North Wales Online Reading Project – *Keeping Pupils Reading!*

Dear Parent/Guardian,
Your child's school has indicated that they are keen to help pupils continue to practise reading at home during the period of school closure caused by the coronavirus outbreak. The research team at the Collaborative Institute for Education Research, Evidence and Impact (CIEREI), Bangor University, has produced a comprehensive support package to help parents use Headsprout reading programmes at home.

This letter provides a simple step-by-step guide to help parents use the free Headsprout access that your school has set up for your child. It is your choice to decide whether you want to use Headsprout at home or not. If you decide you want to help your child read at home, this project will provide information and online support materials to help you get started. There is no problem if you start to use Headsprout and then decide you can't continue.

Headsprout is an evidence-based online English language reading programme that provides engaging online episodes and eBooks designed to teach phonics, phonemic awareness, fluency, vocabulary, and comprehension skills. It is comprised of three parts:

1. **Early Reading** (80 episodes – around 15 minute per episodes) This teaches phonics, phonemic awareness, fluency, vocabulary, and beginning comprehension skills.
2. **Reading Comprehension** (50 episodes - around 20 minutes per episode) This teaches comprehension skills including the 4 key question types: 'find fact', 'clue words', 'mostly about' and 'vocabulary'.
3. **Advanced Reading Comprehension** (50 episodes – around 20 minutes per episode) This teaches pupils to apply the key reading comprehension strategies across a variety of text types and includes key vocabulary.

Your child will complete a placement test to place them at the most appropriate starting point based on their reading ability. The following ten steps explain how to access our training and support materials so you can help your child to use Headsprout at home:

STEP 1: Ensure you have all the correct documents before you get started

STEP 2: Use your child's hwb email to access the resources on the Google Classroom

STEP 3: Choose the device your child will use.

STEP 4: Getting started on the programme.

STEP 5: How to listen to and use the stories in Headsprout Early Reading.

STEP 6: How to access and use the Star Zone.

STEP 7: How to listen to and score the benchmark stories.

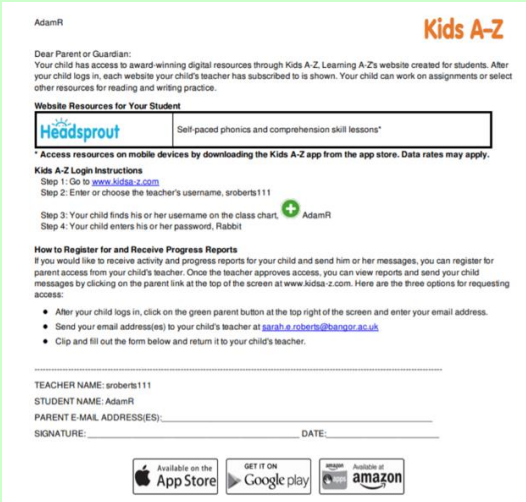**STEP 8**: How to read messages from Headsprout and school staff.

STEP 9: How to complete the fluency building activities.

STEP 10: How can parents help?

STEP 1

Ensure you have all the correct documents before you get started.

The school will send you these documents:

Document	Visual guide
1. This letter (with links to the hwb network and all training videos)	
2. Headsprout parent letter (explaining how to login)	
3. Your child's login card (school username, child's username and child's password)	
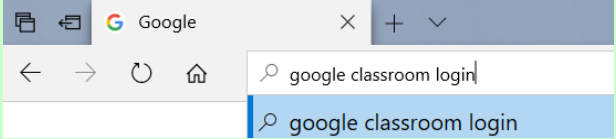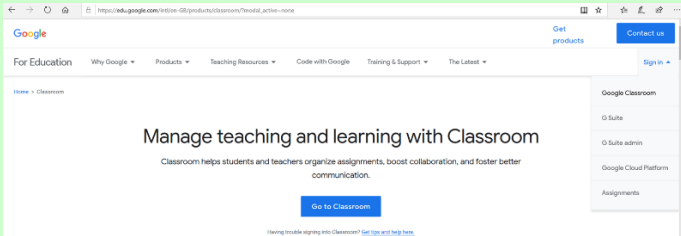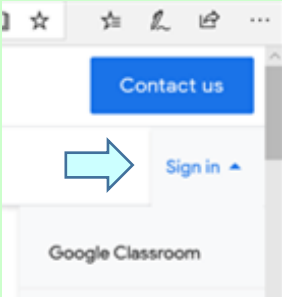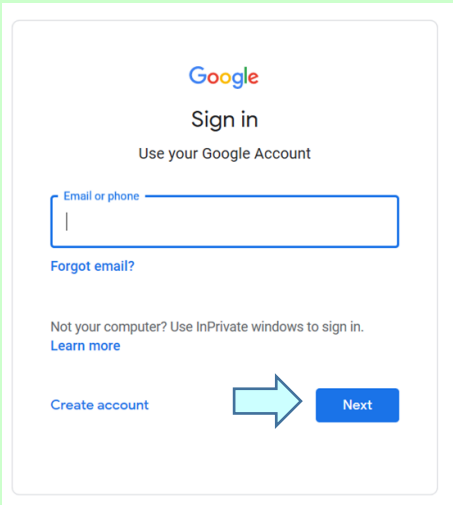
STEP 2

