

A Parent Guide to using Google Meet / Google Classroom

Dear Families,


Staff at Waterfield have been working tirelessly to adapt their planning and to develop our remote learning offer, alongside children who will be in school.

We will be using Google Classroom (which includes Google Meet) and, although we understand that no system can ever replace face-to-face learning, we need to make this new way of learning as effective as possible. Google classroom is a place for your child's teacher to post announcements, set work (assignments) to do, ask questions etc. Pupils can see what work is due and by when, submit their work, post messages etc. Google Meet is part of the Classroom for a 'live' session by the teacher. We will be using Google Classroom to enhance our current practice in the future.

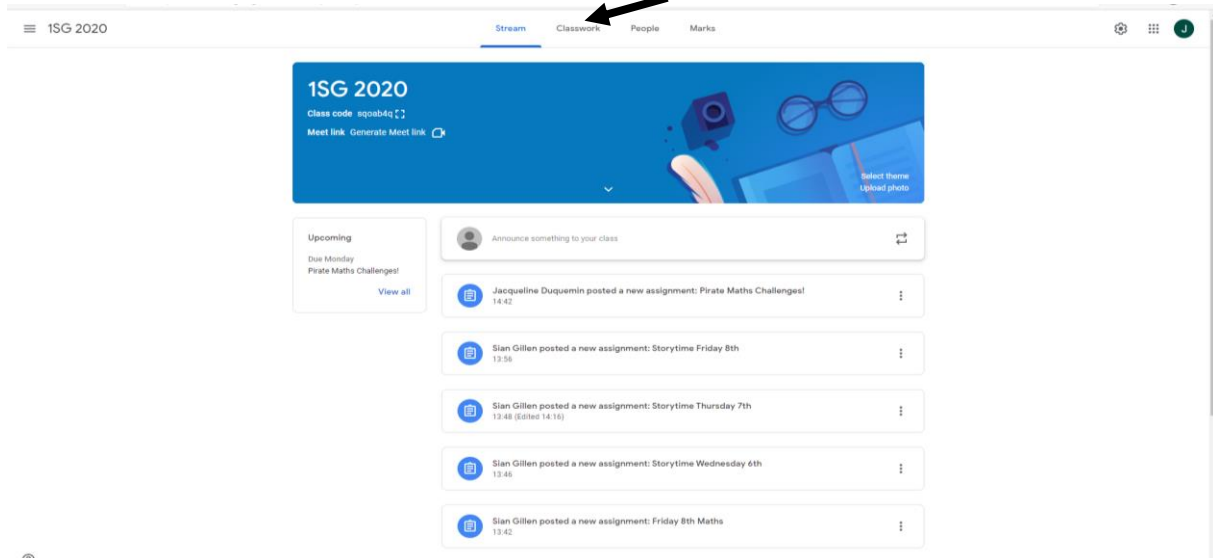
We recognise that every pupil will be completing the work in very different circumstances at home, with many families needing to share a device and parents needing to balance their work commitments alongside the management of the home learning. Therefore, we understand that on occasions, children may not be able to access Google Meet when their teacher is 'live'. However, there are forums on Google classroom where children can leave their teacher a message. Teachers will allocate some time when they will be able to respond to these messages but please be aware, that the teachers will be teaching all day so **do not** expect an immediate response, and sometimes there may not always be time for a personal response. To start we will aim for teachers to be 'live' on Google Meet at least three times a week, but this may differ for different year groups. Please see the Blended Remote Home Learning packs & Dr Hope's Launch letter for further details.

As mentioned in the Blended Learning packs, all pupils are expected to be engaged in learning **for at least 3-4 hours a day** (this may be less for younger year groups and is a rough guide) and it is recommended that they follow the timetable set by their class teacher.

