



## COURTWOOD PRIMARY SCHOOL

### A Parent Guide to using Google Meet / Google Classroom

Dear Parent/Carers,

Staff at Courtwood have been working tirelessly to adapt their planning and to develop our remote learning offer, alongside children who will be in school. For reference, we have collated some instructions should you need support.

We use **Google Classroom** (which includes Google Meet) and, although we understand that no system can ever replace face-to-face learning, we need to make this new way of learning as effective as possible. Google Classroom is a place for your child's teacher to post announcements, set work (assignments) to do, ask questions etc. Pupils can see what work is due and by when, submit their work, post messages etc.

This National Lockdown, the **DfE's expectations** on schools are significantly different to those that were had during the first lockdown. The Government's expectations for remote education, state that schools should provide as a minimum provide:

- Key Stage 1: 3 hours a day on average across the cohort, with less for younger children
- Key Stage 2: 4 hours a day

Therefore, in line with the Government's expectations on schools we have had to significantly adjust our approach and expectation of children during this time. Other than the scheduled google meets, we have not timetabled any other sessions for the day. We have set the work that needs to be completed for the day but left it to families to choose how and when they complete this work.

### How to access and use Google Classroom

1. Go to [www.classroom.google.com](http://www.classroom.google.com)
2. Enter the log in details for your child that have been provided by the school.
3. There will **weekly timetable** uploaded in the **class general folder**.
4. The **Google Meet link** will be in the **class general folder**.
5. There are individual folders completed for the individual subjects.
6. The class teacher will set assignments for you to complete. Click on to Classwork page

