

Head: Lucy Miles

Tel: 01608 683642

Email: office.2104@great-tew.oxon.sch.uk

Great Tew Primary School
Great Tew
Chipping Norton
Oxfordshire
OX7 4DB

10th January 2021

Dear parents/carers

Google for Education and Ongoing Plans for Remote Learning

As explained in my letter on Friday, our remote learning offer will be an evolving process, responding to what is working well and making tweaks where things are not working so well. As you are aware, the school is signed up with Google for Education, and every child has their own login to this online learning platform. Two key aspects of Google for Education are Google Meet (for virtual meetings) and Google Classroom, which is like a virtual classroom, where learning can be shared, submitted and responded to. Children in all classes are familiar with Google Meet (this is for example how I have been doing assemblies for the past term) and the children in Key Stage Two have been getting used to accessing and submitting learning via Google Classroom since the end of last term, in preparation for an eventuality such as this.

To help us ensure the next stages of our rollout of Google for Education run as smoothly as possible, there are now a few things that we need you to do. Older children should be able to manage much of this independently, younger children will obviously need support.

Ensure Your Child Has Access to Their Google for Education account

Google for Education can be accessed from any computer or tablet that has access to the internet. If using a computer, it is best accessed via Google Chrome if possible and you simply go to Google and login with your child's username and password. You should all have received login information but please let us know if this is not the case. If you have more than one child accessing Google Classroom on the same computer, Google Chrome allows you to create different accounts for each child. An explanation of how to do this can be found in this very useful **Getting Started Video for Parents:** <https://gfe.oxon.in/>

Ensure Your Child Has Access to Google Classroom

To access Google Classroom pupils can use the classroom app on a phone or tablet or visit <https://classroom.google.com/> on a computer.

TOP TIP: It is particularly easy to submit learning to Google Classroom via the App, so I would strongly encourage you to download this onto a phone or tablet to make the submission of photographs of your children's learning very straightforward.

Ensure Your Child Has Accepted the Invitations to Join Their Classrooms

All children will have been invited to join two classrooms, their own class, and a newly created classroom, "**Mrs Miles' Assemblies**". Please accept these invitation/s, which you will find by going to Google Classroom and then pressing "**Join**" on the relevant classroom.

If you can't find the invitation to my Mrs Miles' Assemblies classroom, you will need to use the class code: **16lrhgu**

This is all well explained in the **Getting Started Video for Parents** mentioned and linked above.

Encourage Your Child to Visit My Assembly Classroom & Submit A Photo “Assignment”

There is a very simple assignment that the children might enjoy, following my assembly on Friday (submitting a close-up photograph of something they find beautiful outside – for example a leaf, a cobweb, a piece of bark or some moss). I’d love to see their pictures!

I would strongly encourage you to use the Google Classroom app to do this. It will be a chance to practise submitting photos of the children’s learning into Google Classroom.

There is a video link here to show you [how to submit learning using the Google Classroom App](#). Alternatively the photo can be submitted from a computer, as is explained in the video referred to previously, **Getting Started Video for Parents:** <https://gfe.oxon.in/>.

And Finally, and Importantly, What’s Changing Next Week? Please Read This Carefully as There Are Changes for All Classes!

For Reception:

- Children will be having a daily Meet, a chance to see their friends and their teachers. Parents have been told how to access these Meets.
- Learning will be sent to parents via email, as currently, and all completed learning is to continue being submitted, for the time being, via email.

For Years 1&2:

- Children’s learning will now be posted and accessed on Google Classroom. A weekly timetable has been posted on the Streams page, and activities (assignments) will be on the classwork page. Photographs of the children’s learning should be submitted via the Classwork assignments (just as you will be doing to submit the photo to my assembly page). All the Y1&2 staff will be able to see, and respond to, the children’s learning posted here, as will I!
- Children will be having a 9am Meet in the morning with Mrs Butler, to see their friends and talk through the day’s learning. There will be another one in the afternoon at 2.30pm, for story time, one of the children’s favourite times of the day. **Please Note:** To make it easier to organise and access these whole class Meets, they will be accessed via the **Meet Link** on the toucan’s beak on the main classroom Streams page. **The link will not be visible until just before the Meet is due to start.**

Stream Classwork People

Year 1 / 2
Key Stage 1
Meet link <https://meet.google.com/lookup/cckewhbxei>

This link will not show until just before the Meet is due to start.