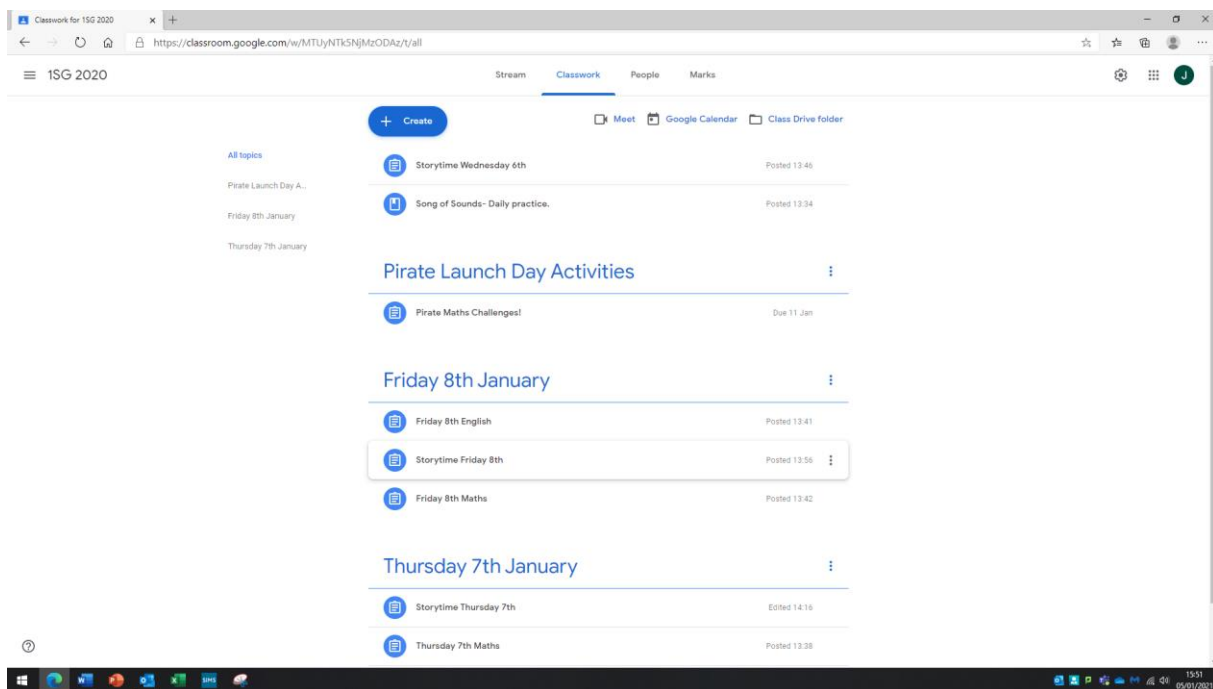
How to access and use Google Classroom

- 1) Click on the Google Chrome browser icon 
- 2) Go to www.classroom.google.com
- 3) Enter email address (will be on the digital card) – this is their username they use to access the school computers with @waterfield.org.uk (don't worry this looks like an email address but it isn't!)
- 4) Enter password (will be on the digital card) – the one they use to access the computers at school
- 5) You then need to click on your current class – it will have 2020 in the title (there may be 'old' classes from previous years)

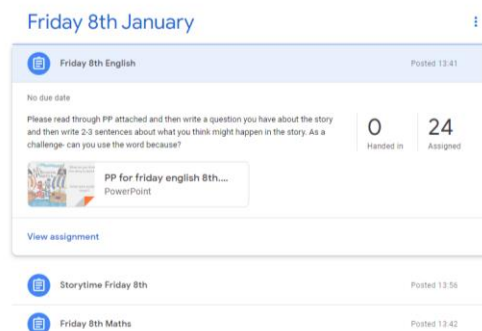
6) The class teacher will have set up assignments for you to complete. Click on to Classwork page.



7) This is an example of the classwork page. It will look different for each year group.



8) When you click on the task/assignments set for that day, this is an example of what you will see.



PLEASE NOTE TASKS CAN BE COMPLETED BUT NOT HANDED IN.

ASSIGNMENTS REQUIRE CHILDREN TO HAND IN WORK. EVEN IF THIS IS JUST READING A STORY IF CHILDREN CLICK HAND IN (WITHOUT UPLOADING ANY PICTURES OF THEIR WORK) THE TEACHER HAS A RECORD THAT THE CHILD ENGAGED WITH LEARNING.