Year2-Maths-CWP-2020  
CW - Year 2 - Mrs Sisson - 2020

Stream **Classwork** People Marks

+ Create

Meet Google Calendar Class Drive folder

All topics

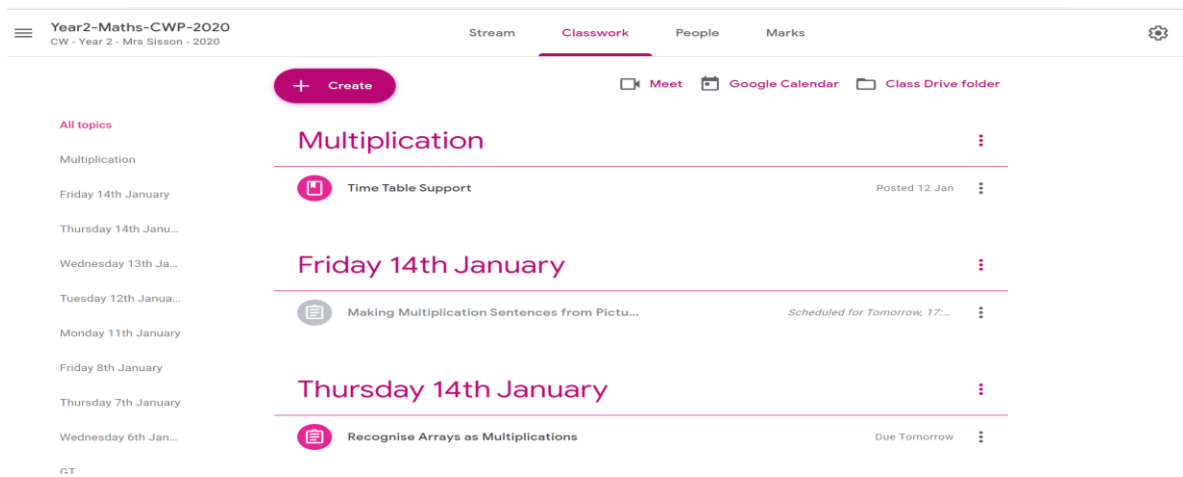
Multiplication

Friday 14th January

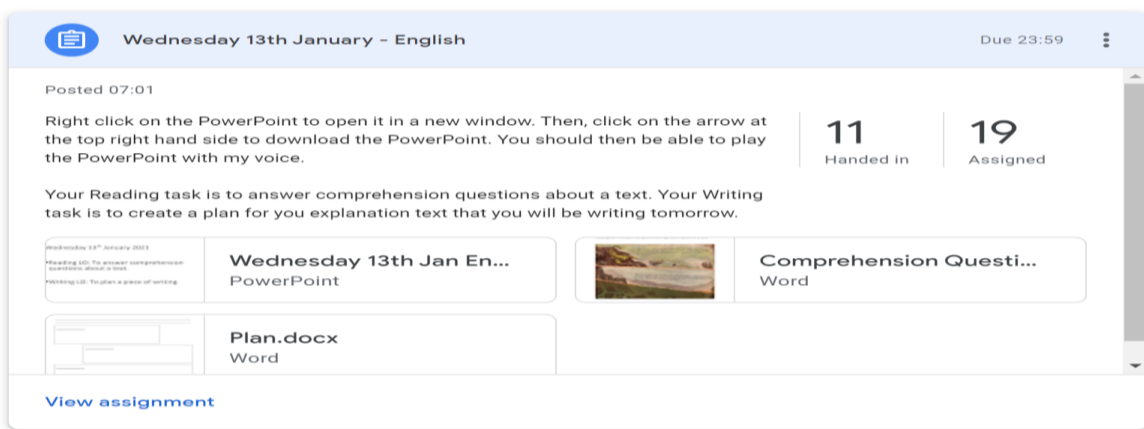
Time Table Support

Posted 12 Jan

1) This is an example of the classwork page. **It will look different for each year group.**



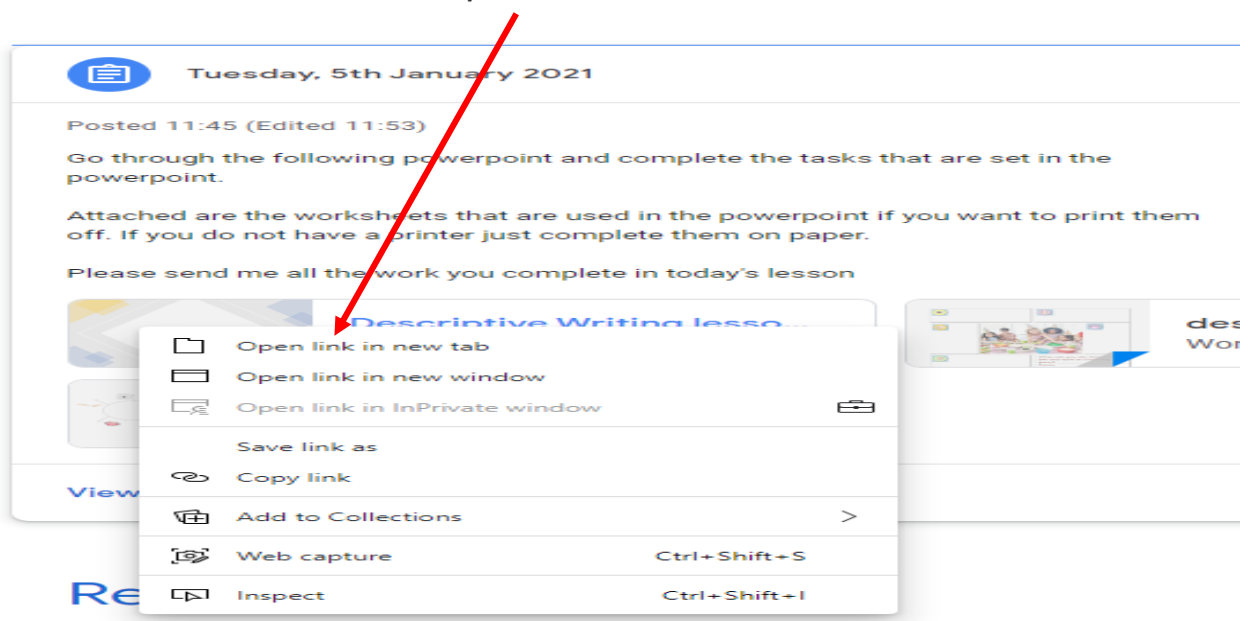
2) When you click on the task/assignments set for that day, **this is an example of what you will see.**



Please note tasks can be completed but not handed in.

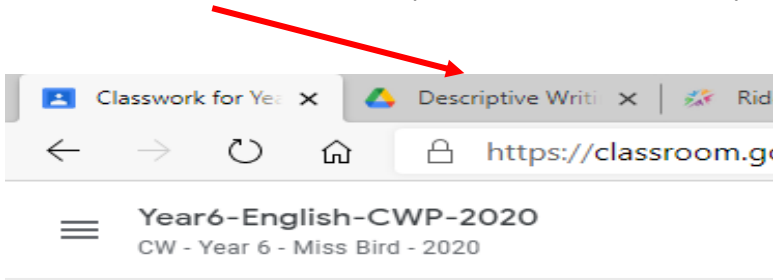
Assignments require children to hand in work. Even if this is just reading a story if children click hand in (without uploading any pictures of their work) the teacher has a record that the child engaged with learning.

