

1st October 2020

Dear parents and carers of pupils in years 1-6,

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

During the first three weeks of school this term all children from years 1-6 will have had the opportunity to login to their Google Classroom and complete the first task set by their teacher. They will have been given their login details which they are able to take home in order to access tasks from home where necessary. If your child needs support logging into their 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 at Branfil Primary School:

- a) **To set weekly homework** linked to what the children are learning in class. This will consist of one task per week which will be on rotation between English, Maths and a foundation subject. 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 English, Maths and one foundation subject. 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 using one of the Google Apps (Docs, Forms, Slides, Sheets).

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