9) Watch Power Point (or video clip) then click on View Assignment to complete task. This will take you to another page. Find your name and complete assignment.

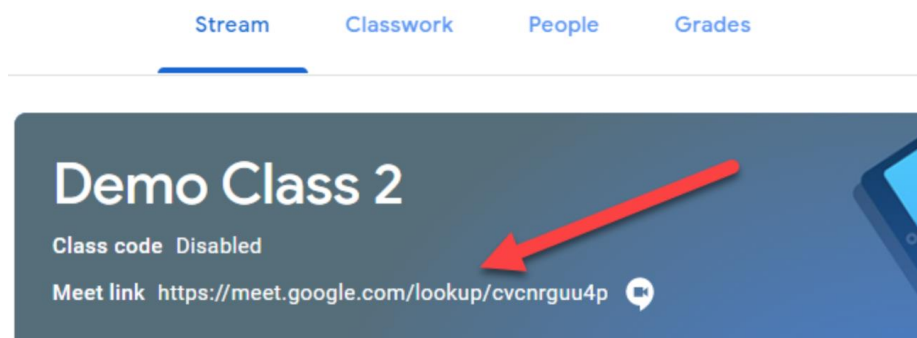
Google MEETS

Safety rules for using Google Classroom / Meet

FOLLOW OUR GOOGLE PROTOCOL SHEET – HOWEVER HERE ARE SOME REMINDERS:

- 1) The adult must be in the room to help the child log on and ensure that they understand what they need to do
- 2) Teachers will remind children to have their microphones on mute unless asked to unmute e.g. to answer their name or a question
- 3) Children must be fully clothed when on Google Meet – not pyjamas. (They can wear school uniform if they wish – which would be great for getting everyone in the mood for learning). Children should not be conducting a MEET in their bedroom.
- 4) Only the child in the class should be on the camera during a Google Meet session – **no siblings**
- 5) The teacher will not carry out 1-1 sessions with children and there needs to be at least three children on each Google Meet for it to continue.
- 6) Ensure that the children are working in a quiet space especially when on Google Meet – no distractions in the background .
- 7) Children must be made aware that the chat function in live meets and in the classwork stream are visible to all and therefore no inappropriate comments will be tolerated.
- 8) SESSIONS must not be recorded due to safeguarding and GDPR

Google Meets will be accessed via a MEET LINK that appears at the top of your class page – children simply click this link and enter the MEET. Children will always need to leave MEETS before the teacher.