3. For **English** and **Learning Journey** subjects the pre-recorded PowerPoints need to be downloaded. To do this, **Right click on the PowerPoint** and then click **Open link in new tab**.

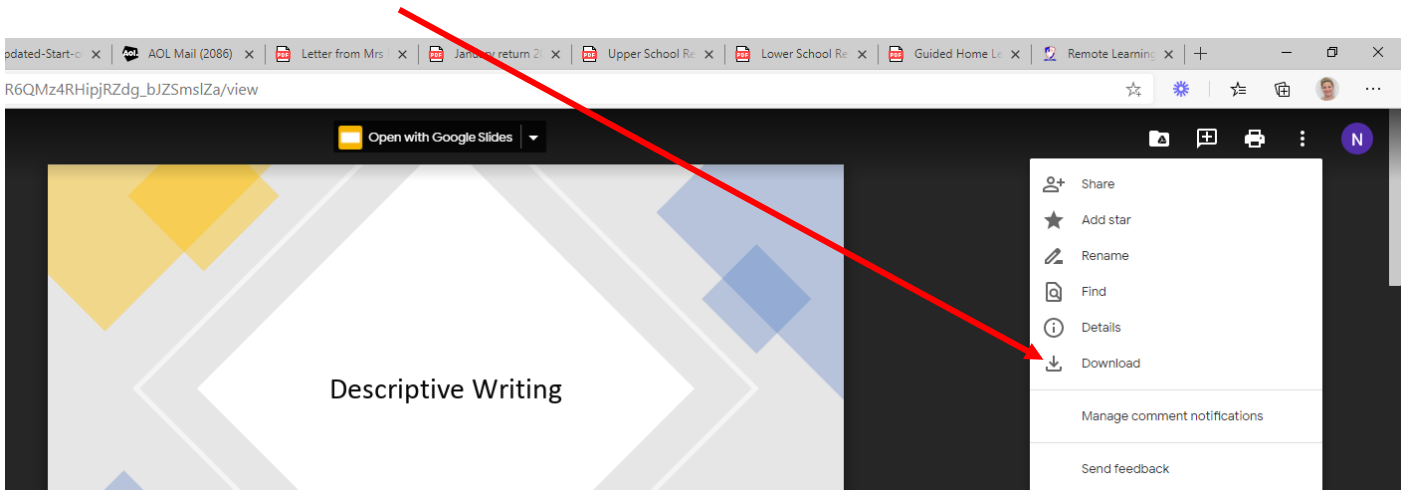


Students can only see topics with published posts

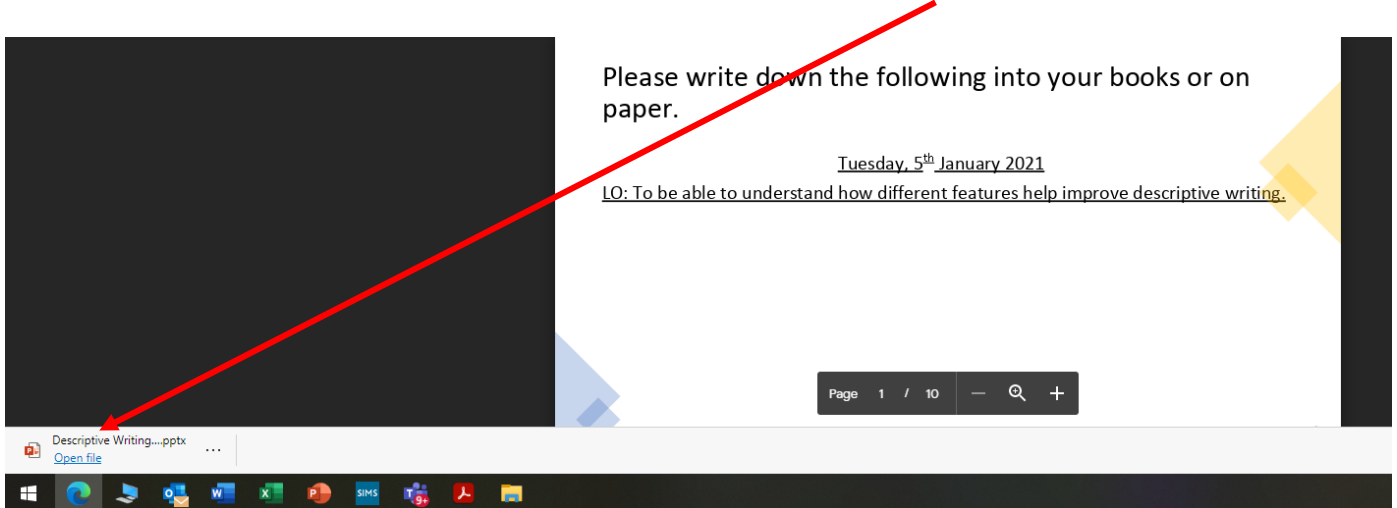
4. The PowerPoint will then be opened in a new tab, which you will find at the top of your screen.



