

# GOOGLE CLASSROOM GUIDE FOR PARENTS/CARERS



## Accessing 'Google Classroom'

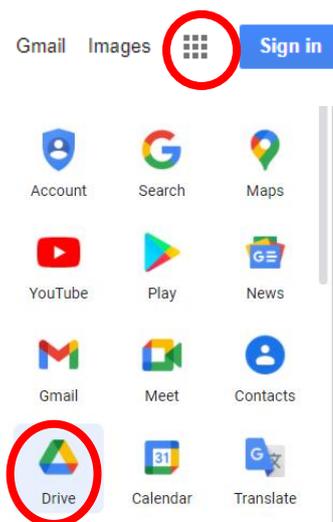
You received an email with your child's username and password for them to keep safe at home. They could write it in the front cover of their home learning book for safe keeping.

Google Classroom also enables teachers to set specific tasks for each child. Children can complete the work, submit it (referred to in Google Classroom as *'turning in'* their work,) and also receive written feedback from the class teacher.

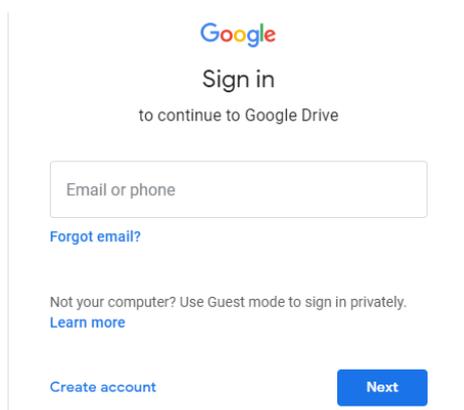
It is entirely web-based and free, so there is no reliance of people having software such as Microsoft Word etc. ***Please note, however, that if your child is using an I-pad, they will need to have 'Gsuite for Education' installed (Google Classroom, Google Drive, Google Docs, Google Slides are the main ones we will be using.) These can all be installed completely free from your usual App store.***

## Getting onto Google Classroom

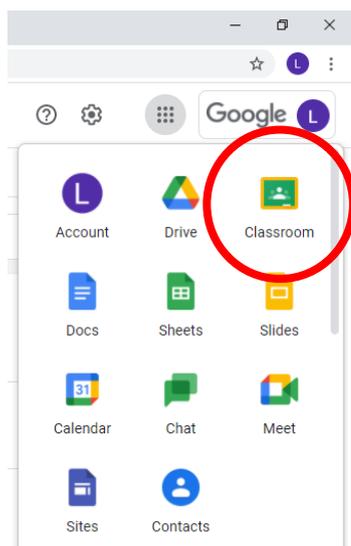
From [google.co.uk](http://google.co.uk), children click on 'the waffle' (the 9 small squares) and select 'drive'



They then log in using their Google username and password.

