Newbridge Primary School

Parent and Pupil Guidance for Safe Remote Learning with Google Classroom

Order of Slides

Please be aware this Powerpoint has Audio. If you would like to hear this, use a PC or download Powerpoint for free onto your device.

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Google Classroom

In the event of whole or partial school closure, year groups will learn remotely from home, using **Google Classroom.**
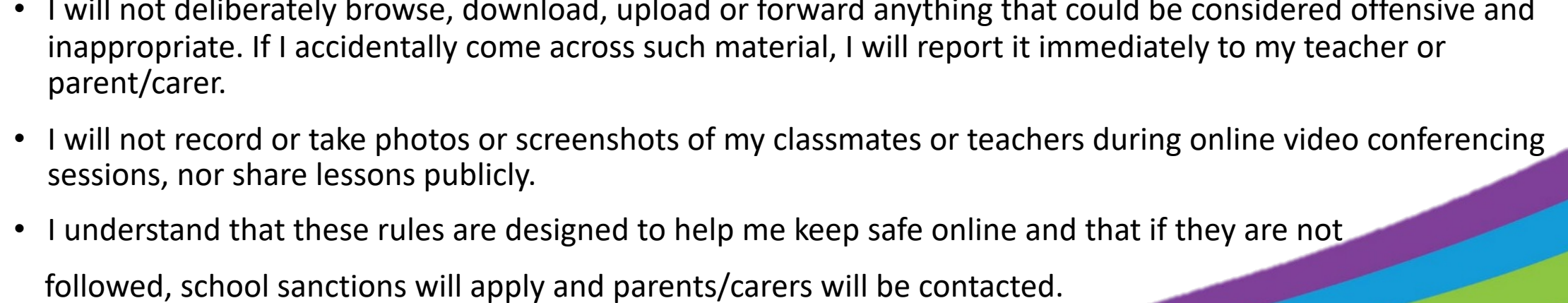
To ensure our remote learning is **fun**, **productive** and **safe** for all children and adults, there is some guidance that must be adhered to.

Please support your child in following the terms of this guidance.

Guidance and agreement for the pupils

Please read through and explain this guidance with your child/children.

- I will only use Google Classroom as directed by my teachers.

- I will only use technology at home with the permission of my parent/carer.

- I will not reveal my password to anyone unless it is my parent/carer or a trusted adult, who is helping me with my remote learning.

- I will be responsible for my behaviour and actions when using technology, including resources accessed and the language I use.

- I will ensure that all of my communication with other pupils and teachers using technology is responsible.

- I will not deliberately browse, download, upload or forward anything that could be considered offensive and inappropriate. If I accidentally come across such material, I will report it immediately to my teacher or parent/carer.

- I will not record or take photos or screenshots of my classmates or teachers during online video conferencing sessions, nor share lessons publicly.

- I understand that these rules are designed to help me keep safe online and that if they are not

  followed, school sanctions will apply and parents/carers will be contacted.

Your wellbeing and safety remains a key priority, even when you are not at school. If you have any worries at all, please share them with an adult you trust.

Our eSafety Top Tips!

1 People you don't know are strangers. They're not always who they say they are.

2 Be nice to people like you would on the playground.

3 Keep your personal information private.

4 If you ever get that 'uh oh' feeling, tell a grown-up you trust.
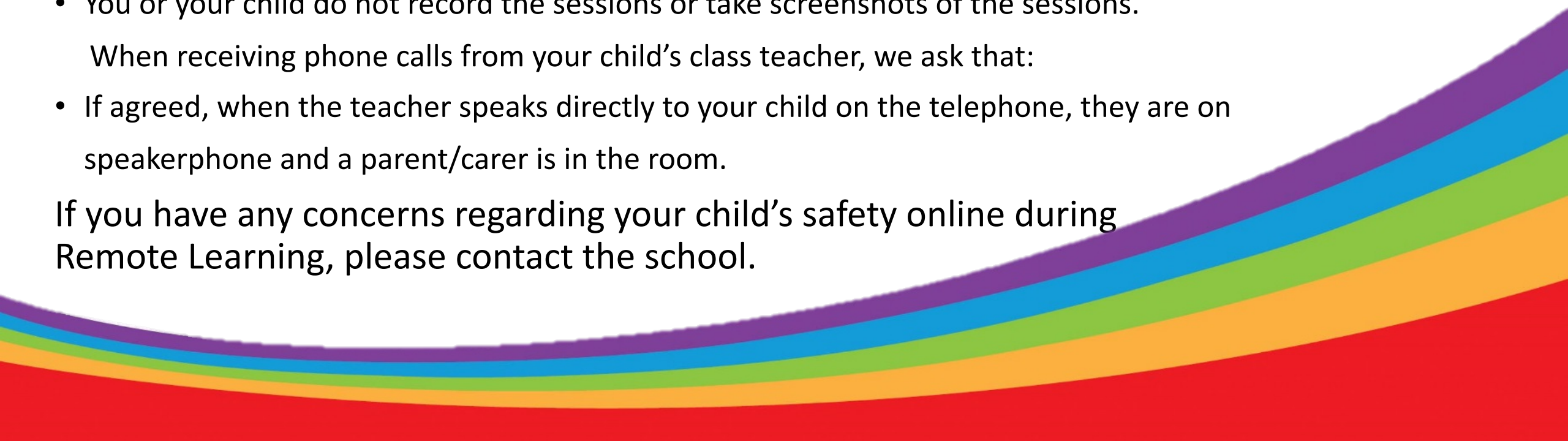
Guidance for Parents/Carers

When using Google Classroom, we ask that parents and carers ensure the following:

- Your child's device is in an appropriate room where they can be supervised. During live sessions, the backdrop is as 'non-descript' as possible.

- Your child is dressed appropriately to be seen on video.

- Your child does not have a mobile phone nearby when engaging in online sessions.

- Your child understands that usual classroom behaviour is applicable.

- You or your child do not record the sessions or take screenshots of the sessions.

   When receiving phone calls from your child's class teacher, we ask that:

- If agreed, when the teacher speaks directly to your child on the telephone, they are on speakerphone and a parent/carer is in the room.

If you have any concerns regarding your child's safety online during Remote Learning, please contact the school.

Newbridge Primary School
Isolation and year group closure - offer to pupils

	Scenario	School offer
1	A child has to isolate for a period of time when they are waiting for a household test (usually between 24 – 72 hours)	Parents will be directed to the school website at https://www.newbridge.bathnes.sch.uk/daily-learning Here, all of the Daily Learning plans, issued from 23rd March, are available. Parents can choose any days to follow, for their child's current year group. The learning on the Daily Learning Plans will not link with the learning being taught in class, but there will be a good range of English and Maths activities available which will be appropriate. Please also refer to your Google Classroom Stream for any learning not completed during school closure. Teachers will be in class teaching and therefore individual feedback will not be possible during these days.
2	A child has to isolate for 10 - 14 days, for example, through being asked to isolate for 10 days through 'track and trace'	As above, in Scenario 1. And Teachers will provide their weekly timetable with a brief overview of the learning objectives. And The teacher will phone the family once per week, from school, to ask about completion of learning and have a general well-being check in.
3	A year group and direct contacts, including the teacher, has to isolate after instruction from Public Health	Children will be emailed a 'daily plan' for two days' worth of learning. This will have been pre-prepared by teachers and the activities will be stand-alone activities; not linked to the current class teaching. From Day 3, the children will have access to learning on Google Classroom. This will include set learning activities, pre-recorded messages/activities, access to E books, etc. A typical day will include three lessons/activities, plus instruction to read/phonics and practise times tables, etc.
4	The school is asked to close for a local/national/lockdown	Teachers will upload learning to Google Classroom, as above.

In addition:

- The above approach may need to be adapted subject to the health of school staff and if the school is required to provide on-site lessons for keyworkers
- We recognise that some children with SEND may not be able to access remote education without adult support. These children will be contacted by the class teacher and/or SENDCO to work with the families to offer a broad and engaging home learning experience.
- If a child is absent for general illness (e.g. a cold) they are not expected to complete home learning. These children should be resting and recovering ready to return to school when they are well.