You will need to use your child's hwb email to access the resources on the Google Classroom.
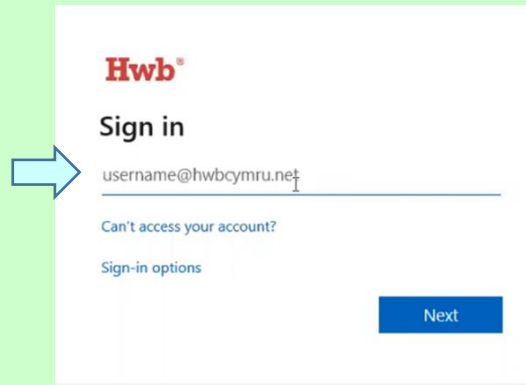
Follow this video guide to show you how to login to our Google Classroom and access our 'how to' guides and other resources:

https://youtu.be/ZW4IKVfvi3w

See the step-by-step guide below:

Step-by-step guide	Visual guide
1. Enter *google classroom login* in the website address bar then press enter	
2. You are now on the Google classroom login page CLICK 'Sign in' Then CLICK 'Google Classroom'	
3. Enter your child's hwb email CLICK 'Next'	
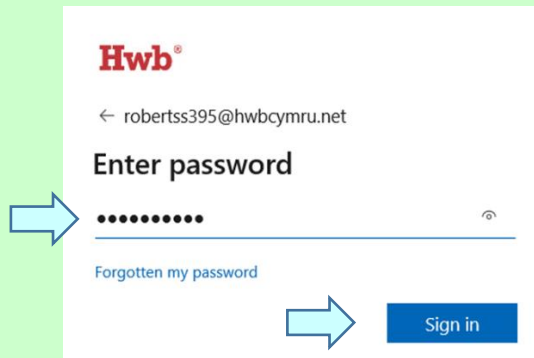
4. It will ask you to enter your child's hwb email again on the hwb site	**Hwb®** Sign in → username@hwbcymru.net Can't access your account? Sign-in options Next
5. Enter your child's hwb password Then CLICK 'Sign in'	**Hwb®** ← robertss395@hwbcymru.net **Enter password** → •••••••••• Forgotten my password → Sign in
6. You are now in your child's Google Classroom CLICK the '+' sign Then CLICK 'Join class'	☐ ☆ ⋆≡ ℓ ➦ … → + ⠿ S → Join class Create class
7. Enter the Google Class code **3zlamft** Then CLICK 'Join'	Join class Ask your teacher for the class code, then enter it here. Class code → 3zlamft ✕ → Join
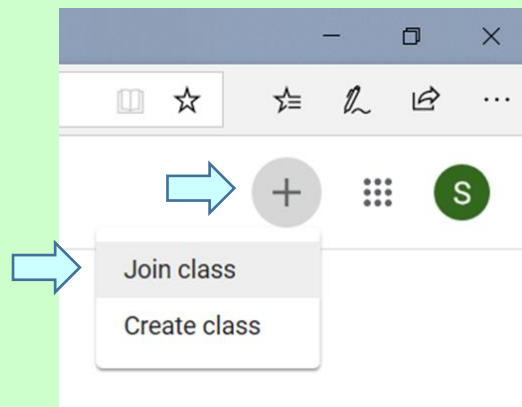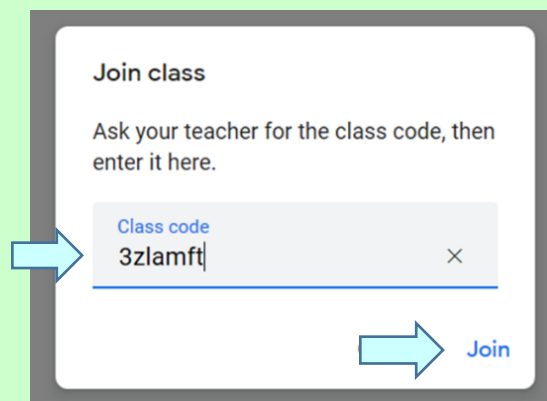
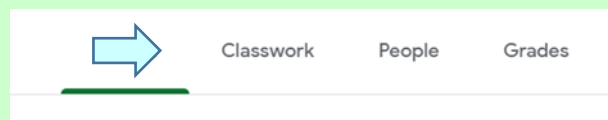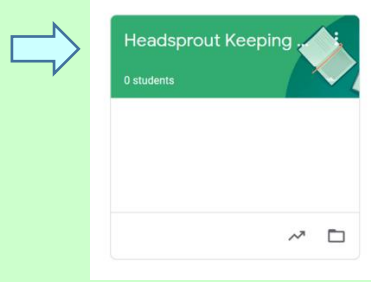|	
