

St Matthias Church of England Primary School



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Executive Principal: Sian Davies • Headteacher: Lucy Blewett

Friday 20th November 2020.

Dear Parents and Carers,

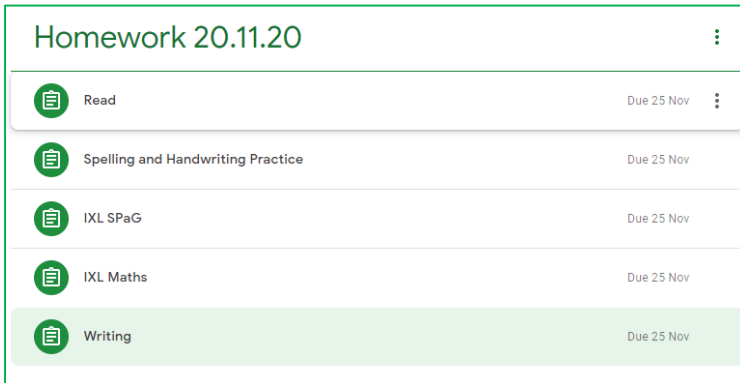
I am writing to inform you that we have now signed up to Google Classroom. Like many schools, we have chosen to move to Google Classroom for all of our home learning. This means that all home learning, which includes homework every weekend and any learning that is provided if a child is off during the week due to something related to COVID, will be provided online. This will be used instead of Padlet.

What is Google Classroom?

Google Classroom is a cloud-based site (meaning it can be accessed from any device that has internet access – no app needed; however, there is one if you wish to download it) where teachers can set work, children can answer online and teachers can provide feedback.

How does it help with home learning?

When a teacher sets work on Google Classroom, it'll look something like this:

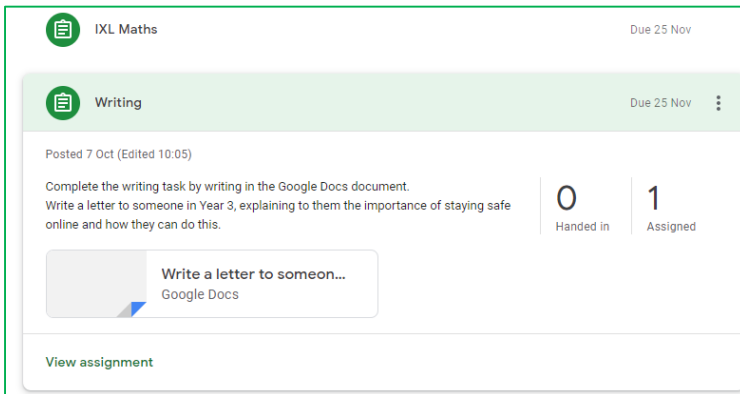


The screenshot shows a list of homework assignments for the date 20.11.20. The assignments are: Read (Due 25 Nov), Spelling and Handwriting Practice (Due 25 Nov), IXL SPaG (Due 25 Nov), IXL Maths (Due 25 Nov), and Writing (Due 25 Nov). The 'Writing' assignment is highlighted in green.

Children then click on the subject e.g. maths and they can access any resources, links or questions that need to be answered.

If they need to write something, they open up the link provided by their teacher and they type straight into that.

When they are finished, their teacher can then see exactly what they have done and leave feedback in that document.



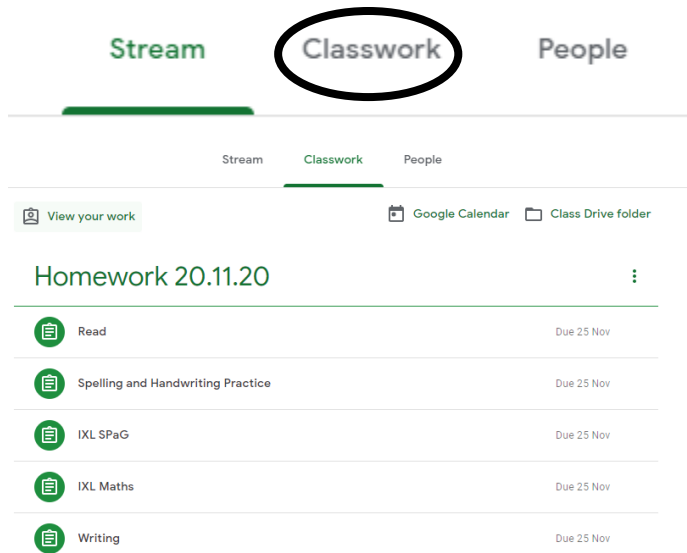
The screenshot shows the details for the 'Writing' assignment. It was posted on 7 Oct (Edited 10:05). The task is to 'Write a letter to someone in Year 3, explaining to them the importance of staying safe online and how they can do this.' There are 0 items handed in and 1 item assigned. A link to a Google Docs document titled 'Write a letter to someone...' is provided. A 'View assignment' button is at the bottom.