A guide for Parents/Carers for setting up their children on Google Classroom
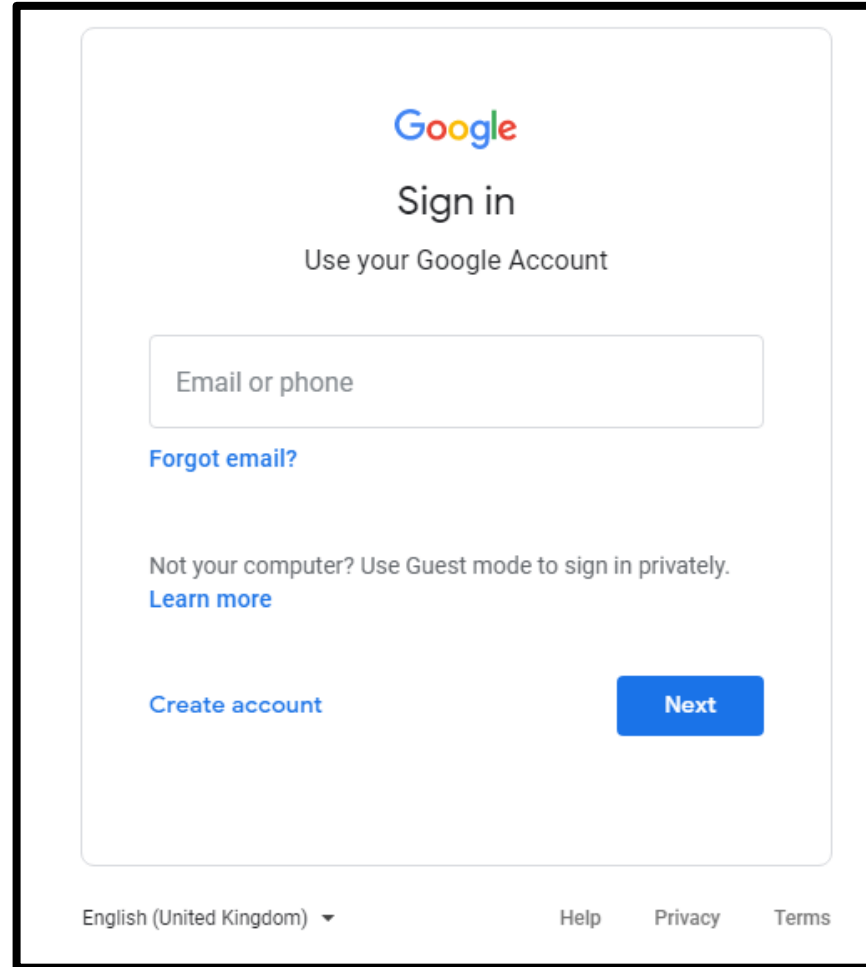
Please follow this guidance step by step to ensure that your child is set up correctly to begin their online learning.

Step 1

In Google, search for Google Classroom Login, or follow this link.

https://classroom.google.com

Your page should look like this:

If you are using a Chromebook, you will need to download the Google Classroom app from the Web Store.

If you are using an iPad or other tablet or smartphone, please download the free Google Classroom app from the App Store.

Logging in

These are your log in details.

Your child's email address will be:

firstname.lastname@newbridge.bathnes.sch.uk

(e.g: joe.bloggs@newbridge.bathnes.sch.uk)
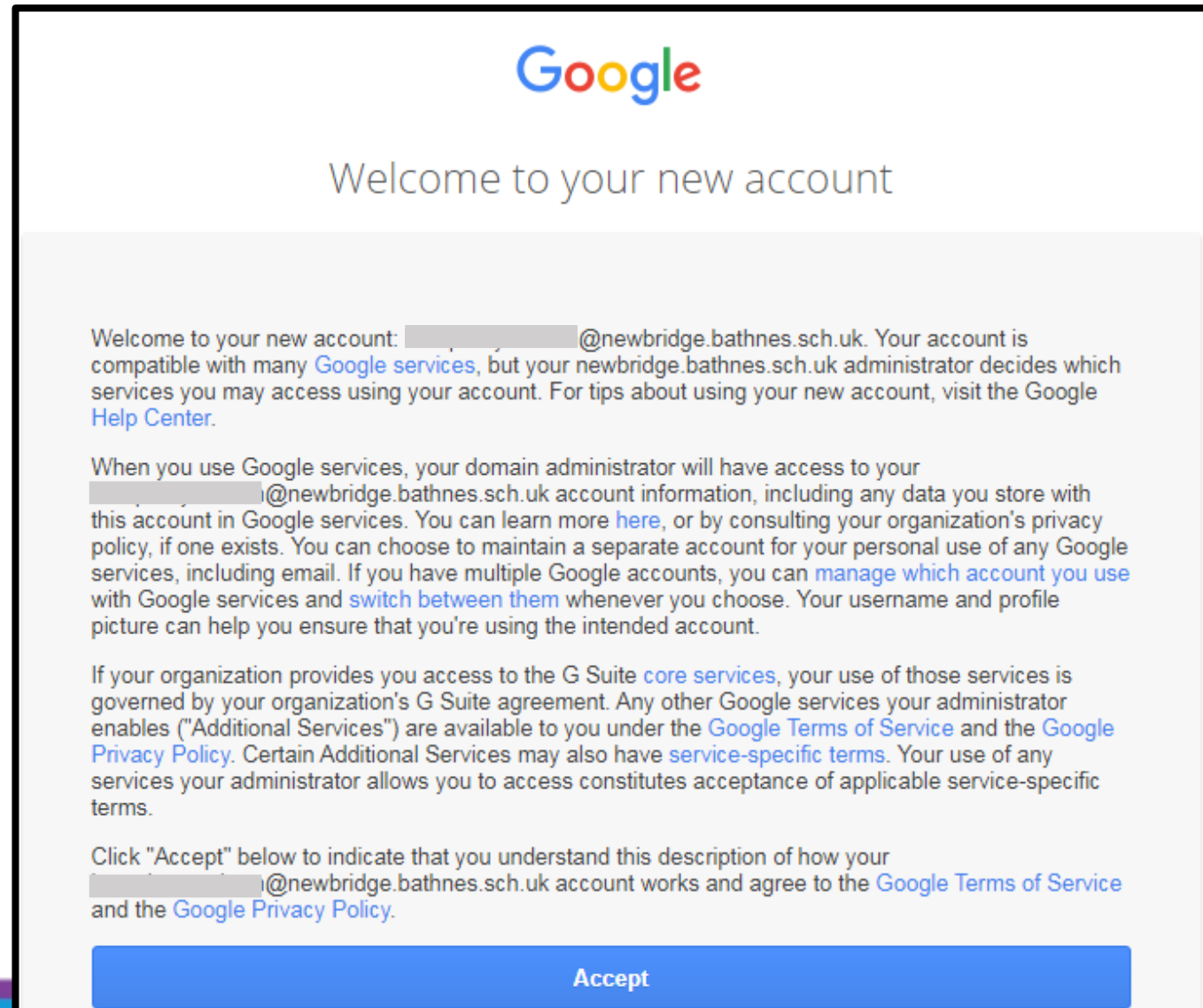
Your child's Password will be: Your child's date of birth and initials.

For example, if Joe Bloggs' birthday is 20th January 2010, the password would be **200110JB.**

Please enter these details and press 'Next'.

Once you have clicked next, your page will look like this. Please read this carefully before continuing.