8. You are now a member of the *Headsprout Keeping Pupils Reading* Google Classroom CLICK the *Headsprout Keeping Pupils Reading* Google Classroom	Headsprout Keeping ... 0 students
Then	Headsprout Keeping Pupils Reading Project Stream Classwork People Grades **Headsprout Keeping Pupils Reading Project** Class code 3zlamft
CLICK 'Classwork'	Classwork People Grades
9. Here you will see a list of folders CLICK the folder you need	Fluency building resources Posted Apr 30 Benchmark Assessment resources Posted Apr 29 Technical issues FAQ sheet Posted Apr 29 Headsprout at a glance guides Posted Apr 29 Getting started - project information letter w... Posted Apr 29
Then CLICK 'View materials'	HS_fluency_building_aft... View material
Then CLICK the material you want to open Please follow the step by step video guide: https://youtu.be/ZW4IKVfvi3w	Fluency building resources Posted Apr 30 Fluency building sheets (episode 10 to 80) AND At a glance guide to fluency building HS_fluency_building_aft... PDF HS_fluency_building_aft... PDF HS_fluency_building_aft... PDF HS_fluency_building_aft... PDF HS_fluency_building_aft... PDF HS_fluency_building_aft... PDF View material
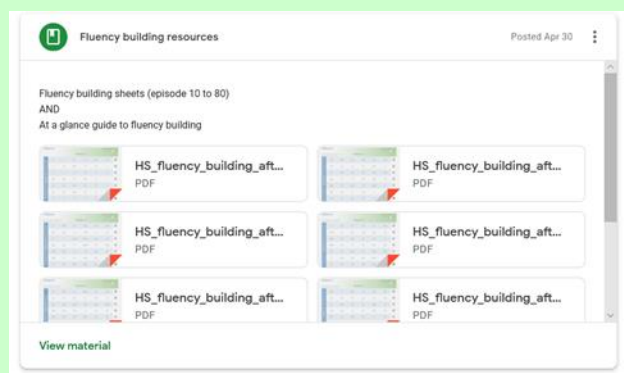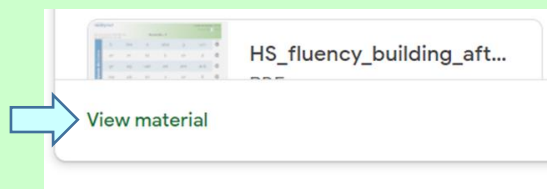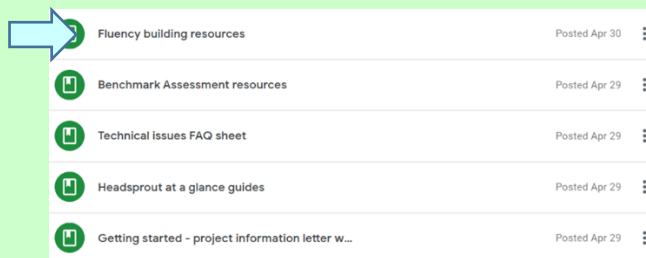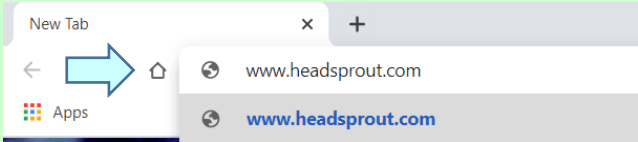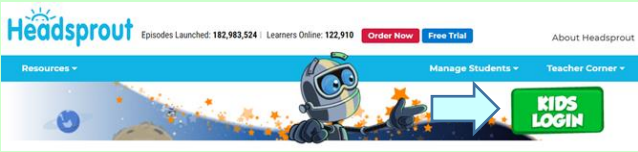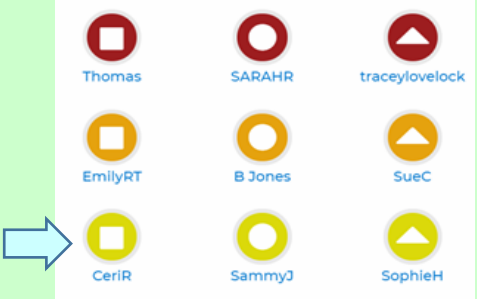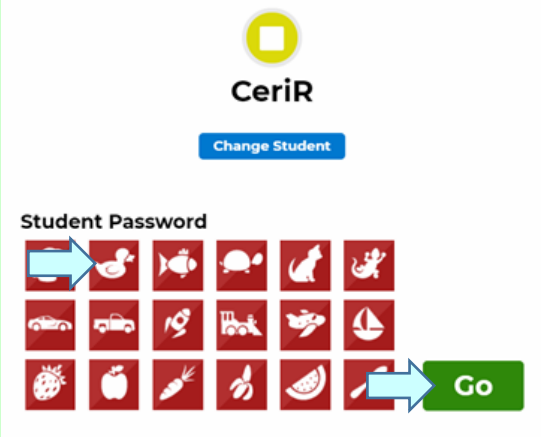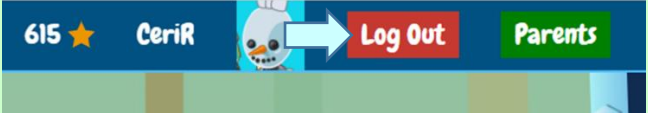
STEP 3