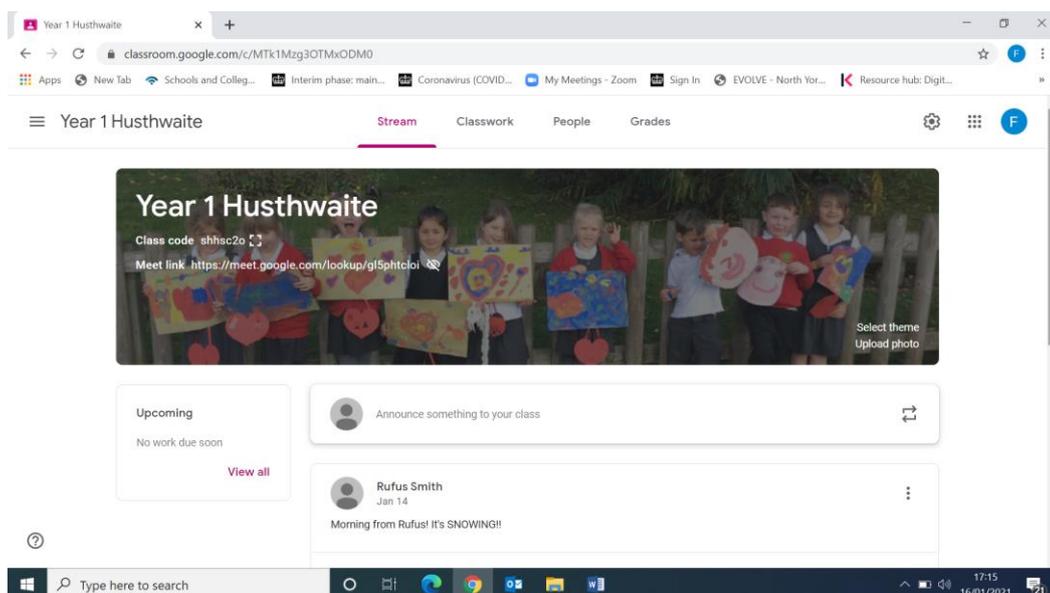


From 'Drive,' the children can then click on the 'waffle' again, and will now be able to access the 'Classroom' app:



Then, you will see the classroom entry button, with your child's class name and their teacher's name. You may also see the title of any assignments due soon. Simply click on the class to enter.

Once in the Google Classroom page, you will see the 'Stream.' This is where messages can be left by the class teacher for all of the class to see. Any upcoming assignments and work to be completed, can also be found here.



### Beginning of the day and end of the day live sessions

Each day, there will be 2 live teaching sessions one at the beginning of the day when the teacher will go over the learning for the day, new concepts will be shared and modelled.

At the end of the day it is an opportunity to share and evaluate learning. Address any problems or misconceptions and celebrate all the children's work.

Additional small group / individual live sessions will also be taking place where required.

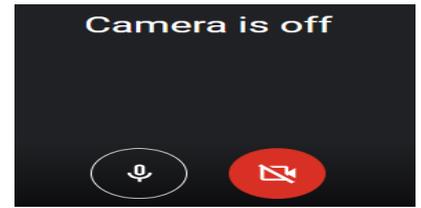
## Ready to join?

To join a “meet” simply click on the link provided to you by your child’s teacher.



It should look a bit like this: <https://meet.google.com/abc-defg-hij>

Press “Ask to join”



Check you have your camera and microphone on. Both should be black if on.

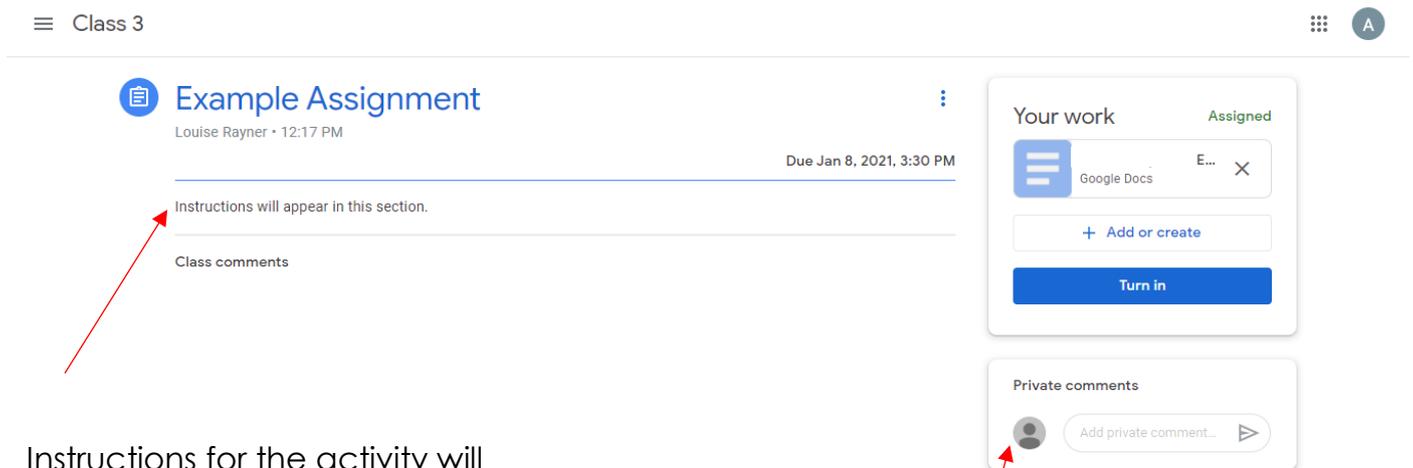
On a Friday Miss Bennett’s Celebration Assembly Zoom is the end of the day/week live meeting.

