

be curious, be resilient,  
be compassionate



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Dear Parents and Carers,

### Using Google Classrooms at Home

The DfE guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) states that for individuals or groups of self-isolating pupils, remote education plans should be in place. These plans should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). In the event of a local outbreak, the PHE health protection team or local authority may advise school to close temporarily to help control transmission. It states that schools will also need a plan should there be a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. In developing these contingency plans, the DfE places a series of expectations on schools in terms of content, delivery, monitoring engagements and accessibility for the whole school community. From the start of the autumn term, Oak National Academy will make available video lessons covering the entire national curriculum, available to any school for free. They also have a range of specialist content for pupils with SEND that parents can be directed to as appropriate.

The routines for remote learning are explained in our Remote Education Plan - [http://www.capenhurstcep.cheshire.sch.uk/serve\\_file/736792](http://www.capenhurstcep.cheshire.sch.uk/serve_file/736792)

As a school, we have opted to use Google classrooms as the portal for teaching and learning remotely should any part of school be asked to self-isolate and also for setting homework. By setting homework in this way, it will enable staff, children and families to become familiar with how the portal works and then it will be easier to move to this way of working should remote learning become necessary.

All the teachers have received some training in how to use Google Classroom and will be using it to set homework for your child from Monday 28<sup>th</sup> September onwards.

Attached is a guide to explain how Google Classroom works.

All the laptops in school have Google Classroom installed on them. You may have to download the Google apps onto your devices at home as explained in the attached guide.

Each class teacher will review the work your child has submitted and provide online feedback for them to read.

Please try to log on to Google Classroom and encourage your child to complete their homework. If you have any questions relating to this, please speak to your child's teacher.



Our ICT technician has also identified the following You Tube videos to help you and your child log on to Google Classroom:

- Parent guide to Google Classroom - <https://www.youtube.com/watch?v=2lowi-gmbys>
- Submitting work from a Computer - <https://www.youtube.com/watch?v=LsD1QJEN0Yg>
- Submitting work from a Tablet - <https://www.youtube.com/watch?v=VTPYDkex-og>

This is new venture for school and for some of our families; it may take time for it to become familiar to everyone. If any family has problems accessing Google classrooms because of internet problems or access to devices, they are to contact the school office.

Your support and cooperation in this new way of working is much appreciated. Through patience and working together, it will become second nature for us all, eventually.

Yours sincerely,



Mrs Claire Green  
Headteacher