Choose the device your child will use.

Follow the instructions below if you are using a **laptop or a computer.**
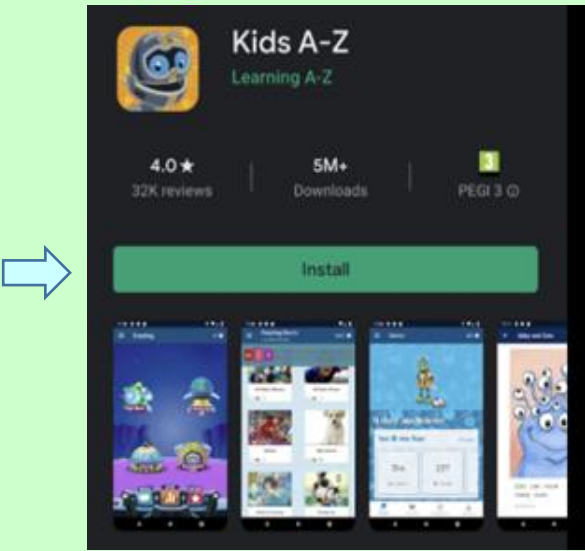
See the step-by-step guide below:

Step-by-step guide	Visual guide
1. Type www.headsprout.com in to the webpage address bar	
2. You are now on the Headsprout home page CLICK 'Kids login'	
3. Enter the Teacher username Then CLICK 'Go'	
4. You can now see a list of names CLICK your child's name and icon	
5. You can now see a list of pictures CLICK your child's picture(s) password OR Type in the text password Then CLICK 'Go'	

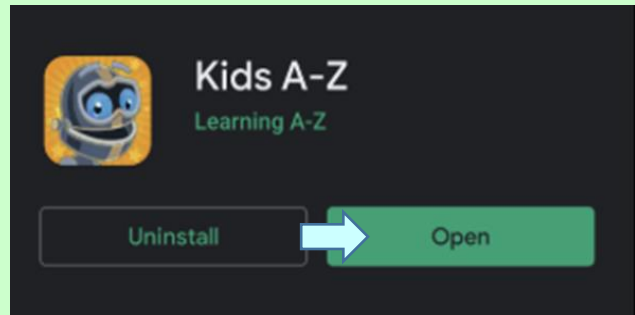| Step-by-step guide	Visual guide
6. You are now on your child's Headsprout home page CLICK the 'Headsprout' tree house to start an episode CLICK 'Book room' to read more books CLICK 'Messages' to read messages from Headsprout or school staff CLICK 'My stats' to see how many stars your child has earned and how many they have to spend CLICK 'Star zone' to spend the stars on the Avatar Builder or Raz Rocket	
7. Once your child has finished CLICK 'Log out'	

Follow the instructions below if you are using the app on a **tablet or phone.**

See the step-by-step guide below:

Step-by-step guide	Visual guide
1. Search and install *Kids A-Z* on your App store CLICK 'Install'	