Read and click Continue

Please choose 'I am a student.'
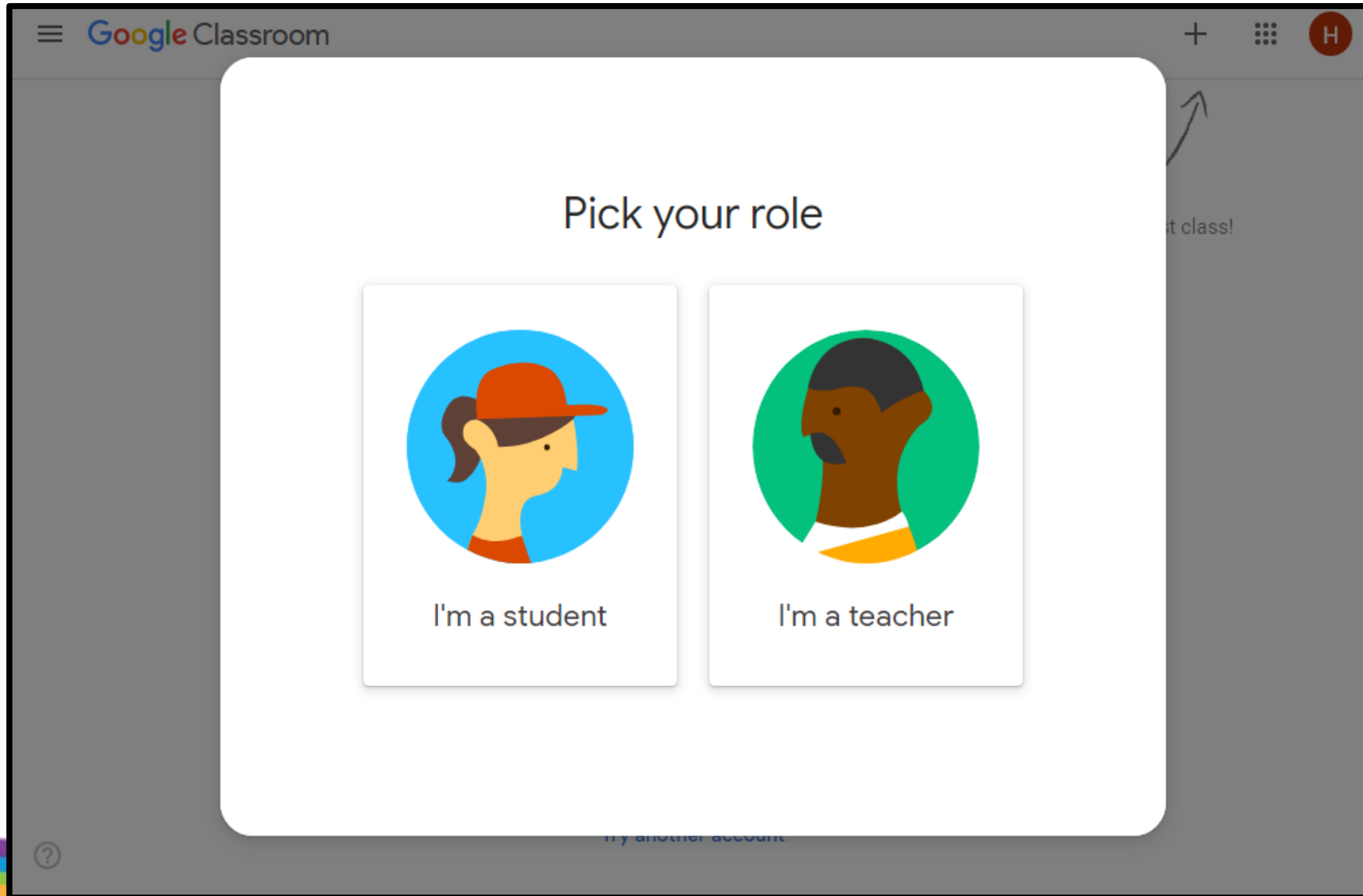
You will then see this screen. Please click '+' to join your new classroom.
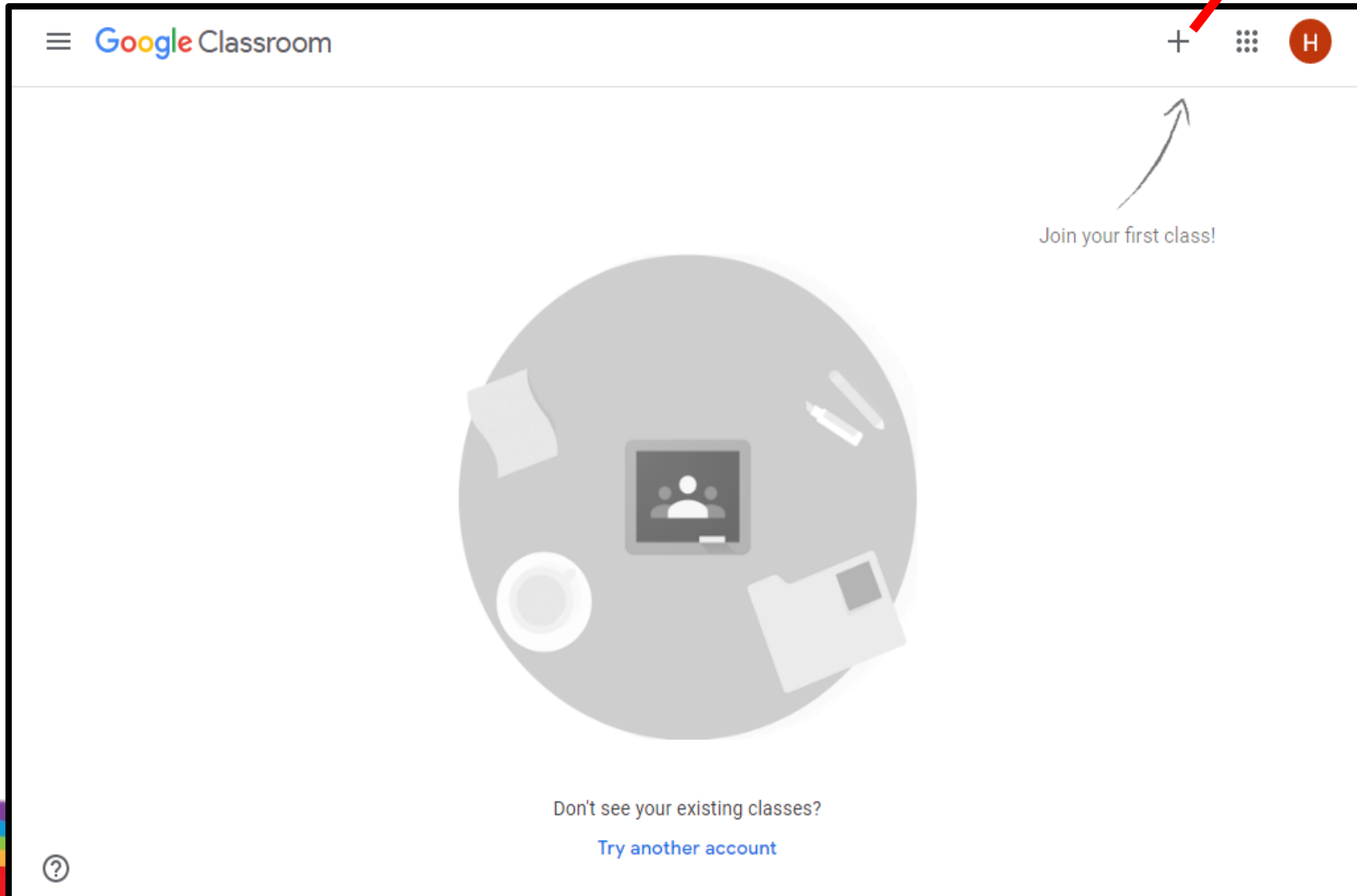
You will need your class code which will have been sent to you via email. Please enter it here. Then click 'join'.

