

Dear Parents and Carers,

If your child has been asked to isolate, this is because either they have Covid-19 symptoms themselves, members of your household have Covid-19 symptoms or because our school has had to partially close a class or the school under the instruction of DfE and Public Health England.

In the event of any form of isolation and loss of learning caused by Coronavirus, you should understand that engagement in remote home education is now compulsory, as is the expectation that our school makes this provision available and accessible. **However, it is important to note that if your child is themselves too ill then they should not be expected to engage in remote home education until they are feeling better. This information just needs to be communicated with your child's teacher via the school office.**

[Click here](#) for our school policy on remote learning.

All remote learning is to be completed using Google Classroom. Each child has their own log in details which have been sent home or can be found in their contact book or temporary homework folder.

#### **Castlecombe Primary School and Dorset Road Infant School Website**

Please remember to access the resources available to you on our website and through Class Dojos or Marvellous Me.

#### **What to expect from Google Classroom**

Should your child have to isolate, they will have access to generic work on line for the first day or so. This measure will afford teachers a short time to prepare their remote learning resources. If access to Google Classroom is an issue, a paper pack will be made available.

<b>Children needs to isolate because someone in their household is symptomatic or tests positive</b>	
<b>Ongoing Support</b>	<b>Safeguarding/SEND</b>
Using Google Classroom, the class teacher will upload activities and worksheets and may sign post to other appropriate websites and resources. The teacher will decide what materials are most appropriate for the individual child.  The parents will be notified of remote learning provision and expectations.	School office to contact parents to ensure a test has been taken and to make sure that parents know to communicate test results to school at <a href="mailto:admin.office@castlecombe.bromley.sch.uk">admin.office@castlecombe.bromley.sch.uk</a>  If a child is vulnerable in any way, the Designated Safeguarding Lead (DSL) will ensure that appropriate agencies are notified and arrange for regular well-being checks via a phone call from DSL. If children are entitled to benefit-related Free School Meals (FSM), ensure food is made available  If a child does not engage, the class teacher is to call the parents to discuss obstacles and support.

**A group/hub of children are self-isolating because of a case of coronavirus in their class bubble**

Ongoing Support	Safeguarding/SEND
<p>Senior staff will send an email to parents to explain the reason for self-isolation and to inform them of remote learning expectations</p> <p>Using Google Classroom, the class teacher will upload activities and worksheets and relevant links. These will include daily:</p> <p>English activities / Maths activities</p> <p>Weekly tasks in other curriculum areas</p> <p>Weekly challenge and extend tasks</p> <p>Teachers will be accessible to children through Google Classroom</p> <p>Completed work should be shared through Google Classroom, e.g. using photos, google docs, google slides, pdfs, videos, etc.</p> <p>Teachers will provide feedback regularly. Children needing extra support may be directed to a Google Meet conducted by a teacher or teaching assistant.</p> <p>In the event of teachers becoming ill, senior staff will be required to take over the responsibility for the isolating children. When this is the case, daily contact may not be possible, however links to online learning will be shared and engagement would remain compulsory.</p>	<p>School office to contact parents to let them know.</p> <p>If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular well-being checks via a phone call from the DSL.</p> <p>If children are entitled to benefit-related FSM, ensure food is made available.</p> <p>If a child does not engage with the work set, the class teacher is to call the parents to discuss obstacles and support.</p> <p>Where children would normally receive additional support, the teacher will endeavour to provide differentiated work and the TA will support wherever possible, e.g. through feedback, phone calls.</p> <p>When children would normally receive support from SEND agencies, SENCo will make arrangements for those to continue via Google Meets or telephone, as long as the agencies and parents are able to engage.</p> <p>Support from our therapists may continue online, where possible, if parents consent to this.</p>

**Frequently asked questions about Google Classroom**

**What will remote learning look like whilst my child is not at school?**

Different areas of the curriculum will be planned for your child to access daily so that they do not miss out on the objectives for their year groups. This will reduce the risk of children missing key concepts and their learning journey being hindered. Where possible, these activities will be directly linked to what your child would have been taught in school at that time and will make specific reference to new teaching content as well as consolidating previous learning too.

Your child will be tasked with activities in reading, spelling, English, maths and other subjects. There may be a day or so where your child will have generic work to do. This will keep your child learning educationally whilst their teachers start to upload more relevant activities and guidance on Google Classroom for the rest of your child's isolation period.

**When does my child complete the remote education activities?**

Your child will need to access and upload their completed activities onto Google Classroom before or on the due date, which will be made clear on each assignment. If they want to start a task and come

back to it later that day, activities can be saved as a draft if being completed directly on the platform. Alternatively, your child can work on paper and photograph it, to upload their learning for that day. There will be a mixture of online and offline activities planned as we understand that computer/devices may need to be shared within the family. Children should only click on the 'turned in' button to indicate they are finished when they are ready to share their completed learning with their teacher.

### **How and when will my child hear from their teacher and get feedback?**

Feedback will come in many forms including written/typed comments, acknowledgement of learning, staff audio-recorded feedback and more. Your child may receive additional challenges to think about if they have found something easy or they may get another similar activity if they need the extra practice of the skill.