2. You have now installed the *Kids A-Z* app on your device CLICK 'Open'	**Kids A-Z** Learning A-Z Uninstall Open
3. Enter the Teacher username Then CLICK the green arrow	**Kids A-Z** Teacher Username →
4. You can now see a list of names CLICK your child's name and icon	**Choose your icon** ＋ ★ ♥ SamH sam.w LlinosG ■ ● ▲ CeriR SammyJ SophieH
5. You can now see a list of pictures CLICK your child's picture(s) password OR Type in the text password Then CLICK 'Go'	**CeriR** CANCEL →
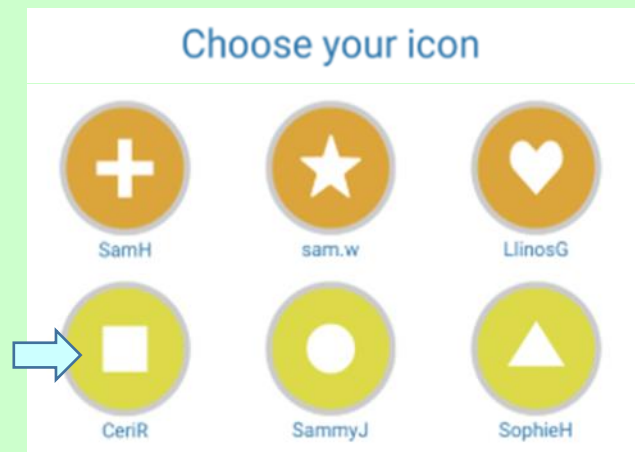
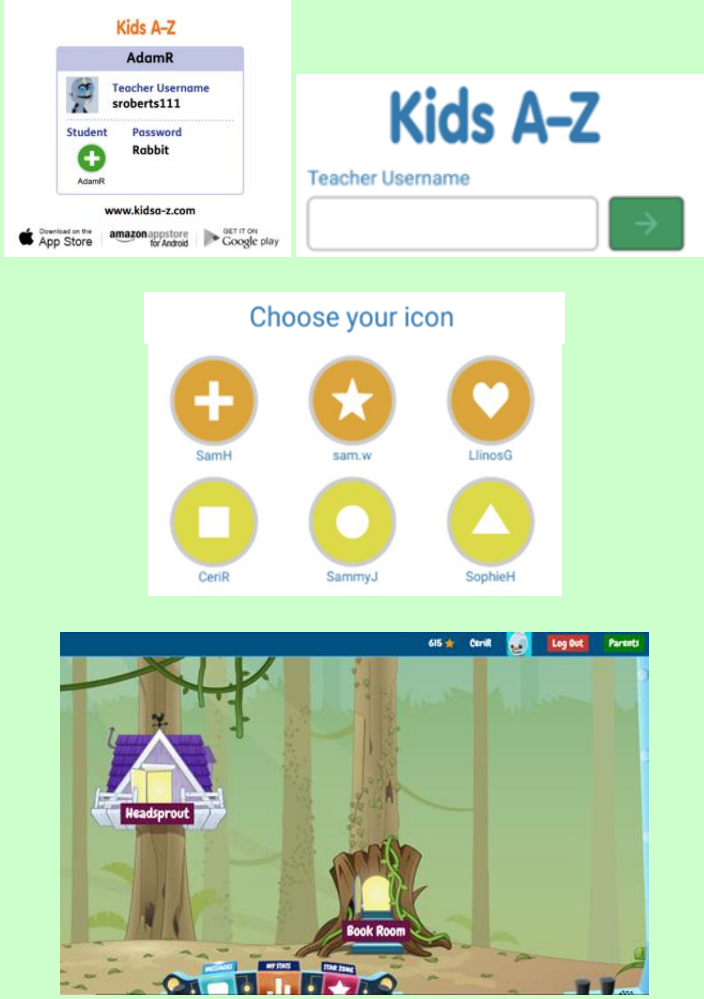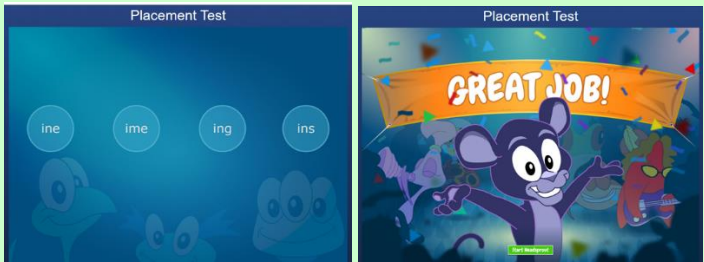|	
6. You are now on your child's Headsprout home page CLICK the 'Headsprout' tree house to start an episode CLICK the 'Book room' to read more books CLICK 'Messages' to read messages from Headsprout or school staff CLICK 'My stats' to see how many stars your child has earned and how many they have to spend CLICK 'Star zone' to spend the stars on the Avatar Builder or Raz Rocket	
7. Once your child has finished CLICK the three lines at the top left of the screen Then CLICK 'Log out'	
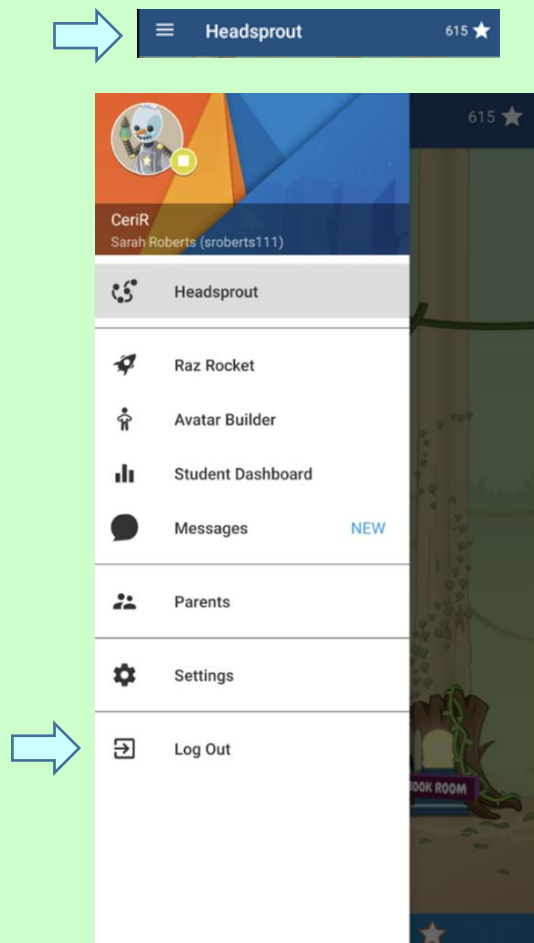
STEP 4