All links to websites will also be embedded e.g. for IXL/ TT Rock Stars etc. so you just need to click the link and it'll take you there!

Login Details

Each child has their own login details for Google Classroom. They will use this to access their learning. They need to:

1. Visit classroom.google.com
2. Sign in with their login details
3. Click on 'Classwork' at the top of the page and they can see everything they need to do



What if you need help?

Once you have used Google Classrooms a couple of times, it is fairly straightforward to use; however, if you do need help, there are a few things that you can do:

- ❖ Go through it with your child – they have already gone through how to use it with their class teacher
- ❖ Visit our school website – Home Learning tab – Google Classroom tab
 - <https://www.st-matthias.hackney.sch.uk/home-learning/google-classroom/>
 - this explains what Google Classroom is and has help sheets along the bottom of the page
- ❖ Watch our help video, which can be found on our school YouTube account and on the school website in the Google Classroom Tab – more will be added if you need them
 - https://youtu.be/-Hyk6FWm_94
- ❖ Sign up for an online support session
 - You can do this by following this link <https://forms.gle/1tYaiaocCtmtfR2U9>
 - The link can also be found on the school website under the Google Classroom tab

We hope, like us, you see the benefit of Google Classroom to your child's learning.

Please let me know if you have any questions.

Ms Martin
Deputy Headteacher

Home Learning User Agreement

It is really important to make sure we are using Google Classroom safely and appropriately, to ensure that we get all of our learning completed. We can do this by agreeing to the following:

1. I will complete all of my home learning by Wednesday every week.
2. I will make sure I am only submitting work that my teacher has asked for.
3. I will not share my username and password with anyone apart from my responsible adult.
4. If my class ever has an online video call with my teacher, I will be respectful to everyone on the call.
5. I will use the internet safely and let my responsible adult know if I see anything that makes me feel uncomfortable.
6. I will let my teacher know straight away if I cannot access the learning or if I need help.

By using Google Classroom at St Matthias, you are agreeing to the above.

Staying Safe Online

When you have access to the internet – through your phone, computer, laptop, tablet, games console etc. – it's really important that you know how to stay safe online. We have had lots of lessons, assemblies and parent workshops on how to do this but it's important you know what to do to stay safe.

Don't give out any personal information about yourself.

This includes your name, age, school, address, as well as photos and videos of yourself. If you have an account that needs a profile picture, use an avatar (a cartoon).

Don't agree to meet up with anyone.

If ever your online friends ask you to, tell a responsible adult and show them the message.

Be careful which links you open.

Sometimes, links will pop up on your screen, asking you to click them, often telling you that you have won something or that you need to update something or contact someone. Don't click anything and show it to your responsible adult.

Make a positive digital footprint.

Be kind and remember that everything you post/ do online can stay there for a very long time. Think carefully about what you put up.

Know which apps and websites are suitable for you!

There are lots of apps that older children have that you shouldn't have accounts for. This is why lots of apps have age restrictions like:

- Facebook – 13 years and over
- Instagram – 13 years and over
- Snapchat – 13 years and over
- Tik Tok – 13 years and over
- WhatsApp – 16 years and over



These age restrictions are there to keep you safe! If your responsible adult says it is okay for you to have one of these accounts, you need to make them private because otherwise, anyone can see you and that isn't safe.

If ever you feel like something isn't right, report it

All apps and websites have a button where you can report something if someone has said or done something that doesn't make you feel right. If this happens, don't do anything and show your responsible adult. They can then help you report it.

As well as the website, you can report online concerns to:

www.ceop.police.uk
www.childline.org.uk