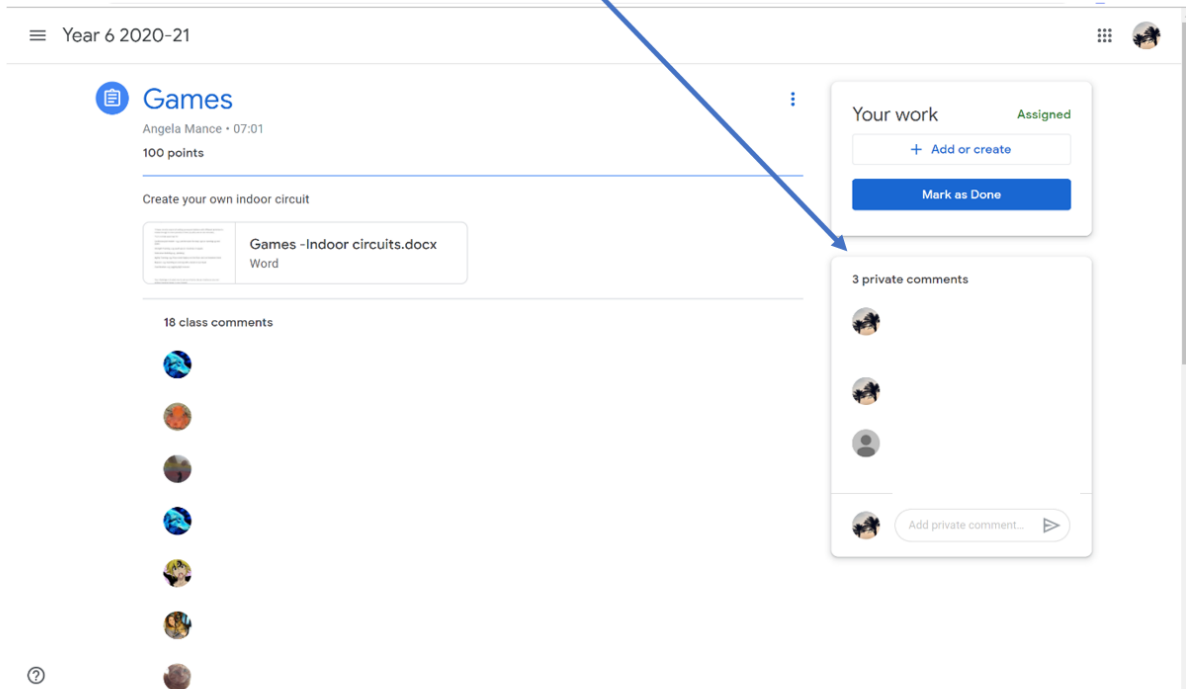


Teachers may also copy the link into set classwork areas if they wish to MEET for a specific lesson.

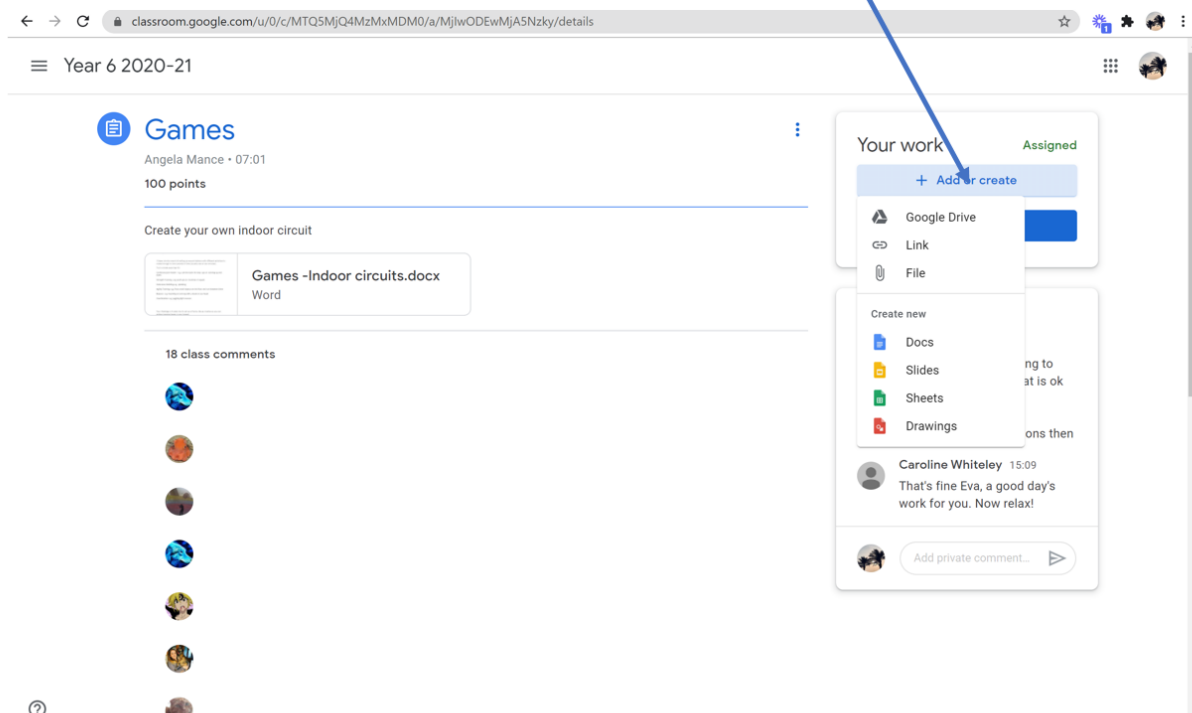
Children should not access any MEETS without the teacher's instruction and at the given time.