Getting started on the programme.

Follow instructions on the how to get started on Headsprout in the 'Headsprout at Home' video:
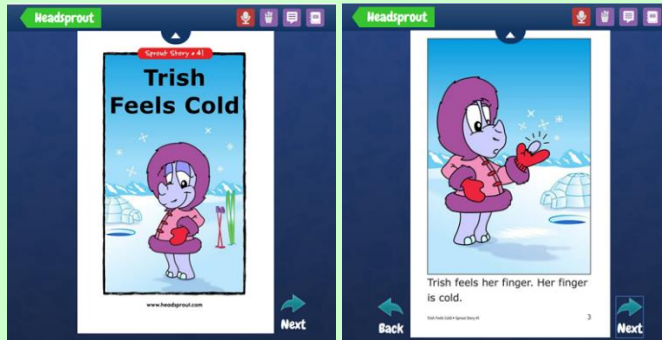
https://youtu.be/yWiVaLJEd7g

Please note: Step-by-step guide points 1 to 8 are a brief summary of ALL the parts to complete. For more information please see the relevant steps (shown in bold) further down the page.

See the step-by-step guide below:

Step-by-step guide	Visual guide
1. Help your child to login	
2. Sit with your child whilst they complete the episode (the first episode will place them at the correct episode for their reading ability)	

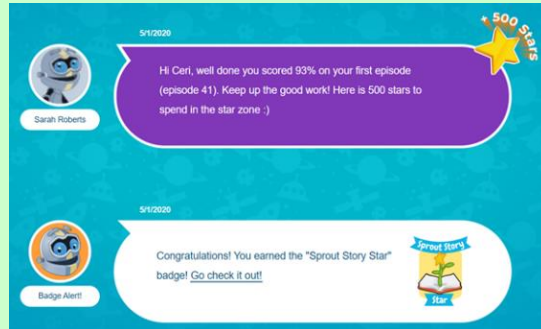|	
3. Listen to your child read the story that comes up automatically at the end of each episode (once they have reached episode 5 in Early Reading) **SEE MORE INFORMATION IN STEP 5**	
4. Encourage your child to read more books in the book room (50 stars are rewarded for every book read) **SEE MORE INFORMATION IN STEP 5**	
5. Encourage your child to visit the 'Star Zone' to spend the stars they have earned (by completing the episode and reading the books) **SEE MORE INFORMATION IN STEP 6**	
6. Listen and score every benchmark story (after every 10ᵗʰ episode) **SEE MORE INFORMATION IN STEP 7**	
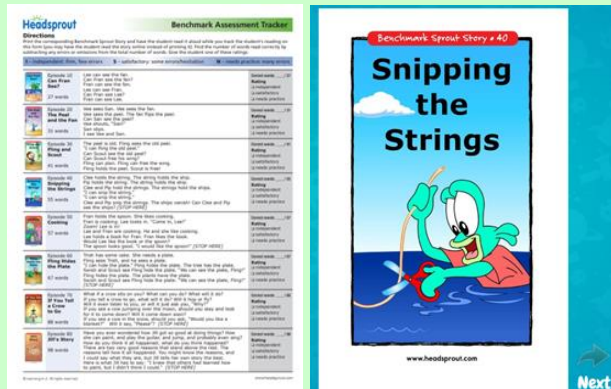
7. Read messages from school staff (telling you the episode scores and any practice needed) **SEE MORE INFORMATION IN STEP 8**	
8. Complete any fluency building or reading practice the school staff ask you (through messages) to do **SEE MORE INFORMATION IN STEP 9**	

STEP 5

How to listen to and use the stories in Headsprout Early Reading.