Children do not need to respond to feedback from their teachers, however, they may well need to act on the advice given in their future learning, just as they would do in school. If your child does not understand their task, they can contact the teacher via Google classroom to let them know and the teacher will respond when they are able to do so. **Teachers will not be responding to parental communication via Google Classroom.** Any queries will be responded to via the normal channels of emailing [admin.office@castlecombe.bromley.sch.uk](mailto:admin.office@castlecombe.bromley.sch.uk)

If the whole class or school are absent due to an outbreak or lockdown, teachers may have more time to respond. However, if only one or two children in a class are absent at a time, teachers will give feedback less regularly due to their class teaching commitments.

### **What can I do to support my child's home learning?**

We would recommend creating a dedicated area for your child to work on their remote education. We would encourage a set start and finish time that works for you and your family setting. Regular time to move, exercise and have a break will be beneficial for your child's home learning experience. Having login details for Google Classroom to hand will also make this process easier for your child.

Check-in on what your child has achieved on a regular basis throughout the day – only upload work, when you are both happy that the task is completed fully. If your child doesn't finish all of the tasks set on the day please encourage them to upload what they have achieved so we can ascertain their level of understanding/effort.

### **How can my child submit their work?**

Your child can 'turn in'/submit their work online into Google Classroom. Depending on the type of assignment and attachments, they can use 'Turn in' or Mark as Done.

Your child can attach one or more files to their work. They can also create new Google Docs, Slides, Sheets and Drawings, work in them, and then attach them to their assignment.

### **What if my child is struggling or not completing their remote education?**

Your child's teachers will be setting learning appropriate to your child's ability, age and stage in the year. They will be able to monitor if your child is engaging. Teachers will be providing materials that will support and extend your child's learning which should allow all children to take part in and make genuine progress so they don't have lots to catch up on when they come back to school. There may be different levels of activities, additional support videos and other resources to support your child's understanding. It is important to remember that struggle is a normal part of learning and children would face challenges in learning even when in school. However, if your child is really

struggling with any aspect of remote learning, be it completing tasks or gaining access to devices, then please contact their class teacher/school via the office.

**Will my child still have to do their remote learning if they are feeling ill with COVID19 symptoms?**

No. If your child does not feel well, let them recover and feel better before settling them down to remote education tasks. Just let the teacher know via the school office.

**Will my child use the Google Classroom remote learning for other illnesses?**

No. Remote education is just being planned and provided for the COVID self-isolation period. The same applies as above. If your child is unwell, they will not be fit to do work – they need rest and recovery time before heading back to school as normal.

## **Google Classroom for Families**

### **What is Google Classroom?**

Google Classroom is a web-based platform that allows teachers to communicate with pupils digitally. Google Classroom allows teachers and pupils to share comments, files and web links, create and complete assignments, as well as give and receive feedback.

### **How can my child access Google Classroom at home?**

Google Classroom (as well as all G Suite for Education apps) can be accessed through a variety of online platforms.

- **Computer:** Go to [classroom.google.com](https://classroom.google.com) and click 'Go to Classroom.' Enter username and click 'Next.' Enter the password and click 'Next.' If there is a welcome message, read it and click 'Accept.' Click on the name of your class. From here, you can view messages and complete assignments from your teacher.
- **Android:** On your device, tap 'Google Play Store.' Find and install the 'Google Classroom' app. (To use all the features of the Classroom App, you may need to download Google Docs, Sheets, and Slides apps as well). After downloading the app, tap 'Classroom' and 'Get Started.' Tap 'Add Account' and 'OK.' Enter your username and tap 'Next.' Enter the password and click 'Next.' If there is a welcome message, read it and click 'Accept.' Read and agree to the Terms of Service and Privacy Policy. Click on the name of your class. From here, you can view messages and complete assignments from your teacher.
- **iPhone and iPad:** On your device, tap 'App Store.' Find and install the 'Google Classroom' app. (To use all the features of the Classroom App, you may need to download Google Docs, Sheets, and Slides apps as well). After downloading the app, tap 'Classroom' and 'Get Started.' Tap 'Add Account' and 'OK.' Enter your username and tap 'Next.' Enter the password and click 'Next.' If there is a welcome message, read it and click 'Accept.' (Optional: to receive Classroom notifications, tap 'Allow.') Click on the name of your class. From here, you can view messages and complete assignments from your teacher.

### **What is my child's username and password?**

All children have been issued a Google username and password, and these have been sent home with each child. The username and password will give them access to all G Suite for Education apps they need in school. If you have lost your child's username and password, please contact

[admin.office@castlecombe.bromley.sch.uk](mailto:admin.office@castlecombe.bromley.sch.uk)

### **What can my child do with Google Classroom at home?**

Google Classroom allows teachers to share announcements, instructions, documents and other files, web links, and even digital assignments with pupils. Children can also comment in order to ask/answer questions. Here's a quick guide on how to access these:

- **Stream:** The Stream is where all announcements and assignments can be viewed in order from newest to oldest. Pupils can comment on announcements and assignments to ask questions or share resources with classmates.
- **Classwork:** This is where pupils can view and complete all assignments. When submitting assignments, pupils may need to use Google Docs, Slides, or Sheets, and these can be submitted as attachments. After assignments have been submitted, teachers can share feedback with pupils as well as return work to be edited and resubmitted.