MANFORD
PRIMARY SCHOOL

Head Teacher: Mrs J Donnelly

Friday 25th Sept

Google Classroom
Home Learning made simple

Dear Parents/Carers

As a school we have decided to start using 'Google Classroom' to access learning whilst at home. It will be used every week for homework and messages. Google Classroom will also be used to support any child that has to remain at home while self-isolating. If your child is self-isolating you will be contacted by the school to inform you that daily home learning will be in your child's Google Classroom ready for you to access.

What is Google Classroom?
Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, lesson notes, PowerPoints, diagrams, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chromebooks, tablets or mobile phones.

Please read the attached *'Parent Guide to Google Classroom'* on how to get started this week by accessing your child's spellings and homework takeaway menus. As the weeks progress, more will be uploaded to the classroom.

Children have been shown in class what their 'Google Classroom' looks like, so please waste no time by logging in with your child's unique username and password. This will be sent in a separate email and will consist of an email address and password.

If you have any problems with access please email your child's year group on the following email addresses:

Email address	Teachers
reception@manfordprimary.co.uk	Mrs Krish, Mrs Allaway & Mrs Matthews
Year1@manfordprimary.co.uk	Mrs Schooling & Miss Payne
Year2@manfordprimary.co.uk	Ms Clarke, Miss Wrightman & Mr Wilson
Year3@manfordprimary.co.uk	Miss Connolly & Miss Chaudhry
Year4@manfordprimary.co.uk	Mrs Gillings & Miss Mandel
Year5@manfordprimary.co.uk	Ms Miah & Mrs Fontaine
Year6@manfordprimary.co.uk	Mrs Loma, Mr Wellsman,Miss Colman & Mrs Adjeyman
All other enquiries send to:	admin.manford@redbridge.gov.uk

Mrs L James
Assistant Headteacher

WEBSITE: www.manfordprimary.co.uk
MANFORD WAY CHIGWELL ESSEX IG7 4BX
TEL: 020 8500 2143

A Parent Guide to Google Classroom

Google Classroom

What is Google Classroom?

Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, lesson notes, PowerPoints, diagrams, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, chromebooks, tablets or mobile phones.

What is G Suite for Education?

G Suite for Education is a set of Google apps: Docs, Sheets, Slides, Drive, Classroom, Calendar, and more designed with intelligent features that make work easier. It is a suite of tools that can help increase opportunities for critical thinking, communication, collaboration, and creativity, all while supporting the learning. **Gmail will not be enabled** for children at this time. G Suite for Education tools are: **free**, **ad-free** , **reliable** and **secure** . These tools are already used by millions of pupils in schools around the world. There is no cost to use this service, but the best thing is that these tools are relevant to pupils, easy to use, and open doors to many new ways to learn.

Username & Password

Each child has a unique username and password to log on to their own class in Google Classroom. A separate email will be been sent to you with this information for your child/children.
Children sign in with their email address eg harrys@manfordprimary.co.uk and their password.

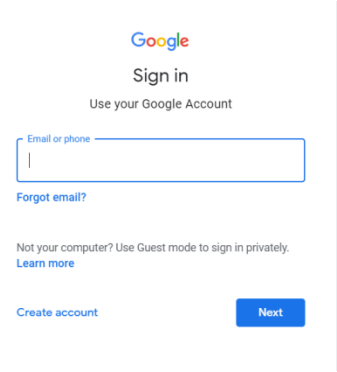
If you need any help with this please email your year group (see above).

Accessing Google Classroom

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com

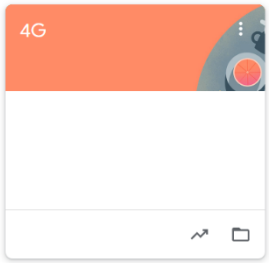
To sign in

1. Your child should enter their username/email address (see separate email).

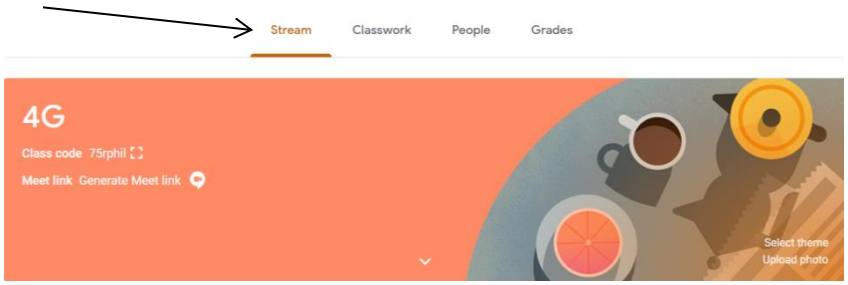


2. Now, enter their unique password and click next.

3. Click on the class title to enter the classroom.



You will see the following options as tabs across the top of the page:



Stream
This is where your child will see posts from their teachers. Posts may contain links to websites, classwork set by your child's teacher or simple communications between all the members of the class. Posts are always monitored by your child's teacher, as are any accompanying comments made by individuals, so we ask that children only use this feature if they are asking a question about their work or responding sensibly to a post.

Classwork
This is where your child will access homework/curriculum content set by the teacher. **This is the best way of accessing the content** set rather than having to worry about searching on the Stream.

Any curriculum content added will be in the form of a Google Doc, Google Slide or other Google Suite app (If you are using a tablet, you may be required to download additional free apps) as this will allow the children to edit and hand in their work individually to the teacher.

There may also be links to access, sometimes PDF documents eg for spellings, homework menus etc.

How will Google Classroom be used for weekly homework?

Homework will be added every Friday, this will consist of:

- Instructions of tasks to complete in the CGP books, MyMaths and TT Rockstars
- Weekly/termly spelling lists
- ½ termly Topic Takeaway menus

Tasks that are set to be completed online via the google apps eg in google sheets will be assessed by a teacher who will be able to see your child's progress and support them where necessary by adding comments to the children's work.

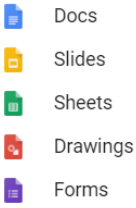
How will Google Classroom be used if your child has to isolate/a year group bubble has to isolate?

<u>Your child will be assigned daily learning/tasks linked to the curriculum being taught in school</u>

- A suggested daily timetable will be provided in PDF

You don't have to stick to the suggested timetable rigidly as we understand that managing working from home and supporting children with home learning is a difficult juggling act, but we think this is a useful guide to help you and your child manage their time.

- At least 4 lessons per day which will comprise of online lessons from Oak academy, a DFE recommended site
- Online lessons will involve the children taking part in quizzes, learning new content from a qualified teacher and activities to embed learning
- BBC Bitesize may also be used and additional resources
- Some assignments will need to be completed using the following google apps
- Due dates will be set and work is to be submitted
- Contact time with the teacher (if a whole bubble is in isolation)



If your child is finding a piece of work difficult, they can post a comment using the private message function at the right hand side of the screen to message the teacher.

Please note that teachers are working in school with their class of children during the week, unless the whole year bubble is isolating. If this is the case, teachers will be working from home and messages will be responded to more quickly.

Year group teams will work together and may share work across more than one classroom.

It is important that your child engages with home learning. If they aren't, we will use the following strategies to provide additional support:

- Phone call home
- Home learning pack delivered, if Google Classroom cannot be accessed

Support for using Google Classroom at home

Useful information

If you have any questions or comments regarding Google Classroom please email your child's year group email.

- Gmail has been turned off so children cannot email each other or the teacher directly.