This is your class stream. For demonstration purposes, this is from the perspective of a Ladybird Class parent/carer/child.
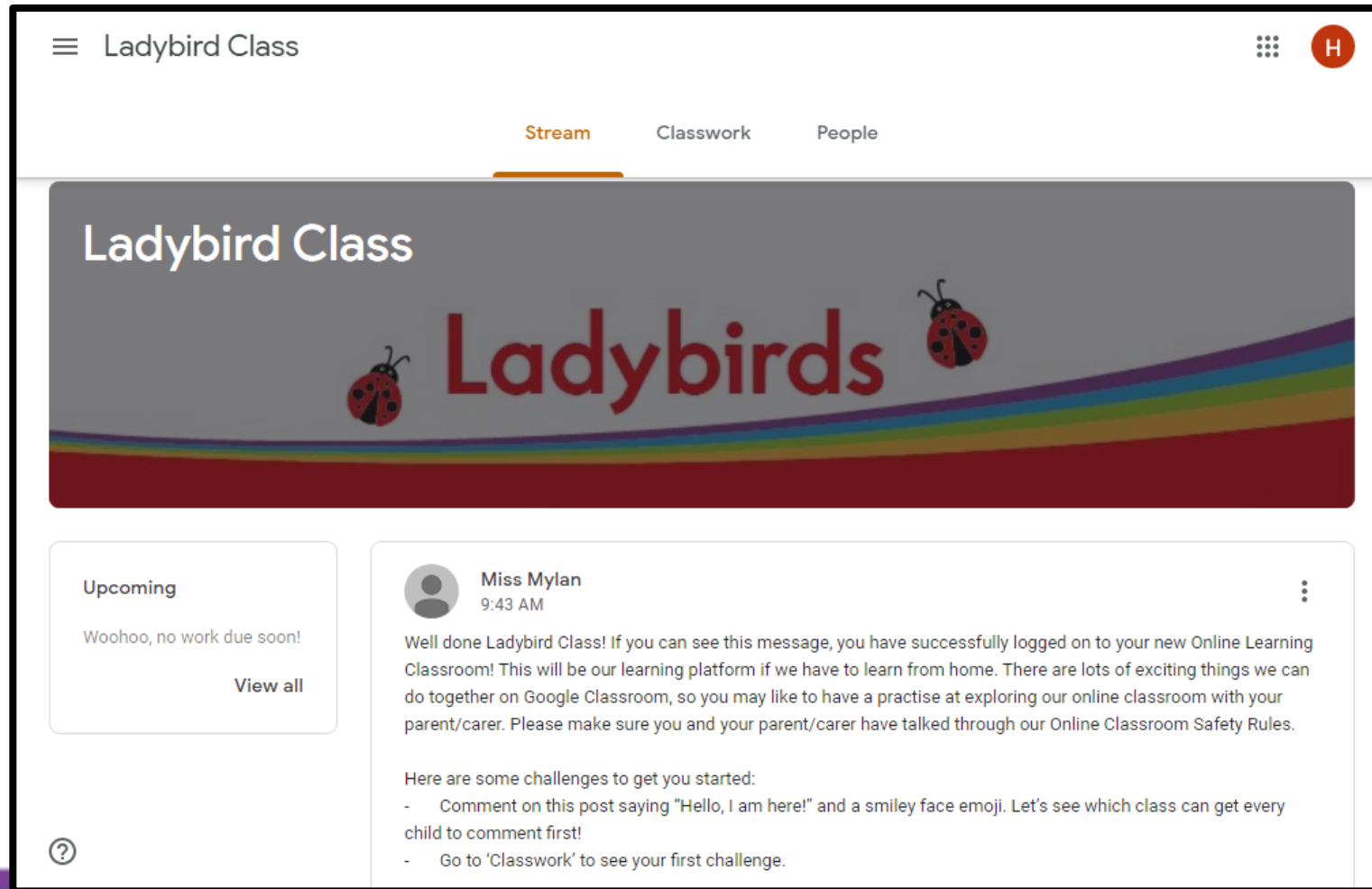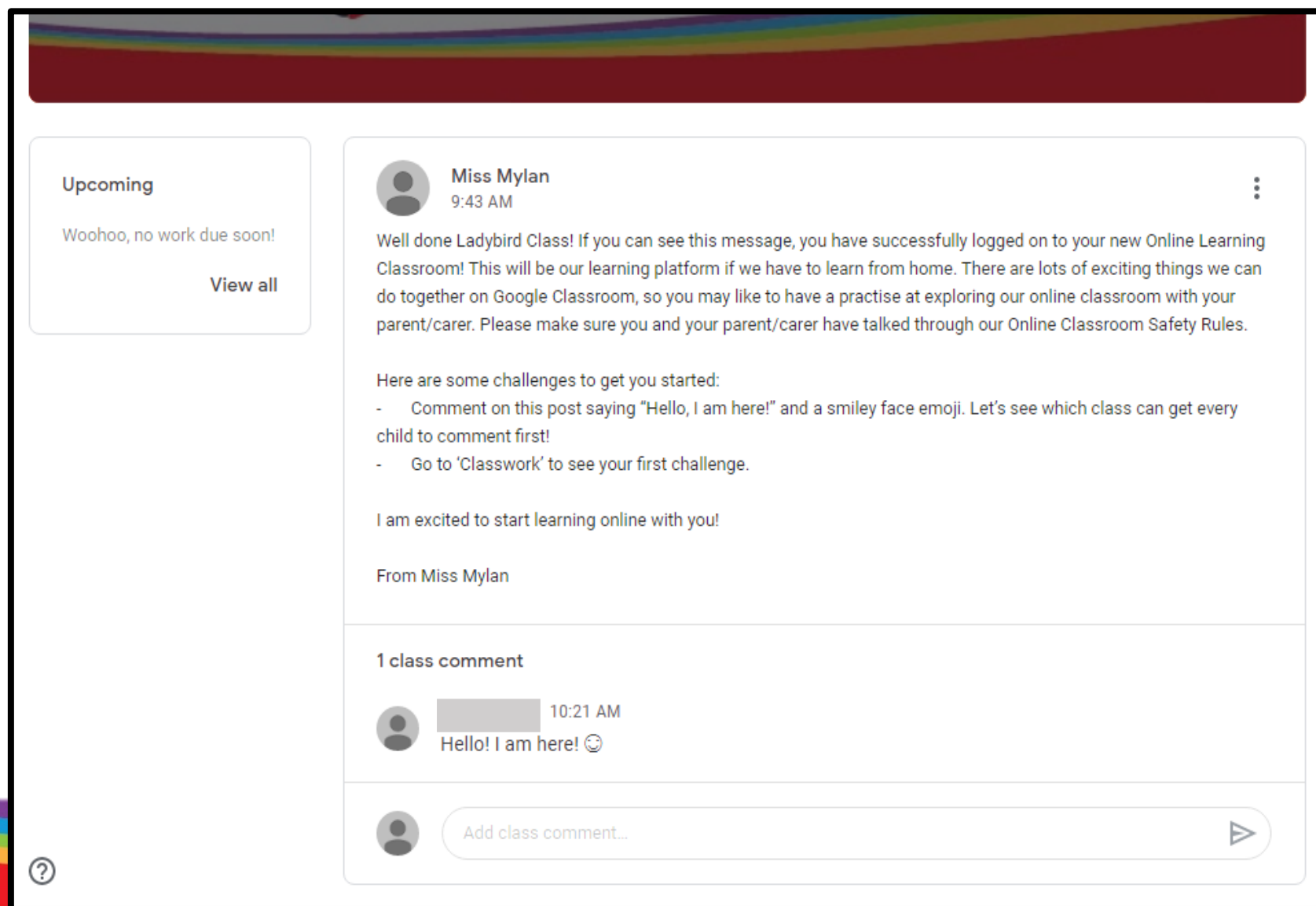
This is your class **Stream**. This is where your class teacher will post daily updates, Ms Kennaugh will post messages and there may be visitors who post exciting messages/activities too.

You can add a comment to a post here. We would love your child to respond and engage with our posts, but please do not allow your child to post more than one comment per post. Please monitor your child's commenting to ensure it is appropriate and responsible. Multiple comments will need to be deleted.
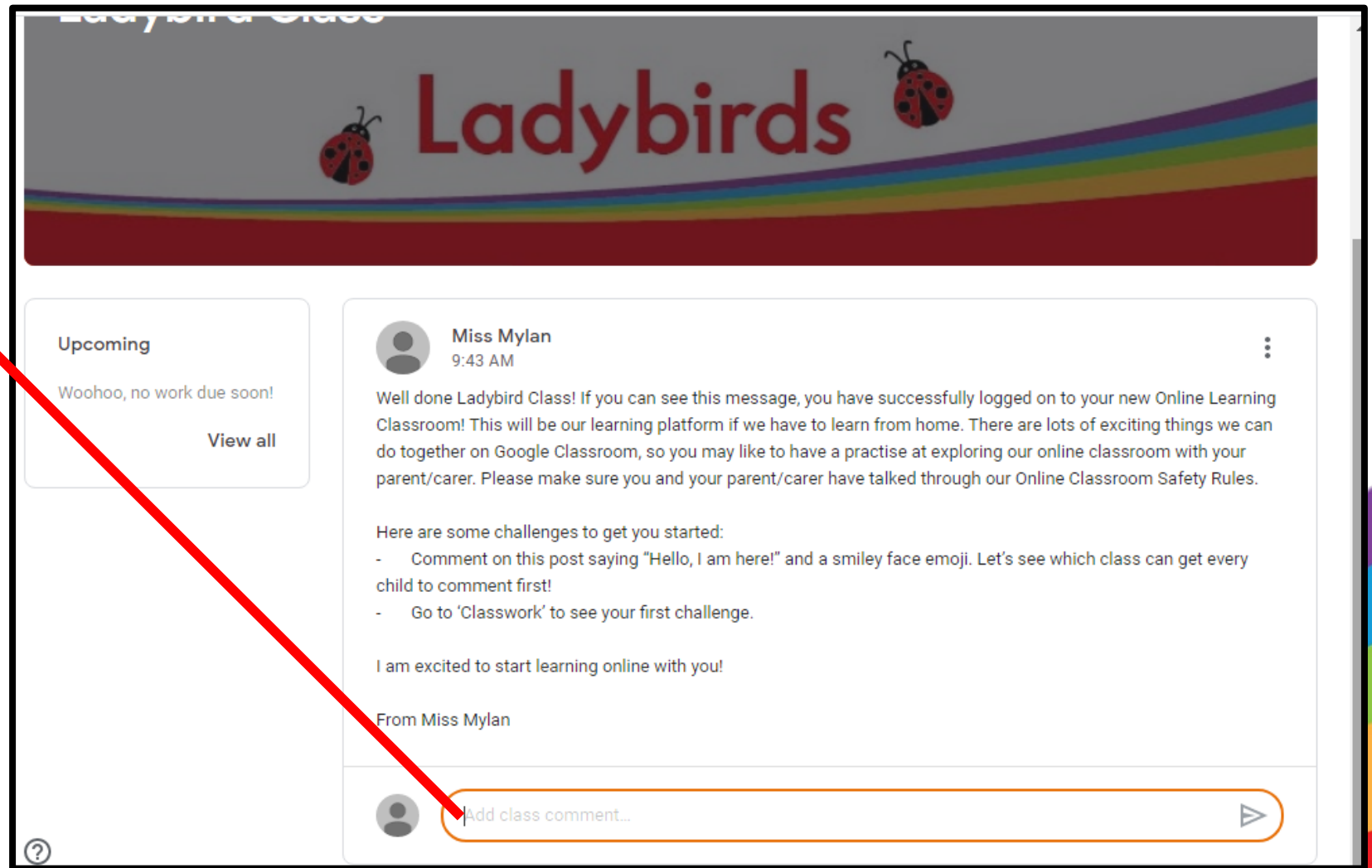
# Once you have commented, it will be visible to all other members of your class.

