

1st October 2020

Dear parents and carers of pupils in Reception,

In order to ensure we can provide the best home learning provision for your children in the event of a local lockdown or them having to isolate at home, this term we are introducing Google Classroom for all year groups in the school. Using Google Classroom is a new venture for our school and ordinarily we would provide parent workshops for each year group in order to showcase this new platform and answer any questions. Unfortunately due to COVID 19 we are unable to facilitate this so we hope the information contained in this letter and on our website will help the introduction go as smoothly as possible. We are aware there may be some teething problems so please let us know your feedback so we can make any necessary adjustments where possible and support you as best we can.

Logging In to Google Classroom

Reception children will be given their login details in the front of their reading record books, which they are able to take home in order for you to access their tasks from home where necessary. If you need support logging into your child's Google Classroom from home then please refer to the 'Parents' Guide to Google Classroom' Powerpoint which you can find on our website:

<https://www.branfil.com/home-learning/covid-19/>

If your child does not bring their login home then please email their teacher in order to receive their login.

How will we use Google Classroom?

As of the 5th October, Google Classroom will be used in the following way for Reception children:

- a) **To set weekly homework:** This will consist of one task per week linked to an area of your child's development. This homework is not compulsory however we do recommend that children engage with it as it will help them to navigate Google Classroom more easily in the event of a lockdown or the child needing to isolate.
- b) **To set daily classwork in the event of a lockdown or a child/ren needing to isolate:** In the event of children being unable to attend school due to lockdown or isolation, teachers will provide a daily lesson for Phonics, and Maths. The lesson content will be in the form of a Google Slides presentation or online video and the task format will vary from day to day.
- c) **Activity packs:** Each half term two activity packs will be uploaded. In the event of a local lockdown or isolation your child can work through one pack a week.

If you are experiencing difficulty with Google Classroom, we would suggest the following routes in this order:

- 1) Access the 'Parents' Guide to Google Classroom' presentation on our school website
- 2) Access the Google Classroom help centre by searching 'Google Classroom Help' into the Google search engine
- 3) Contact your class teacher using the year group email – however please remember that our teachers are also getting to grips with this new technology and are not yet 'experts'.

We appreciate your understanding and support with another new development at our school. We are constantly striving to offer the best provision we can to both your children and yourselves as parents and carers.

Best regards,

Mr Fielder