

Dear Parents/Carers,

Google Classroom (including Google Meets) is a secure learning network for teachers, students and schools to use as an educational tool. It is strictly for educational purposes and is a Government approved provider 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.

Children can access Google Classroom through their School 360 login details. **We have created a step by step guide for login and a short video also to support your child.** Please access these before logging in. School 360 login details have been shared with children in school previously and via Tapestry. Contact the office or email [admin@st-maryscofe.northumberland.sch.uk](mailto:admin@st-maryscofe.northumberland.sch.uk) for log in details for your child if you cannot access their details.

### **Google Classroom**

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 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. 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.

**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, please be aware of what can be viewed. The environment and child should be appropriate and ready.
- The site will be used to discuss or communicate school-related content only.
- Passwords should be kept confidential.
- Teachers will be available live at 9:00-9:30am and again 1:00pm-1:30pm, (unless specifically notified otherwise).
- If your child cannot attend at these times, all work will remain available on the site.

## **Safeguarding**

- Parents to ensure that the home internet connection is secure
- We reinforce the importance of children staying safe online at all times
- 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 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 Tapestry to contact teachers about learning.

## **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 and creative challenges 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 their learning platforms and please keep in touch via Tapestry as we would love to see what you have been learning at home!