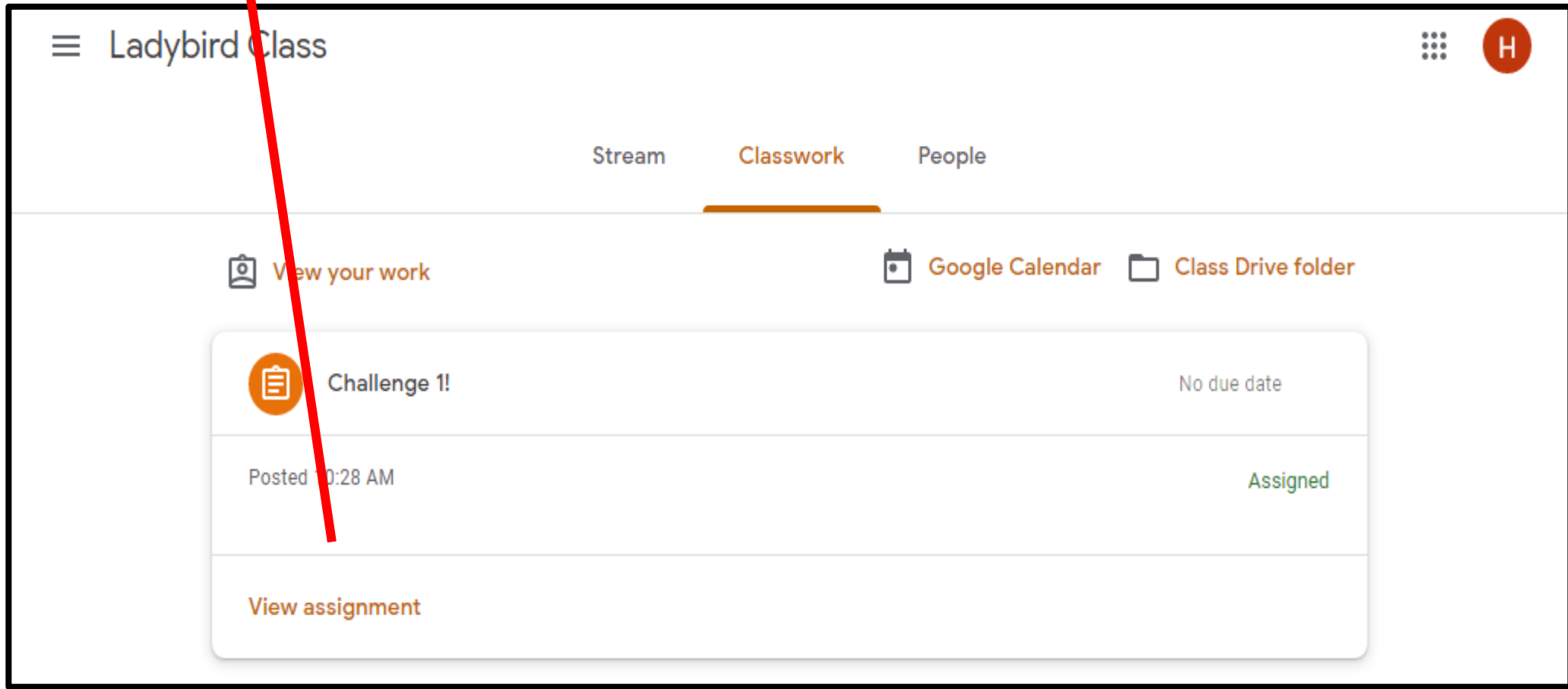# Your teacher will often post a Powerpoint, with audio, to explain your learning for the day.

- This means you will need to download the Powerpoint and Word App from the App Store if you are using a tablet, iPad or phone.

- This application is free.

- You can then open the Powerpoint in this app to listen to the audio

To see classwork that your teacher has set, please click 'Classwork' at the top of the page.
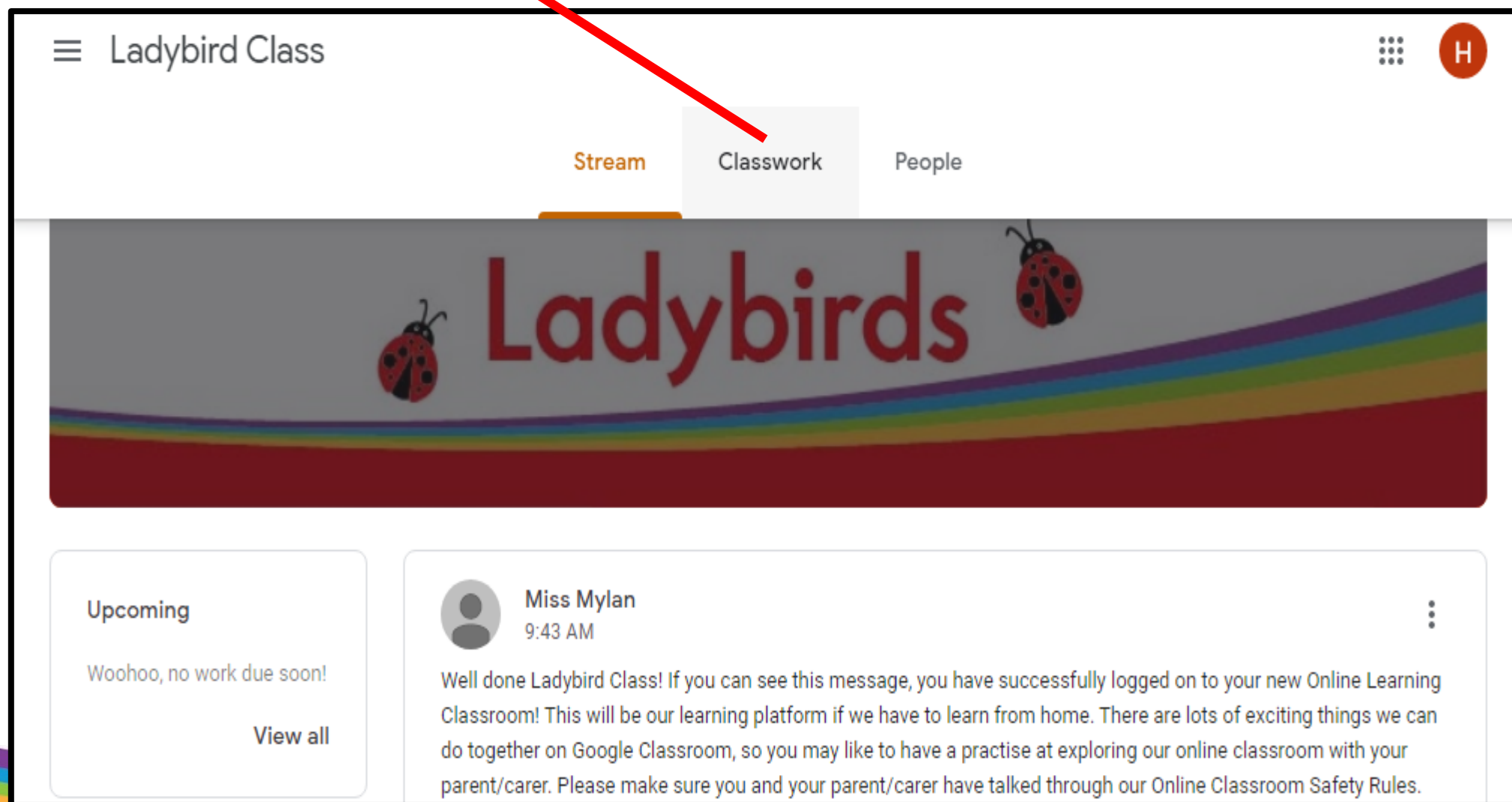
This is where your learning will be set. Click 'View Assignment' on 'Challenge 1!' to have a practise.

