



Everything you'll need for non-coordinated Westminster Children's University activity



Step 1

Get your office to fill in the blank child import template and email it back to me at swilson@queensparkschool.co.uk Then, inform your children that they can access the Westminster children's university website with a password or login



Step 2

Show the students the Westminster Children's University site; you could do this in one sitting during assembly or class by class by simply googling us and entering the site. We have created a PDF, which is a visual guide ,as well in case you wish to give this out.



Step 3

Show them the "For parents and Children tab" and some of the content they can engage with; there is also a full listing in the "what you will find if you visit us" PDF document, in case you wish to share this too.



Step 4

Explain that they will be filling in the online learning log; they can log any activity they have done during the lockdown and any extra they do after. This is a tick list of all the activities we have online and the hours each part of each activity is worth the children. Simply tickly activity and write how many of the total activities they have done



Step 5

Audit the hours by collecting the children together in-class and asking them as a whole group to fill in the tick sheet. Make sure they have their names and year group on the top of the page and collect these back in.If you wanted to, you could do this in one go or get them to tick ✓ then collect in and then re-issue them before final collection by us.



Step 6

Arrange for Westminster Children's University to collect the paper copies of the tick sheet. I will then take these back to collate the hours and add them to the children's totals.

Children are welcome to continue to gather hours throughout the year and we will continue to update you with opportunities available to you in case you wish to take them up