5. You will then need to **download** the PowerPoint.



6. The PowerPoint will then be downloaded. You will find this at the bottom of your screen.



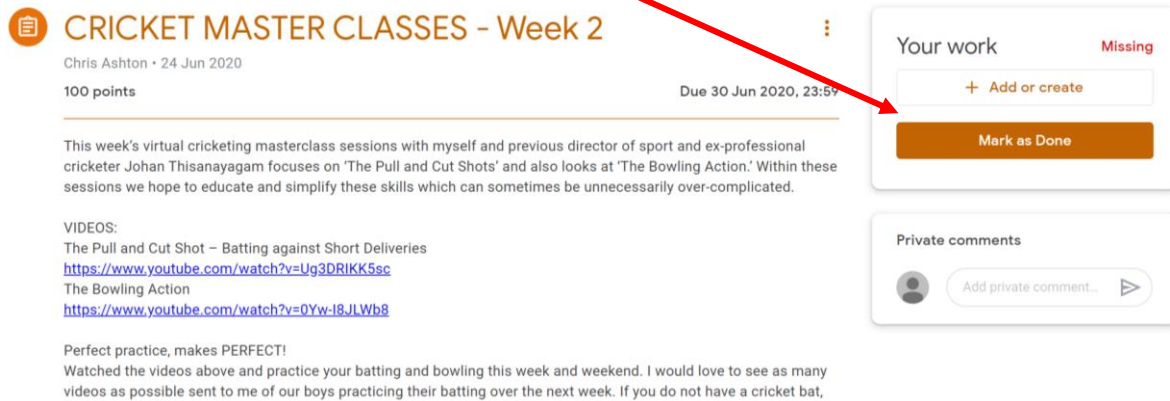
**Click on this document and you will be able to hear the class teacher.**

Please refer to the email sent out on Friday 6<sup>th</sup> November for child's username and password for Google Classroom.

7. Watch the PowerPoint (or video clip) then click on View Assignment to complete task.

## Submitting Assignments – HANDING IN WORK – A Quick Guide for when you need...

To show that work is completed, click 'Mark as Done'. This is for when your child has no work to show, such as for reading tasks or PE.



**CRICKET MASTER CLASSES - Week 2**  
Chris Ashton · 24 Jun 2020  
100 points  
Due 30 Jun 2020, 23:59

This week's virtual cricketing masterclass sessions with myself and previous director of sport and ex-professional cricketer Johan Thisanayagam focuses on 'The Pull and Cut Shots' and also looks at 'The Bowling Action.' Within these sessions we hope to educate and simplify these skills which can sometimes be unnecessarily over-complicated.

