



7 December 2020

Dear Parents,

With the pandemic looking likely to be around for some time, it is probable that all year groups will at some point need to isolate and switch to remote learning. With 2 year group bubbles switching to remote learning recently, we wanted to make sure that you are clear about how remote learning will work should your child's bubble need to isolate. We expect that unless a child is unwell, learning should continue at home and as a school, we are responsible for providing work for your child to complete at home. We also recognise that there are plenty of learning opportunities to be had at home, outside of the work set by the class teacher and we encourage you to share that work with us.

At St Peter's we use Google Classroom as our learning platform for children in Years 1-6. Each class has its own 'virtual' classroom. Google provide this service free to educational institutions and it means that you can access 'word type' documents and 'Powerpoint' presentations, without having to have Microsoft Office installed on your computer, through Google Docs and Google Slides. Google Classroom can also be accessed on phones and tablets.

Each child has their own login and password for Google Classroom. Mrs Smith has prepared a short tutorial to assist parents and children with the logging in and accessing the classroom. The video can be found here.

https://www.youtube.com/watch?v=OSi1M-av_Gc&feature=youtu.be

When an individual/group of pupils are isolating, work will be managed by Mrs Ayres in a separate Google Classroom, as the class teacher will be teaching and unable to manage both class teaching and home learning.

If a class/year group bubble is to isolate, this will be managed by the class teacher or year group partner. The class teachers will upload work into the classroom and may also add videos and invitations to Google Meets (a live video call). Staff will feedback on work submitted and children are encouraged to upload photographs/videos of home learning into the classroom.

We are always happy to provide paper copies of sheets to parents who request it, who do not have access to digital devices. Otherwise, work can be completed on paper or in homework books provided by the school.

We have developed some guidance for remote learning which has been shared with your child already and it is important that you familiarise yourself with the document. If we are all aware of the expectations, particularly when on Google Meets, we can hopefully avoid any situations where staff/children feel uncomfortable.

St Peter's Student Guide to Accessing Remote Learning

Accessing Remote Learning when the 'Bubble' is required to isolate

Your child has been given a class code for Google Classroom and login details which are stuck into their reading record book. Your child will also have had a chance to practise accessing Google Classroom at school.

When work is completed, it should be uploaded to the Google Classroom so that it can be seen by the teacher.

Children may be invited to a Google meet which is an opportunity for them to say 'Hi' to their classmates and the adults who work in their classroom. They may play games, listen to a story, have a quiz or have a discussion, however, it is important that all children behave as if they are in a classroom. See below for some reminders.

- Always ensure that an adult in the house is aware that a child is accessing online learning
- When joining a Google Meet, children should be fully dressed and ready to engage in the session. Sometimes teachers may ask that children have a paper and pencil ready.
- If possible, it would be better for the child to be sat in a communal room, such as the lounge and not their bedroom, to allow an adult to support with technical issues if necessary such as muting/unmuting.
- Wait for the teacher to admit the child to the meet and ensure that the child knows to leave as soon as the meeting has finished.
- The chat and comment function of the Google Classroom should only be used to share learning or ask/ answer questions related to the learning.
- Teachers should only be contacted via seesaw or by posting a comment on the Google classroom. You should not email the teacher directly. Any important enquiries should be emailed to the school office for the attention of the teacher.
- Your child's password should not be shared with anyone else.
- Please remind your child that they are responsible for their behaviour and actions when using this technology: this includes the language that is used.
- Make sure that all communication with other students and teachers or others using technology is responsible and sensible.
- If your child sees anything online that worries them, please tell a grown up immediately.
- Please do not record, take photos of, download or share more widely any videos of your child's classmates or teachers.
- These rules are designed to keep everyone safe and allow remote learning to take place

Thank you for your support, encouragement and kind comments – we are all learning and working in a new way so please bear with us.

Kind regards,

Caroline Barriball & Samantha Sandle