Follow the instructions on the 'How to use the stories in Headsprout Early Reading' video:

https://youtu.be/SumdQc2RX1U

See the step-by-step guide below:

Step-by-step guide	Visual guide
1. Listen to your child read the story that comes up automatically at the end of each episode (once they have reached episode 5 in Early Reading)	
2. Follow the steps on the '*At a glance guide to stories*' document - *Use as an opportunity to monitor your child's progress between benchmarks* - *Be consistent in the way you help* - *Encourage your child* - *Print some out*	

STEP 6

How to access and use the Star Zone.

Follow the instructions on the 'How to get started on Headsprout, 'Headsprout at home' video:

https://youtu.be/yWiVaLJEd7g

See the step-by-step guide below:

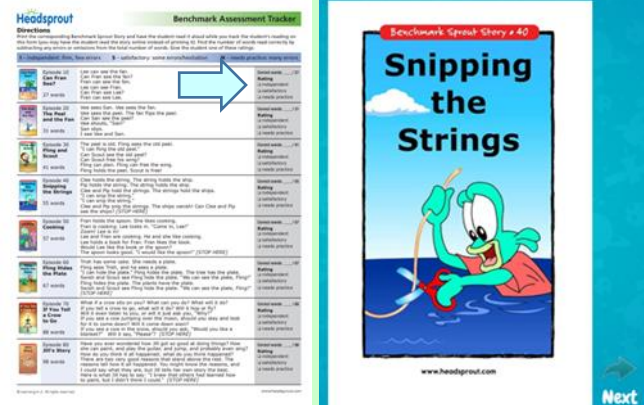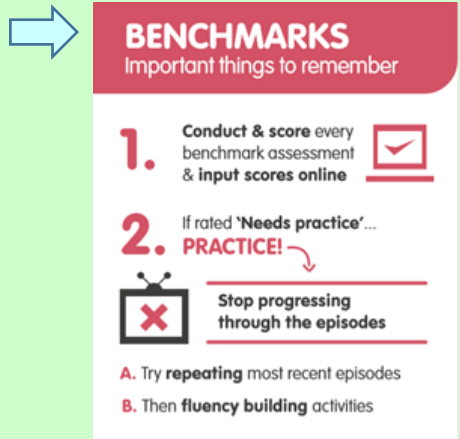| Step-by-step guide	Visual guide
1. Encourage your child to visit the 'Star Zone' to spend the stars they have earned (by completing the episode and reading the books) CLICK 'Star zone' On your child's Headsprout homepage	
2. The star zone is split in to two games: Avatar builder and Raz Rocket	

STEP 7

How to listen to and score the benchmark stories.

Follow the instructions on the 'How to conduct the benchmark assessments' video:

https://youtu.be/mOCkrVGFKzs

See the step-by-step guide below:

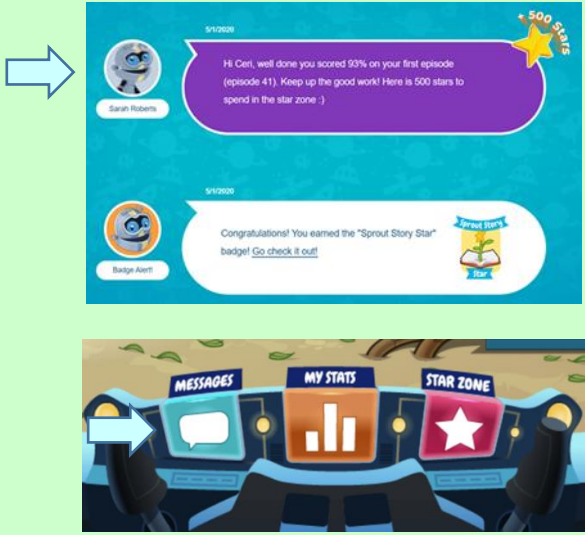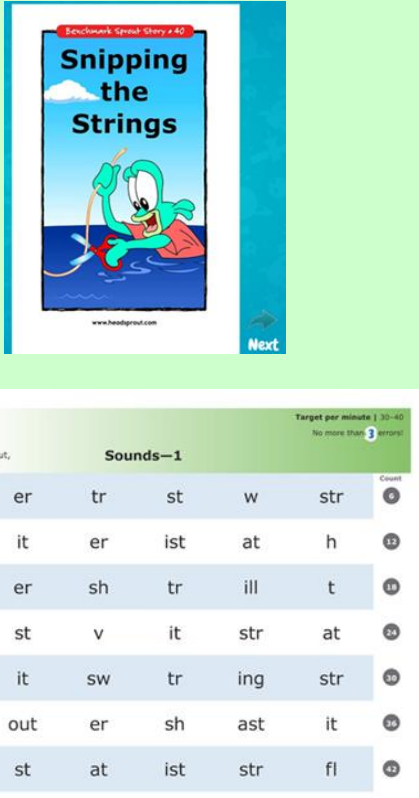| Step-by-step guide	Visual guide
1. Listen and score every benchmark story (after every 10th episode) FILL IN the Benchmark Tracker or make a note of your child's score and pass this on to school staff	
2. Follow the steps on the 'At a glance guide to benchmark assessments' document - *Conduct and score every benchmark assessment (school staff will input scores online)* - *If rated 'Needs practice' try to practice and STOP progressing through the episodes* - *Try repeating most recent episodes* - *Then try the fluency building activities*	

STEP 8

How to read messages from Headsprout and school staff.

