



## **Introduction to Google Classrooms Busy Bees**

As we continue to live in uncertain times, we have made the decision to transition much of the children's out of school learning to Google Classrooms. As most homework or learning is currently being sent electronically, this will allow us to ensure that all home learning can be delivered on one platform and affords the opportunity for a greater range of activities. It will also ensure that both you, the children and the teaching teams will be familiar with the Google Classrooms learning environment should another school closure happen or if a Year Group Bubble needs to isolate.

Google Classrooms can be accessed via a PC, laptop, tablet or using an app on a phone or mobile device.

A virtual classroom has been set up for your child with their own unique, secure login. Their class teachers also have secure logins to view and set work. Each child's login will be sent to you via ping on Friday 23<sup>rd</sup> October.

### **When will tasks be uploaded to Google Classroom?**

When you first log in to Busy Bees Google Classroom you will find a short story for the children to watch and listen to as an introduction to Google classrooms. Our intention is for Busy Bees children to be able to access activities and learning opportunities when not at Pre-school. Children will be able to share with us their pictures and any activities they do at home via the Google Classroom.

Please take some time to familiarise yourselves with the site and let us know of any issues you come across.

### **How do I access Google Classrooms?**

The attached simple guide will help you find your way into the Google Classroom.  
[https://youtu.be/dtnr3RdJ\\_Tk](https://youtu.be/dtnr3RdJ_Tk)

You can also download an app for apple or android devices from your app store.

There is also a useful guide and tour on the school website News Feed.

### **How do I send work that my child has completed?**

Teachers will create assignments/tasks which will allow children to create and submit classwork. The same system is in place for parents/guardians of children in younger years– they are welcome to provide evidence of children's work through uploading pictures / videos to show that the set tasks have been completed (though there is no obligation to do so). The easiest way to upload photo/video evidence of your children's work is to install the google classroom app which is available on both Android and Apple devices (Search google classroom in the app store), or by going to the Google Classroom website on your computer: <https://classroom.google.com>

In addition, children also have access to 'My Drive' in which they can save any work they have done on the computer. This is not an expectation, but a resource for those who wish to use it. They are welcome to upload photos of their work completed if they wish to share this. Once work is completed children will be able to share their work with their class teacher.

### **What if I have more than one child at Swallowfield?**

The same electronic device can be used to log into multiple classrooms but for your child to access the work in their classroom they must be signed in using their log in. This is particularly helpful if you are limited to one device. Each pupil is invited to their classroom using a personal Google Classroom account. You will

be able to add multiple accounts to the sign-in page and access different classrooms using the same device.

### **Devices and Connectivity**

Google Classrooms can be accessed using either a desktop computer, laptop, tablet or mobile phone with either internet or phone network connectivity. If your family is unable to access any of these devices, please speak directly to your child's class teacher.

### **Screen Time**

Out of necessity, the work we are providing for children will be accessed online – however, the expectation is that much of the work can be completed on paper (this may require some printing or copying from screens). This should help both with parents needing access to laptops when working from home, and also reduce the amount of time spent in front of a screen. The temptation for many children, particularly those higher up the school, will be to spend increased time on consoles, tablets and laptops; whilst an element of this is expected and unavoidable, particularly with plenty of high- quality sites and apps providing learning support, where we can set work that can be done offline we will try to do so.

### **Conduct in the online classroom**

In the online classroom, children may have the opportunity to comment on posts made on the main timeline. The expectation is that all pupils will be courteous and polite at all times, as is expected in the classroom. Any unkind or impolite comments may result in a child having their commenting facility removed.

### **Help and Support**

As this is a google product, the most useful source of help and support is Google. Typing your query into a google search is likely to be the most helpful. Teachers will, of course do their best to provide help and support if required so please email your child's class teacher if necessary.

We are confident that Google classroom will be a fantastic learning platform for all pupils in the long term and we hope that in the near future it helps to provide some additional support to your homework.