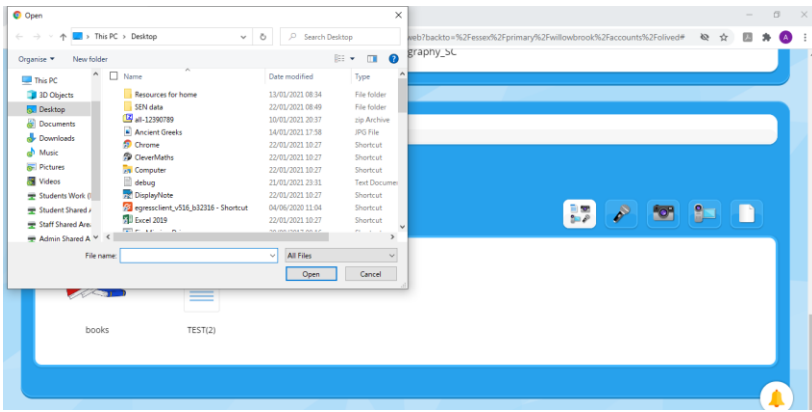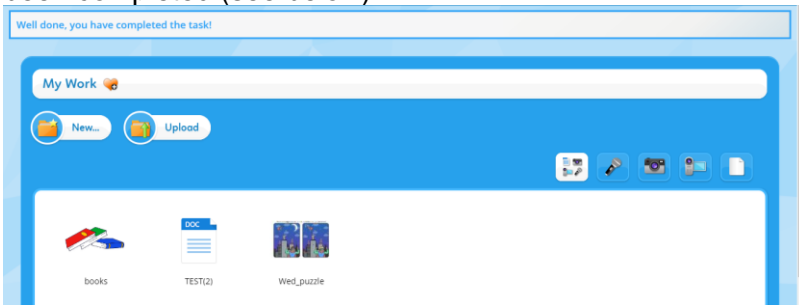


*Upload:*
This gives your child access to their files already stored on their device so that they can upload it.
Please note, they can only upload one document in response to the task.

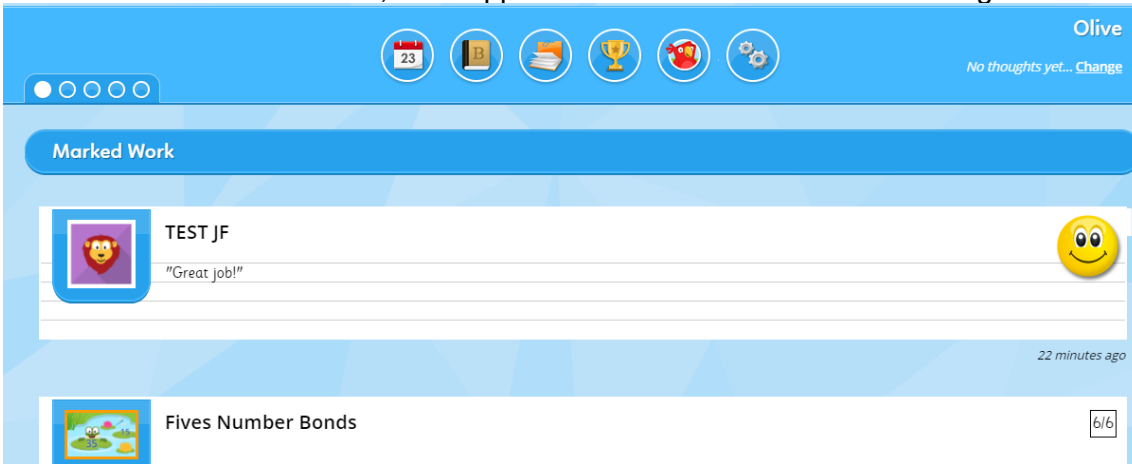INDEPENDENCE - HAPPINESS – TEAM WORK - CARING - RESPECT – HONESTY

Once the task has been uploaded a little message appears at the top of the screen to say your task has been completed (see below).



## Marked Work

If you have submitted your work using the method above, your teachers will be able to see and comment on it. Once marked, it will appear under the 'marked work' heading.



Once work has been submitted for a task, please do not change the name of the file. Changing the name of the file will change the link address and then your class teacher will be unable to view the work because the system won't be able to find it.

**Themed homework**

Teachers will set 6 tasks that are labelled, 'Themed homework 1', 'Themed homework 2' etc. This is so that your child can upload the homework they have done for their chosen themed homework from the menu.

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<br><br>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 |

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 |
|---|
| *Do upload videos and photos from a <u>family shared area</u> in the home.<br>*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 share a variety of home learning with your child's class teacher.

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

**<u>If you do not have access to the internet, please let the office know</u>**

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