Submitting Assignments – HANDING IN WORK – A Quick Guide for when you need...

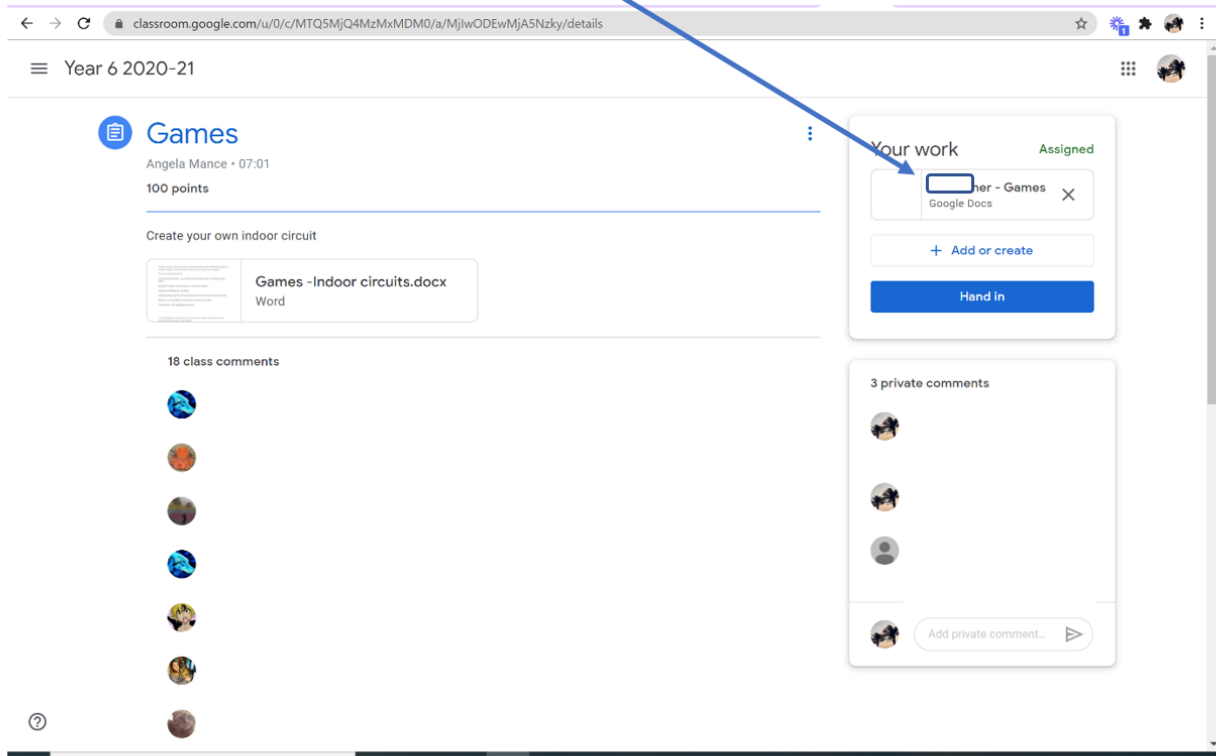
To show that the work is completed, click 'mark as done'. This is for when your child has no work to show, such as for reading tasks.



If your child is required to send some work to their teacher, click +Add or create. You can select a file or image you have saved by clicking on 'File'. Or create a document to complete the work on under 'create new'.



If you have attached work, you will see it here. Now click 'Hand in' on the blue bar and your teacher will be able to see the work.



As this is new technology and a new way of working for us, there may well be teething issues so please have patience as we trial this new system.

Please remember, we understand that you are not your child's professional teacher and therefore we do not expect you to provide the expertise and experience that the school gives. We really appreciate everything you are doing to support your child's learning in these very difficult times, and we want to support you as much as possible. Keeping your child to a structure of learning will help both you and your child and will help greatly with routines once school returns.

Many thanks for your continued support and please stay safe in these difficult times.

SLT at Waterfield Primary School