Follow the instructions on the how to get started on Headsprout in the 'Headsprout at home' video:

https://youtu.be/yWiVaLJEd7g

See the step-by-step guide below:

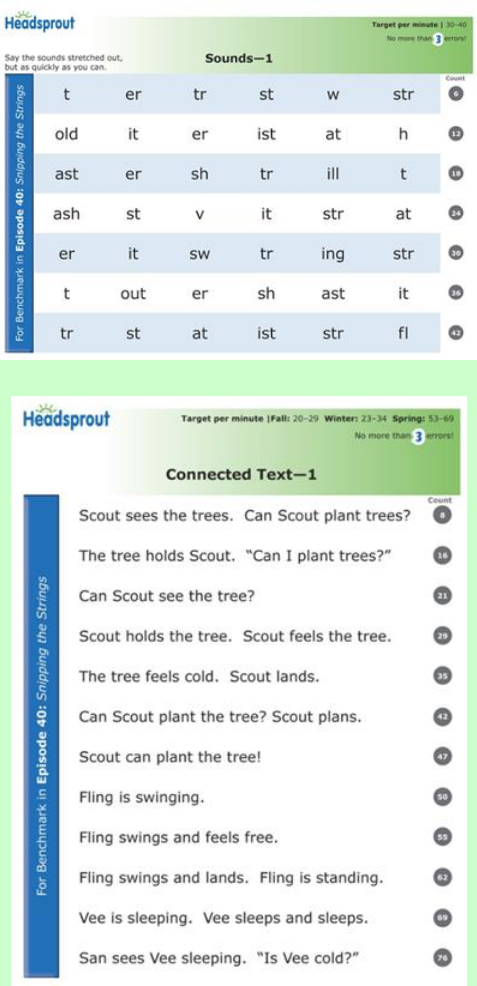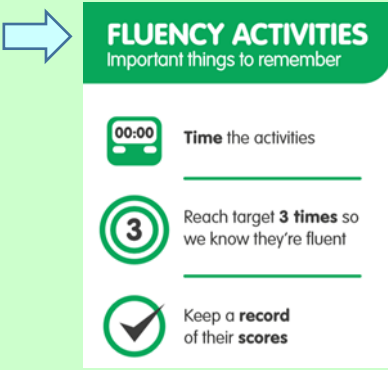| Step-by-step guide	Visual guide
1. Read messages from school staff (telling you the episode scores and any practice needed) CLICK 'Messages' on your child's Headsprout homepage to view messages	
2. Follow the steps suggested by school staff For example: - *Move on to the next episode* - *Repeat the same episode (school staff will update this)* - *Practise reading the most recent story* - *Complete fluency sheets*	

STEP 9

How to complete the fluency building activities.

Follow the information on 'How to conduct Fluency Building for Headsprout Early Reading' video:

https://youtu.be/8JnQ4ejIDWk

See the step-by-step guide below:

Step-by-step guide	Visual guide
1. Complete any fluency building or reading practice that is suggested (see messages from the school)	
2. Follow the steps on the *'At a glance guide to fluency building'* document - *Time the activities* - *Reach target 3 times so we know the child is fluent* - *Keep a record of their scores*	

STEP 10

How can parents help?

We hope parents will be able to:

- ➢ Help their child complete 3 sessions per week
- ➢ Sit with their child when completing the episodes
- ➢ Listen to their child read after every episode

It would be very helpful if parents could also:

- ➢ Listen and score each Benchmark Assessment (after every 10th episode)
- ➢ Conduct Fluency Building if/when required
- ➢ Communicate with school staff through messages on Headsprout or through email e.g. episode percentage scores, benchmark scores and/or whether a child needs to repeat an episode or conduct the fluency building

We hope this guide helps you deliver Headsprout at home so that we can all help *Keep Pupils Reading*!

Best wishes

Sarah Roberts Reading Research Support Officer, Collaborative Institute for Education Research, Evidence and Impact (CIEREI) School of Education & Human Development Bangor University.	Dr Richard Watkins Research and Evaluation Lead Regional School Effectiveness and Improvement Service for North Wales (GwE). Collaborative Institute for Education Research, Evidence and Impact (CIEREI),