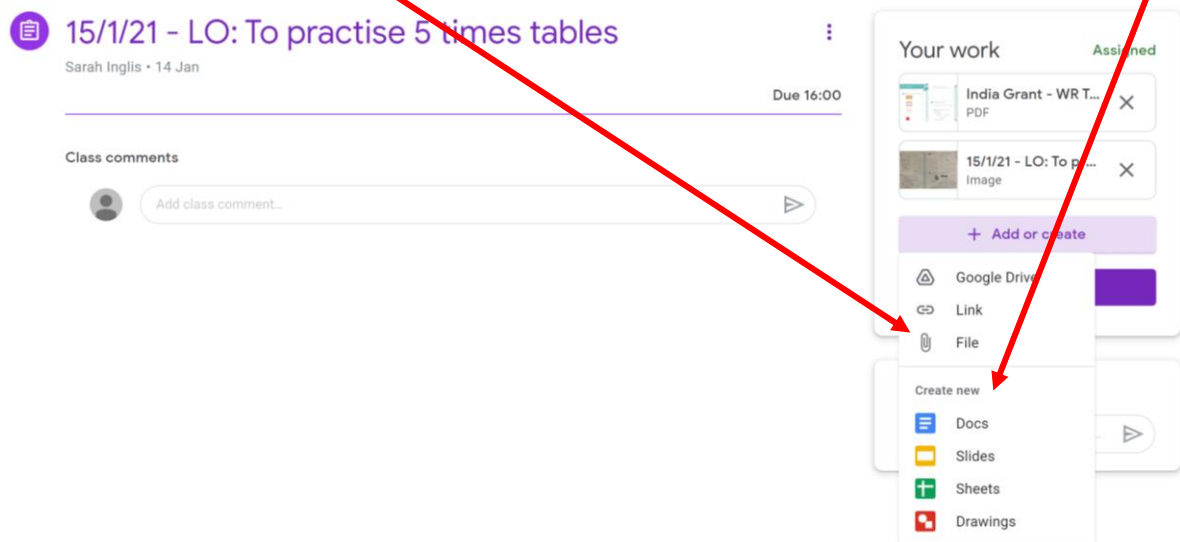
VIDEOS:  
The Pull and Cut Shot – Batting against Short Deliveries  
<https://www.youtube.com/watch?v=Ug3DRlKK5sc>  
The Bowling Action  
<https://www.youtube.com/watch?v=0Yw-l8JLWb8>

Perfect practice, makes PERFECT!  
Watched the videos above and practice your batting and bowling this week and weekend. I would love to see as many videos as possible sent to me of our boys practicing their batting over the next week. If you do not have a cricket bat,

**Your work** Missing  
+ Add or create  
**Mark as Done**

**Private comments**  
Add private comment...

If your child is required to send some work to their teacher, click '+ Add or create'. You can select a file or image you have saved by clicking on 'File'. Or you can create a document to complete the work by clicking on 'Create new'.

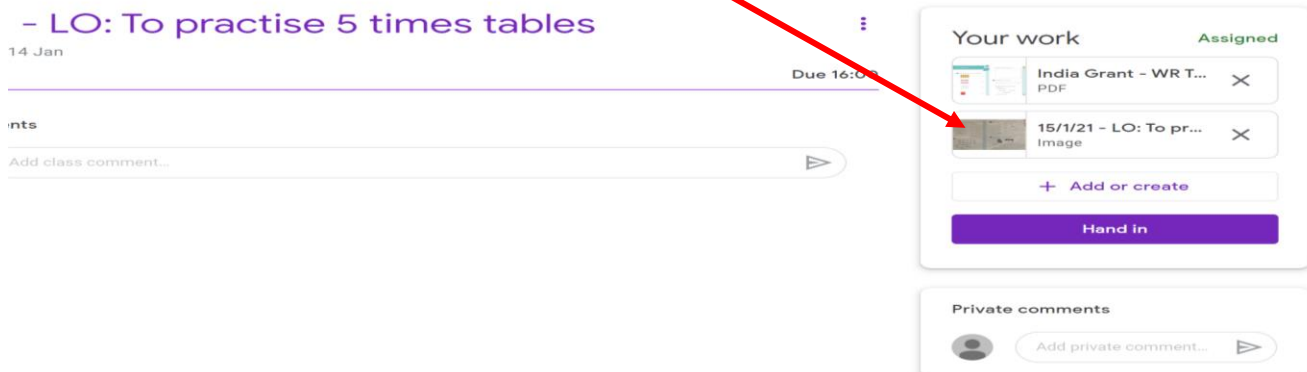


**15/1/21 - LO: To practise 5 times tables**  
Sarah Inglis · 14 Jan  
Due 16:00

**Class comments**  
Add class comment...

**Your work** Assigned  
India Grant - WR T... PDF  
15/1/21 - LO: To p... Image  
+ Add or create  
Google Drive  
Link  
File  
Create new  
Docs  
Slides  
Sheets  
Drawings

If you have attached your work, you will see it here. Now click 'Hand in' and your children will be able to see the work.