### Pre-recorded short lessons or stories/class texts

Recordings can be directly viewed to support learning. Children can pause, rewind and play the recorded lessons to be able to get the most out of them. In Class 1 and Byland, children will also be able to access a pre-recorded story.

### Independently led activities. Older children will be set assignments that they can then send to their teachers and will receive feedback on.

The details and resources for any independently led activities can also be found in your child’s class. Older children can add to the ‘stream,’ and should click on an assignment to get more information about it: A list of any work due soon will appear here.



Instructions for the activity will appear here, as well as any file they need to complete (such as Google Docs, the equivalent of Microsoft Word.)

Your child can directly message the class teacher about a particular piece of work, here. No other children can see the ‘private comments.’

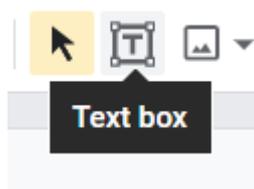
Once the work is complete, they should click ‘**Turn in**’ to send it to the teacher. **Without clicking this, the work is not submitted.**

If needed, the teacher can re-submit any work which needs editing and improving. This can be a normal part of the process in some lessons, so please do not worry if your child is asked to add more information or change something.

## Adding a text box

For maths, we will often use White Rose Maths materials to support learning. At present you cannot type directly onto these. You will therefore need to add a text box onto the PowerPoints so that you can type onto them.

When you have opened the assignment, have read the question and you understand what to do, click



You can then draw this over the current answer box.

The nearest whole number is

Type in your answer.

Google Classroom 'How to...' video clips will also be available to support parents on our school website Remote Learning Page.

## FAQs

### What happens if my child doesn't have access to a suitable device?

If your child has either no access to a device, or only a parent/carer's mobile phone and we have been made aware via the Digital device survey last term, then we will have been in touch with you to offer you a device if available.

Please let us know as soon as possible if your situation has changed or that you are struggling so that we can continue to prioritise the equipment to those most in need.

### What equipment do we need?

A suitable device (not a mobile phone,) to access the internet and be able to clearly watch video clips of no more than 20 minutes long. A sharp pencil, ruler and paper (ideally plain and lined/home learning exercise book, additional books are available in an outside box at both schools, please contact the school office for details.)

Your child should have somewhere quiet and comfortable to work (ideally at a table.)

### Do I need to print anything out?

No, only if you wish too. Work can be done online or straight into your home learning exercise book.

### Is the work optional?

No, work set is compulsory for children who are well enough to learn. The government have made it law that children have access to remote learning. Any children not engaging in and trying to complete the remote learning will be followed up by the class teacher and/ headteacher. We legally have to set 3 hours a day for KS1 and 4 hours for KS2. Apart from live lessons, it is obviously up to you to decide on a daily work timetable that fits in with your individual family circumstances – children love routine! We expect the work to be carried out to the same high standards as in school and to be submitted, when required, by the deadline set by the teacher. Not all activities set will be on Google Classroom as practical work and outdoor learning is important. All daily set activities/ tasks should also be supplemented with reading aloud to develop fluency, spelling practise and times table practise.

### What if my child is on the special educational needs register?

Just as we would in the classroom, your child's teacher will take this into account and provide adjusted learning activities or input. Where appropriate, they may receive slightly different live or pre-recorded lesson input from either the class teacher or teaching assistant. Please speak to your child's class teacher if you have any concerns or questions.

What should I do if my child is unable to take part?

If your child is ill or is unable to access remote learning for any reason, please get in touch with the school office in the usual way.

What should my child do if they find a task particularly challenging?

Your child can use the 'private comment' feature within the assignment, to ask questions and let his or her teacher know about any difficulties. Parents can e-mail class teachers at their class email address or through DoJo.

***Please refer to the following documents on our website for further Remote Learning information:***

*Remote Learning Plan*

*Remote Learning Policy*

*Google Meet Ground Rules*