We will not reveal the assignment on here, as we would like you to have a try at accessing it yourself, but when it is complete, click 'Mark as done'. This is how you will indicate to your teacher that you have completed the learning. If you need to upload a file as part of your learning, click 'Add or create' and upload your file. This may be a picture, a word document, a link or a Powerpoint.

If you change your mind and would like to 'unsubmit' the learning, you can do this by clicking here.

If you are unsure about the learning set, you can add a private comment for your teacher here.

- Morning greetings and learning will be posted by 8.40am every day.

- Your teacher will be available for any questions between 9:00am and 11:00am, and 1:00pm to 3.00pm.

- Teachers will detail which pieces of learning will receive feedback.

To get back to the stream, simply press your class name at the top of the page.
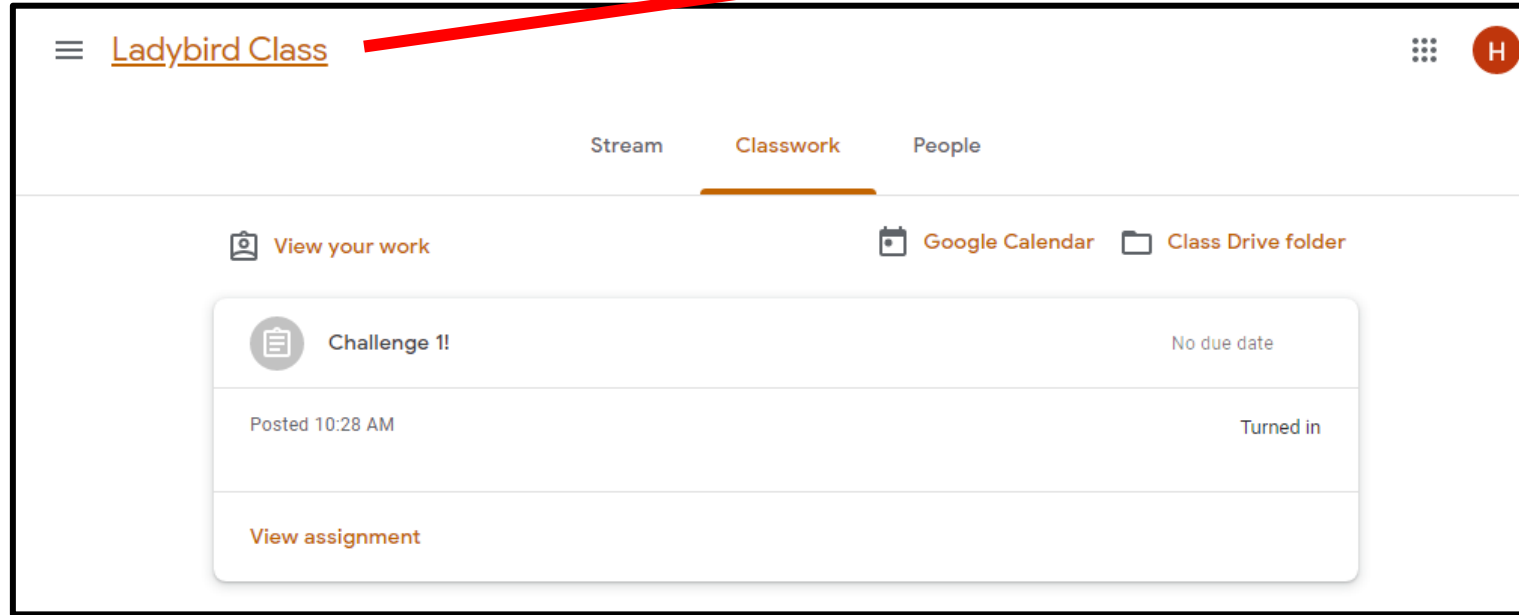
Please ensure you check your classwork page regularly for new tasks that have been set.

How to…

Hand in and return your completed assignments:

- The simplest way to complete the learning online is to open the attachment and complete your assignment in this document. When you are finished, click on the MARK AS DONE button.

- You will be able to see feedback and any comments made by the teacher when you log in to Google Classroom. You can see where your teacher has commented back in the same place that you submitted your assignment. You should also get a notification to tell you that work has been commented on by your class teacher.

Upload a photo to a Classwork Assignment:

- You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. You can do this by clicking this button in your assignment and uploading your file.
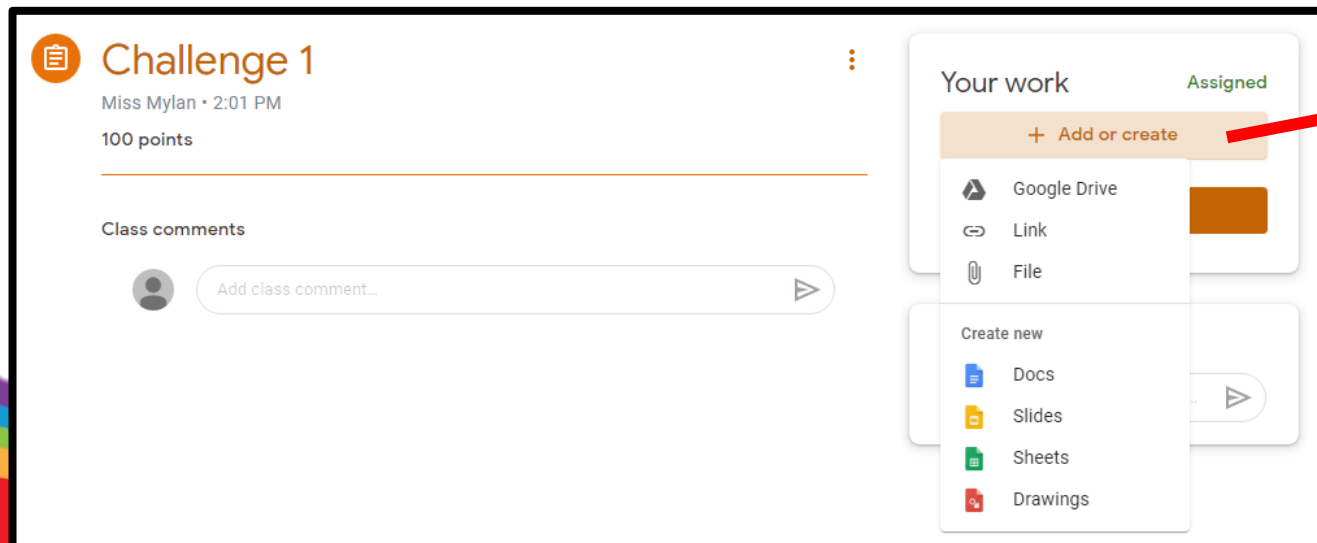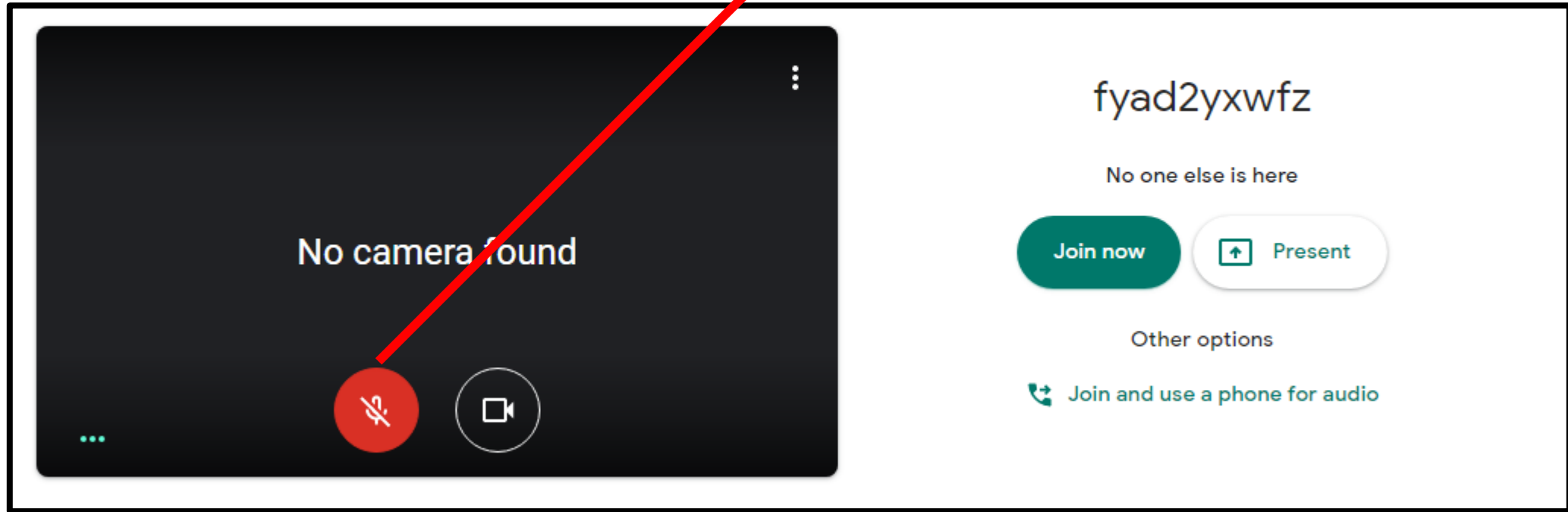
How to join a 'video meeting'