**15/1/21 - LO: To practise 5 times tables**  
14 Jan  
Due 16:00

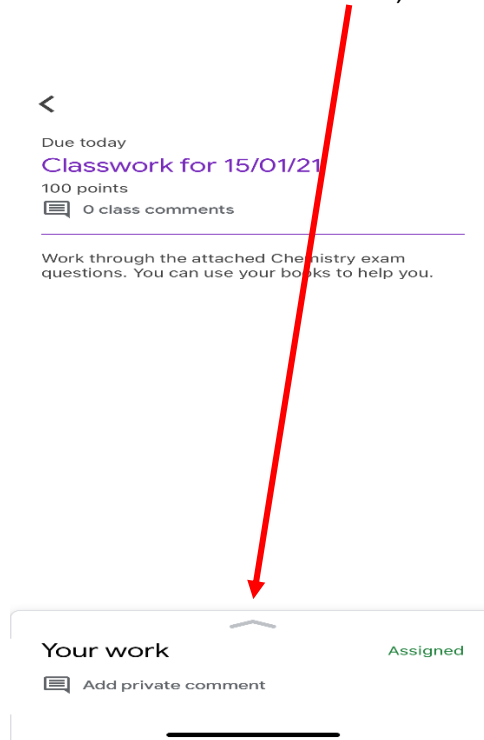
**Class comments**  
Add class comment...

**Your work** Assigned  
India Grant - WR T... PDF  
15/1/21 - LO: To pr... Image  
+ Add or create  
**Hand in**

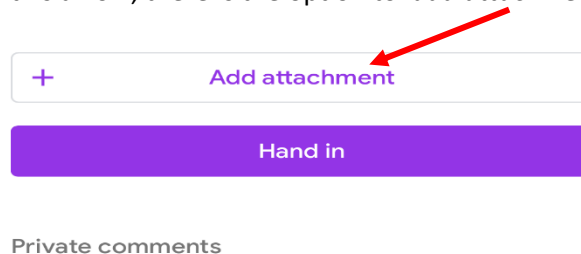
**Private comments**  
Add private comment...

## Submitting Assignments – HANDING IN WORK – Using an iPad or Tablet

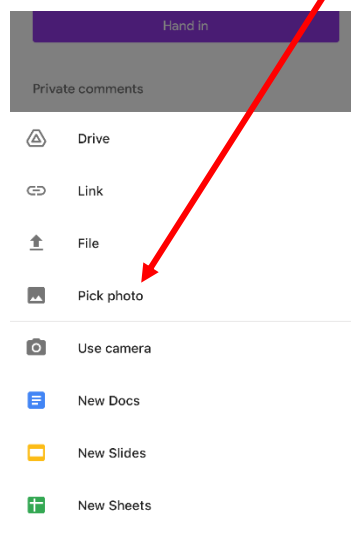
1. Complete work on paper or in a workbook
2. Take a photo on your phone, iPad or Tablet.
3. Click on the **assignment**. At the bottom of the screen is an arrow, click on this arrow.



4. Once you have clicked on this arrow, there is the option to 'add attachment'.



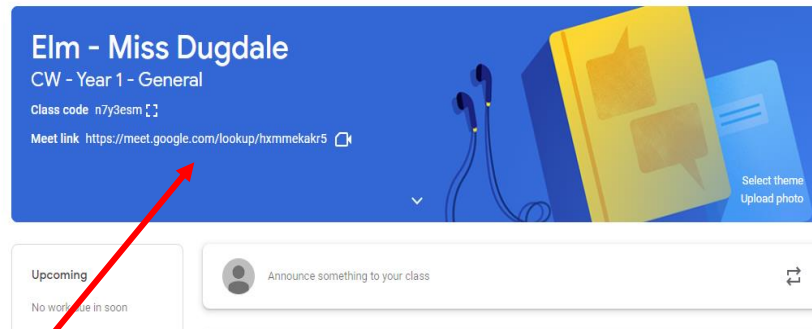
5. Click on 'add attachment' and there will be an option to click on 'pick photo'. Click on 'pick photo' and this will take you to the photo gallery on either your phone, iPad, or tablet. Select the photo of the work that you want to upload. This will then upload your child's work. Then click on 'Hand in'.



## Google MEETS

Google Meets will be accessed via a MEET LINK.

The link for the Google Meets will be in the class *General Folder*



To access the Google Meet, click on the link.

Children will always need to leave MEETS before the teacher.

As this is new technology and a new way of working for us, there may well be teething issues so please have patience as we trial this new system.

Please remember, we understand that you are not your child's professional teacher and therefore we do not expect you to provide the expertise and experience that the school gives. We really appreciate everything you are doing to support your child's learning in these very difficult times, and we want to support you as much as possible. Keeping your child to a structure of learning will help both you and your child and will help greatly with routines once school returns.

Many thanks for your continued support and please stay safe.

**SLT at Courtwood Primary School**