Upcoming
Woohoo, no work due soon!
[View all](#)

[View class updates and connect with your class here](#)
See when new assignments are posted

- From now on, parents of children in Year 1&2 should use Google Classroom to submit children's learning, rather than emailing it to Mrs Butler. This will make it much easier to see, and feedback on what the children have been doing at home. If you need to contact Mrs Butler about anything to do with your child's learning, please email her, as usual, on sbutler.2104@great-tew.oxon.sch.uk

For Years 3-6:

- Children are all familiar now with accessing and submitting their learning via Google Classroom which they have been doing for some of their learning this past week. **From now onwards, to keep everything in one place and to simplify feedback, all the children's learning, in all subjects, will be submitted to Google Classroom.** This is most simply done, as outlined above, by using the Google Classroom App and submitting a photograph of their learning and submitting their assignment. Please remember, as always, it is not essential for White Rose maths worksheets to be printed if that is causing problems. The children can do their maths on a piece of paper, and then submit a photograph of what they have done.
- All classroom staff (including me) will be able to see, and respond to, the children's learning. I am looking forward to being able to drop into the classrooms and see what the children have been up to; it will certainly be a lot more enjoyable for me than some of the other Covid-related jobs keeping me very busy at the moment! Staff will easily be able to see exactly what has been submitted by every child, and which assignments have not been completed. It should encourage a greater level of independence with the children's learning, as they can very easily submit all their learning themselves. In addition, it will simplify feedback, avoiding the need for teachers to respond to up to 90 emails per day!
- Children should continue to use the Google Classroom Stream to find their learning, and check their upcoming activities.
- For the time being, Meets for Years 3-6 will be accessed via the Meet app from the **nine dot "waffle"**, though this may change.

For All Children:

- I am planning to have a go at a whole school Meet, via my assembly classroom, on Friday morning at 9am, a sort of virtual Star of the Week! It may be a bit chaotic but we will try, and if it doesn't work we will think again!

You will appreciate that this is all new, not just to you, but to staff too, and there are bound to be some teething problems. It is for this reason that we didn't launch straight into all of this last week! Please contact us if you are having difficulty accessing or submitting your children's learning or navigating Google for Education and we will try to help you. Technical support is available for parents via our IT support provider, 123ICT (a flyer is attached).

I will also be holding a Meet training session for any parents who wish to attend, to show you where to find things, and how to submit learning. My learning curve, too, has been steep, but I think I'm now in a position to show you around and help out a bit! This will take place at 1.45pm on Monday 11th January and will be accessed from your child's login via the Google Meet at the top of my **Mrs Miles' Assemblies** classroom. If you can't make this, and would like to, please let me know and I will try to arrange another session later in the day one day this week. **Please note the link will not show until immediately before the Meet is due to start, and you will not be able to see the Meet if you open Meet from the nine dot waffle.**

Below is a diagram showing where to find the Meet Link.

The screenshot shows a classroom interface with three tabs: Stream, Classwork, and People. The 'Stream' tab is selected. The main header area displays 'Mrs Miles' and 'Mrs Miles Assemblies'. Below this, the 'Meet link' is shown as <https://meet.google.com/lookup/avjsexpme5x>. A red arrow points to this link, and a red box contains the text: 'This link will not show until just before the Meet is due to start.' Below the header, there is a section for 'Upcoming' with the text 'Woohoo, no work due soon!' and a 'View all' button. To the right, there are two posts: one by 'Lucy Miles' dated 'Jan 9 (Edited Jan 9)' titled 'Lucy Miles posted a new assignment: Looking For the Beauty in Nature', and another by 'Lucy Miles' dated 'Jan 9' titled 'Here is Friday's assembly.' with a video thumbnail and the title 'Assembly-Friday 8th Jan...' and the URL <https://vimeo.com/49831698...>

Attached to this letter is an important document about protocol around using Google Meet. Please read this carefully and discuss it with your children.

Thank you to you all for your ongoing support as together we do all we can to make this work the very best we can for your children.

Best wishes,

Mrs Lucy Miles