



2nd October 2020

Dear Parents/Carers,

Google Classroom (including Google Meet) is a secure learning network for teachers, students and schools to use as an educational tool. It is strictly for educational purposes and is one of the two Government approved providers for remote learning. It provides a safe way for us to teach, share content and receive pupils completed work. It can be accessed online, through any desktop or mobile devices with Internet capabilities—including iPhone, iPad and Android devices.

As part of our continuing commitment to supporting pupils during any future class or school closure, we have now received the long awaited Government training to implement Google Classrooms for Year 2 to Year 6 only. **This will now replace Padlets from week beginning 5th October for these year groups should your class close, if all goes to plan!**

Children have been set up with an account which consists of their username (this may look like an email address but it is not) and a password which will have been communicated to you. **Please contact the office or email office@bps.sandwell.sch.uk for log in details for your child if you have not received them.**

If you do not have the internet and your class goes into isolation the school will provide alternative work e.g. paper base. **The remainder of this letter will not apply to you.** If your however your circumstances change, please contact the school.

Instructions for download and access

Google Classroom can be accessed through a free App either on the Apple Store or Google Play on both Apple and Android devices as well as through internet web browsers as a website on laptops or desktops. Google classroom operates best in Google chrome browser.

If accessing on the internet on a laptop or desktop, type in *classroom.google.com* into the address bar or use the link on the schools website next to the yellow home learning button. Children will see a log in screen and will need to enter their username (.....@blackheathprimary.org.uk) and password.

There are 'How to' support sheets and videos on our website to help you too depending on what you are using to access Google classroom. YOU MUST WATCH THESE PRIOR TO LOGGING ON!

The 'stream' which is the front page in Google Classroom, is where teachers' direct children to learning links and websites and would be the best place for children to explore when they first access their classroom.

On the 'classwork' tab, there may also be assignments, quizzes or questions that are set. Clear instructions will explain how to complete each task. Children do not need to save anything anywhere as Google Classroom automatically saves their work which goes into a folder that their teacher can see when they complete and





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submit work. The teacher will then review the work and feedback to your child. Again, there are videos to explain this.

'Google meet' is part of Google classroom and allows teachers to teach your children live. This is one of the main reasons we have moved away from 'Padlets' to provide even higher quality learning remotely. **By accessing 'Google meetings' within 'Google classroom', you are consenting to your child being present, live and online, in this secure environment with their teacher and Peers. All lessons will be recorded for safeguarding. Please be assured 'Google classroom' and 'Google Meet' are very safe and secure for your child to attend and backed by the department for education.** If you do not wish your child to be seen in Google meet but still attend, please deactivate your child's camera. You will see how to do this in the 'How to join a live session' video on our website.

Guidelines for using Google Classroom are as follows:

- As this may use live streaming video and if pupils choose to be visible, should be sat in an appropriate quiet learning location (Not sat on a bed), clothed appropriately (Not in pyjamas).
- Students will be required to use appropriate grammar instead of texting language when completing work.
- The site will be used to discuss or communicate school-related content only.
- Passwords should be kept confidential
- It is an expectation that PUPILS LOG ON FOR LESSONS AT 9:00-10:00am, 11:00am-12:00 and again 1:00pm-2:00pm, (unless specifically notified otherwise) where the teacher will be online to support them. This may be through live screen teaching or task and pre-recorded videos. Where the teacher does not appear live on the screen, teachers may be live on the class email to help still
- If your child cannot attend at these times, all work will remain available on the site and **it should still be completed (and submitted where required) by the end of the school day (3:00pm) please.**
- When a child is present in the lesson, their work should be submitted at the end of that lesson

Safeguarding

- There must be an adult present in the room
- Parents to ensure that the home internet connection is secure
- Parents to ensure age appropriate parental controls/filters are in place before using the electronic device
- Parents are to reinforce the importance of children staying safe online
- Parents to ensure that they are aware of what their children are being asked to do
- Parents to be aware of how to report online concerns/block malicious content etc through websites such as CEOP (accessible on school website)
- Lessons are recorded to ensure safeguarding
- Parents may choose to deactivate the camera function but still allow their child to attend live teaching sessions. (Please note Google meet is secure and encrypted. Only your child's year group peers and





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the class teachers will have access to Google meet. The teacher will always be present in this meeting and administrate it)

If there is an issue with their learning, children can ask their teacher for help and parents can continue to use their class email to contact teachers about learning. Obviously, this is not a chat room, so please ensure your children are asking appropriate questions. The class email we have setup will also remain live to help you if you have an issue and can not use Google Classroom.

Work

There is no expectation to print any of the lessons as work will be completed online.

Please also don't forget the online learning tab on the home page of our website which links you to lots of resources and wider links should you wish for further work.

We hope that your child enjoys engaging with this learning platform and that you continue to work with us during these challenging times.

