

ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA



Learning with Love, Strength and Faith, following the example of Jesus

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Monday 5th October 2020

Dear St Mary the Virgin CEP Families,

Google Classroom – Remote Learning

We are writing to provide you with further details on how we plan to continue educating the children from home in the event of whole school closure or if a bubble is required to self-isolate. As in our previous letter, if individual children need to remain at home in quarantine, there is two weeks' worth of work on each class' page on the school [website](#).

We would also like to draw your attention to our 'Remote Learning Policy' which is on the coronavirus updates section of the [website](#). Please ensure you are familiar with this as it sets out the expectations of staff, pupils and parents if we need to revert to online education.

We are changing the way that we provide online education

The Department of Education has provided us with funding to utilise Google Classroom for the whole Federation. Staff have been having training on how to set and mark work using this platform and it is a fantastic way to set tasks, whilst being able to interact safely with the children during the time they are learning from home. The use of Google Classroom is fully compliant with our GDPR, Online Safety, Child Protection and Safeguarding, and Behaviour and Discipline policies, all of which can be found on our website.

Each pupil (from Reception to Year 6) will be provided with a login to access his or her class' work. This will be stuck into the front of their reading record and sent as a letter home soon. Please keep these in a safe place. They will not have access to send each other emails with this address: it is purely for use of Google Classroom and to allow them contact with their teacher when needed. KS2 will also have a lesson in school on how to use Google Classroom effectively to complete and hand in work.

The details below set out what you can expect from St Mary the Virgin CEP in the situation where a 'bubble' is required to self-isolate.



Google Classroom

- At 8:50am each day, the teacher and teaching assistant will hold a live Google Meet to register the children; set out the work that should be completed that day and explain where to find it. During these, pupils' microphones should be muted unless the teacher asks otherwise and there will be a chat facility for children and parents to ask any questions. These will be monitored by a member of staff. This is a great way for pupils to be in regular contact with their teacher and teaching assistant (and vice versa) and to have the outline for the day to be explained. We would ask that parents attend these wherever possible. If there is more than one 'class bubble' required to be learning from home, teachers would ensure that there is no clash in timings so siblings are able to connect with their teacher.
- Teachers will set a maths and literacy task to be completed each day, with a clear submission date on it. There will also be a foundation subject task for each day to ensure the children continue to have access to the full curriculum.
- Each assignment set for the children will be explained through a pre-recorded video. This will be either from the class teacher, a teacher from one of the other schools in the Pioneer Federation, or by utilising the videos that are on [Oak Academy Trust](#).
- The expectation for all children who are self-isolating at home is that all daily tasks are completed at home and handed in by the deadline date set for the teacher to view and mark. The teacher will then provide feedback to the children in a similar way in which they would in school. Sometimes this will include a suggestion for a next step.
- Children and parents can request for an individual 'tutorial' on a specific piece of work if they are finding a task difficult, and teachers or teaching assistants may also request these if they notice a child has struggled on an assignment. These will all be through Google Meet and codes to join the tutorials will be sent to you. Our Online Safety Policy states that two




adults must always be in the 'room' during video chats so parents will need to be present for 1:1 tutorials. This will also mean parents are able to continue with the support and advice offered by the teacher to help their child(ren) at home.

- Teachers and teaching assistants will be available to contact during school hours of 8:30am and 3:15pm and messages that are received before or after this time will be responded to as soon as possible. The class email addresses that were used during previous school closure **are no longer live** and all contact with the teacher should be made purely through Google Classroom or by contacting the School Office on the usual email address - office@st-maryhartfield.e-sussex.sch.uk. Please note that when the children are in school, any emails received at the teachers' work emails will not be responded to and any questions for teachers should be sent via the school office at the above address.

If you will be unable to access Google Classroom from home and need to discuss how we can support you with ICT equipment, please contact the School Office.

Please do not hesitate to contact your child's class teacher if you have any questions.

Yours sincerely,



Mr A Brundle
Chair of Governors



Mr J Procter
Executive Headteacher



Miss B Hare
Head of School