- It might be that your teacher will hold a 'live teaching session'. Your teacher will have posted about when this will be. When it is time for the session, you can join by clicking this link on your class banner:
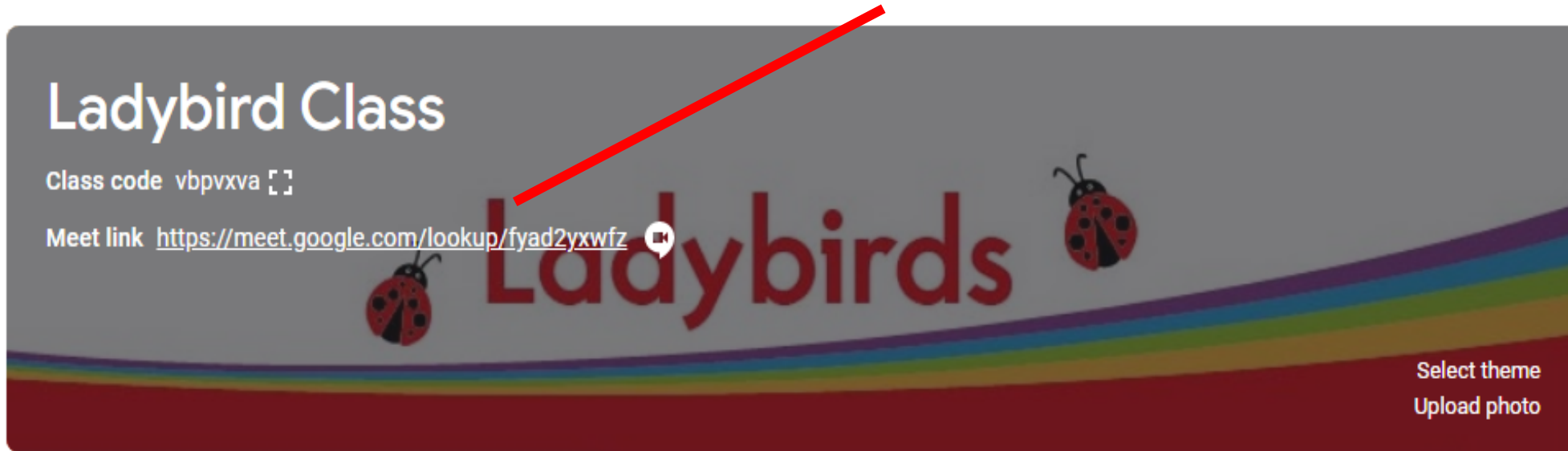
Then click 'join now'. Please allow your camera but disallow your microphone until your teacher asks you to turn it on.
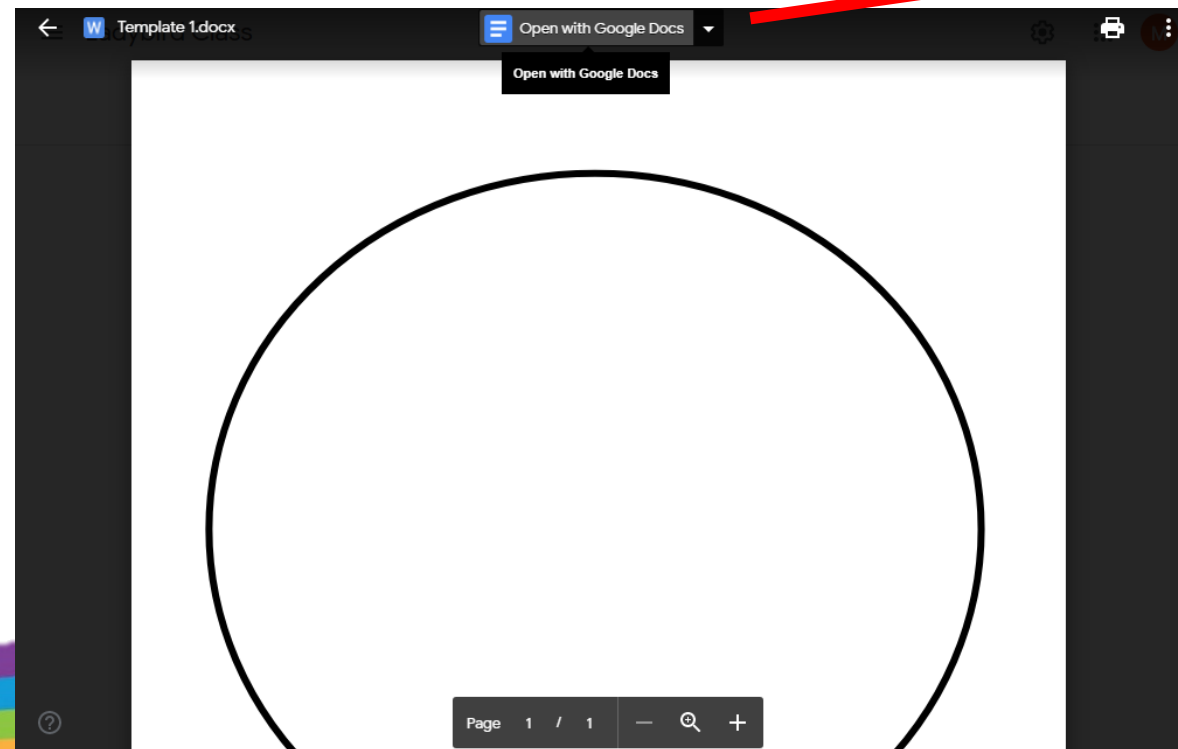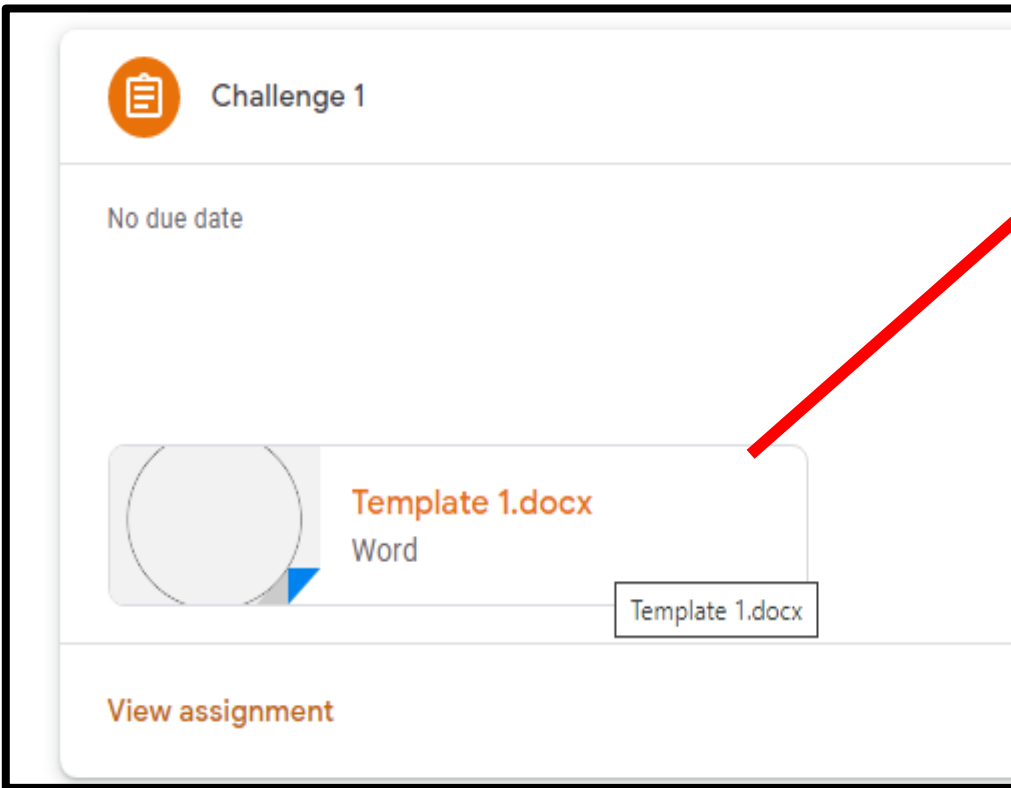
# How to download and edit a Word/Powerpoint/ Excel Document

