



St Anne's C of E (Aided) Primary School

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Head Teacher: **Mrs C Middleton B.Ed. AG Dip**

To develop the whole child; spiritually, mentally and physically in a caring, Christian environment through close links to Church and community.

Dear Parent / Carers

Google Classroom

As a school we are committed to ensuring our children can access school work to be completed at home; to support with this we are introducing Google Classroom for Years 2 – 6. Reception and Year 1 will continue to use Tapestry.

Google classroom is a secure learning network for teachers, children and schools. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information. Using Google Classroom allows you and your child to have access to class work at any time and is accessible online through **any digital device with internet access, including mobile phones and tablets**. Through Google Classroom, parents and teachers can monitor the amount of work that pupils have done and ask questions about learning.

Google Classroom is as an educational tool and will be used **strictly for educational purposes**, meaning that:

- Pupils will be required to use appropriate English grammar instead of texting language;
- The site will be used to discuss school-related content only.

Your child will be given a username / login that they can use to log in to Google Classroom. There are two documents with this letter. One is a guide to Google Classroom for pupils and parents, showing how you and your child can log in to Google Classroom and submit completed work. The other is a Pupil Use Agreement for Google Classroom, stating the guidelines that parents and pupils are expected to read and follow. These documents will also available on the school's website under the Home Learning Tab.

In the event of a local lockdown or a group of children needing to be sent home to isolate because of a confirmed case, class teachers will upload home learning (remote learning) on Google Classroom to be ready from the first day of lockdown or isolation. Remote learning will consist of daily lessons including tasks and activities. Google Classroom also has a class noticeboard that teachers will use to give further instructions to pupils, and children will use it to ask their teachers questions.

Soft Launch

So we are well prepared for remote learning to begin, Google Classroom is currently being explored by class teachers and within class teaching time with the children. Class teachers will post messages to their pupils and help pupils to sign in to their Google Classroom for the first time. You can also do this with your child at home, and we recommend you practise this with your child. Each class teacher will communicate with their class about when and how they will set a task.

Screen Time

As Google Classroom is a digital platform, the work we are providing for pupils can be accessed online, and this is the most straightforward way to do it. However, it is still possible for pupils to complete their work in exercise books. Using these might require additional printing or copying from screens, but if screen time worries you, this is a way for you to reduce it. As we are asking pupils to use high quality websites and apps through Google Classroom, screen time is expected and unavoidable, particularly for pupils higher up the school in Key Stage 2.

Continued over

What if I do not have a device to use?

We are mindful that most families at St Anne's have access to a device but we will work with individual families where this is not the case. We will provide a balance of activities that require a device with tasks that require easily accessible household resources. For those of you without reliable online connections or access to devices we will provide home learning packs available as paper copies. These packs will not be produced in large numbers and we encourage you to collect them only if you really need them.

To find out how to send completed work to your child's teacher or if you have any other questions about using Google Classroom, please refer to the attached **Parent and Pupil Guide to Google Classroom / Video Upload**. If you need any support accessing Google Classroom please contact your child's class teacher through the class email.

If accessing on the internet, type in classroom.google.com

Children will see a log in screen and will need to enter their username and password. This information will be given to your child but details of how the usernames are made up, is detailed below.

Username: child's Christian name, initial for their surname, year of class intake@domain name

Intake years:

Year 6	14
Year 5	15
Year 4	16
Year 3	17
Year 2	18
Year 1	19
Reception	20

Domain name: @stannes.school

For example - Gert Pink from Class 4 would have a Username of – gertp16@stannes.school

Generic Password for initial log on is: stannesprimary (all lower case). Your child will be prompted to change their password on first log in.

If you have any questions or problems, please refer to the attached documentation or email your child's class teacher for support.

Thank you for your continued support and cooperation.

Mrs C Middleton
Head Teacher

