

Ysgol Penyffordd

Hwb Guidance for Parents and Carers



What is Hwb?

A digital 'learning platform' designed to allow pupils and teachers in Wales greater access to online resources. The bilingual scheme allows users to access and share information and is accessible from any internet enabled device.

What does your child have access to?



A FREE online version of all the Microsoft Office Programmes, including Word, PowerPoint, Excel, One Note / Class Notebook, Sway and Forms.



Their own Outlook Email. This will be their HwbUsername@hwbmail.net



This is like a memory stick and every child has a terabyte of storage.



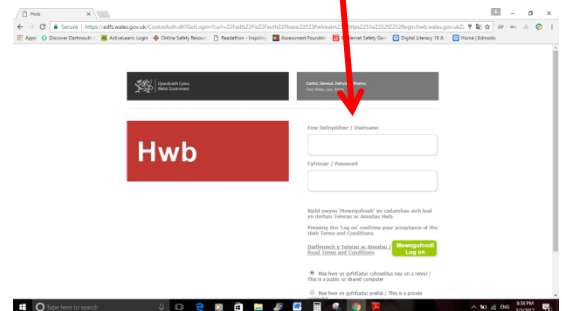
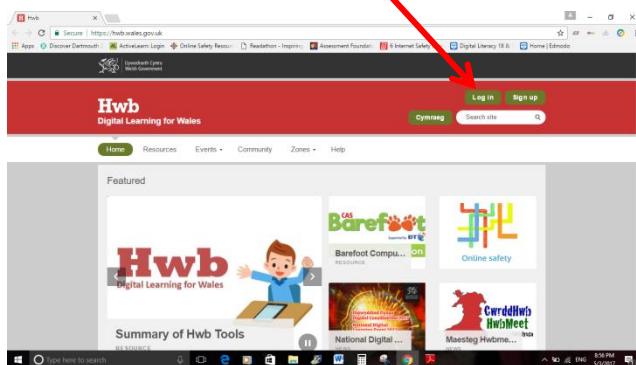
J2e - Just2Easy - This provides your child with a wealth of resources from word processing to coding packages.



Encyclopaedia Britannica and Image Quest is an online tool where your child can do safe internet research. There are options to change the reading level between foundation, intermediate and advanced. Your child can also search for copyright free images in the Image Quest.

How can you access Hwb?

- You can access Hwb on a laptop, desktop computer, IPad or Android Tablet. Hwb will work better through Google Chrome.
- Enter the address <https://hwb.wales.gov.uk>
- Click on the green log in button and enter your child's username and password.



- Your child will then be logged on and have access to the resources. Click on the icons at the top of the page to open them.

This icon will open Office 360.

This icon will open Just2Easy.



This icon will open Encyclopaedia Britannica.

What will your child be using Hwb for at home?

- Educational Purposes. This might include homework (as directed by the teacher and research).
- A storage device for homework.
- Email
- Practice ICT skills on J2e.

The best thing we want your child to do is have fun! Please explore this platform together to develop ICT skills and confidence.

Please note, it is important that your child uses this platform with respect. If anyone is found to be breaking their Hwb agreement, they will be removed from the Hwb class.

PLEASE REMEMBER

Be polite - never post something online or send an email which is likely to upset anyone.

Be careful what you say and how you say it- what you do and say on Hwb is recorded and will be viewed by other people, including your teacher. Use appropriate language at all times.

Be safe - don't reveal any personal information about yourself or your friends.

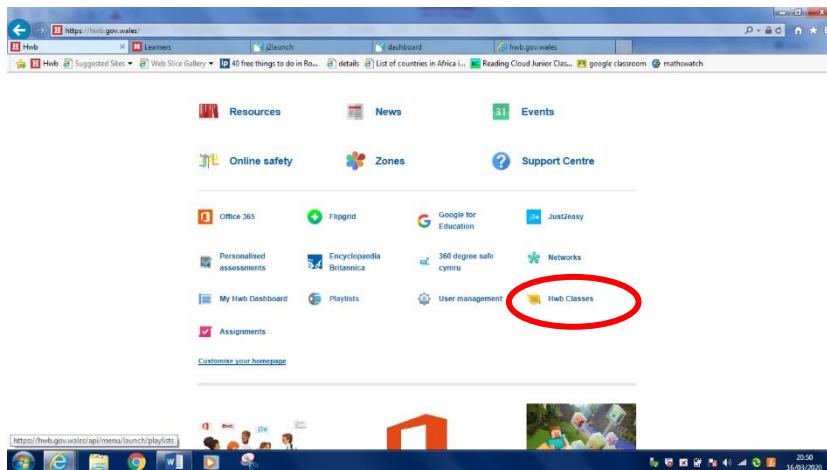
Be security smart - keep your username and password safe. Do not give it out to anyone.

If you have any problems you can talk to your child's class teacher, Mrs Griffiths (Foundation Phase) or Mr Holland (Key Stage 2).

Distance Learning Through Hwb

If school needs to close for a duration we will endeavour to support parents and children whilst at home. Staff will use a tool called 'Hwb Classes' to set and review work. Children will have been introduced to this in school.

- Log on as usual and scroll down the home page to select 'Hwb Classes'.



- Select your child's class and check for announcements / uploaded files.
- Work can be uploaded here or using the Just 2 Easy app on Hwb.
- There is a 512mb upload limit in J2e.
- Log in to Hwb and navigate to Just2easy. Click on the upload tile.
- Either:
 - Drag and drop files from your device into the box or
 - Click choose files, select a file from your device and click open.
- These files will then be available in my files. Your child's class teacher can view these files.