If you are using a tablet or phone, you will need to download Google Docs to edit your documents.
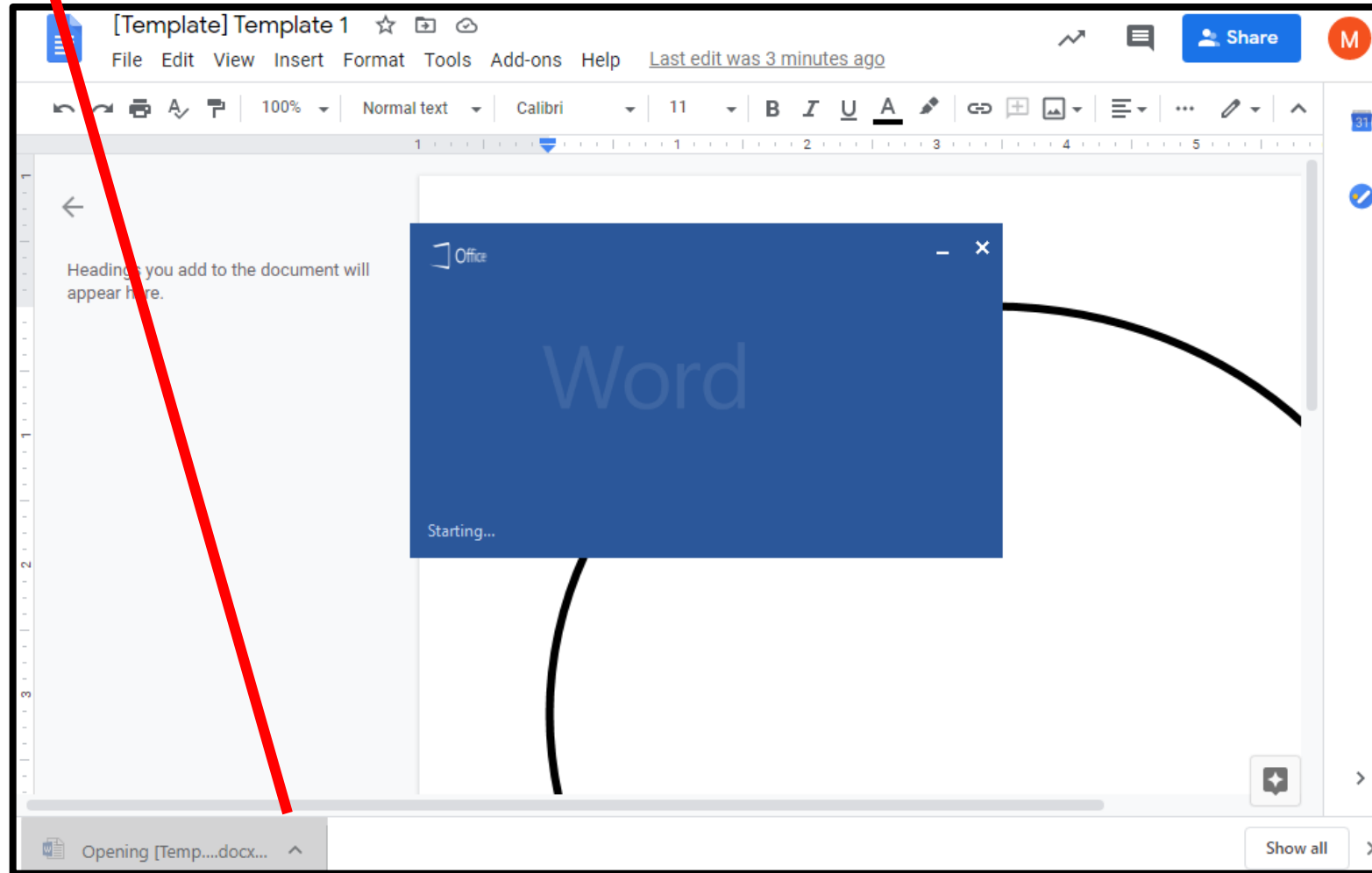
On a PC/Mac

Click on the file. This should open in a new window, as shown below. Click 'open with Google Docs'.

You can edit the file from here, but if you would prefer to download and edit it in Word/Excel or Powerpoint, click 'File', 'Download', 'Microsoft Word'.
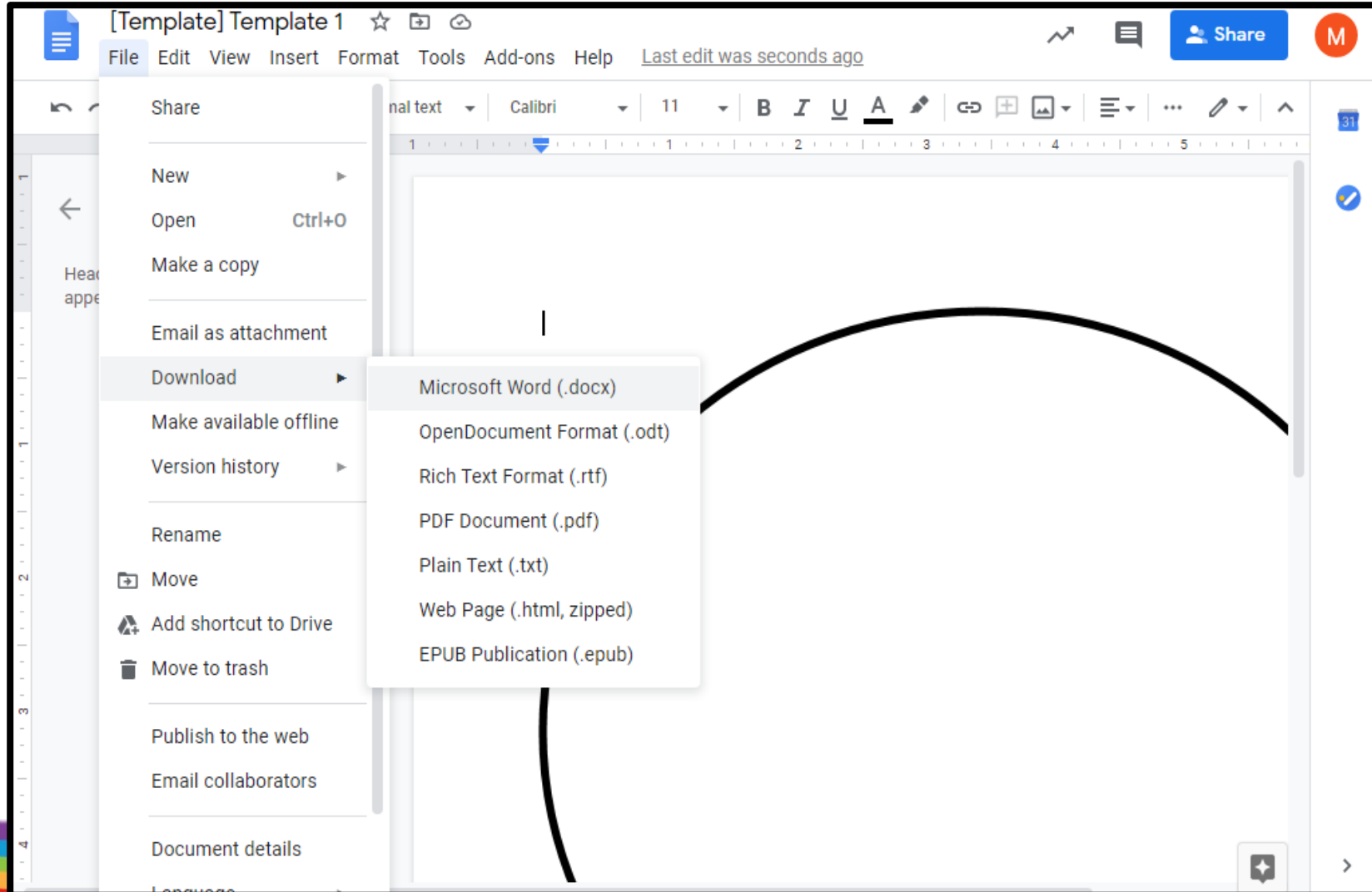
Click on the download at the bottom of the screen. It should then automatically open in Word/Excel/Powerpoint.

We hope you found this helpful.
Please contact the school on
newbridge_pri@bathnes.gov.uk
if you have any questions regarding
the setup of Google Classroom.