

Dear Parent or Carer in Year 1 and 2

Friday 24th April 2020



Google Classroom

We would like to thank you for your support during this challenging time.

As of the week of the 27th April you will be able to access your child's work online using the Google Classroom App. This is an experiment for us too, so we welcome your feedback to help us improve.

Every Friday, Teachers will upload:

- Video of them reading a story
- An overview of the work for the week.
- English (phonics, grammar, reading and writing)
- Maths
- Science/Topic

Please submit your child's work via Google Classroom - instructions page. You can do this by uploading a photo of your child's work using:

- the Google Classroom app on a smartphone or tablet. The Google Classroom app is available for free on [Android](#), [Apple](#) iPhone/iPad, or Chrome OS mobile devices. *Tip: If you have multiple children using Google Classroom you could consider allocating a specific device for each child, to save you logging in/out each time.*
- via the Google website (ideally using Chrome internet browser) on any computer. *Tip: If multiple children are using Google Classroom, consider creating different "[People](#)" profiles within the Chrome browser, this allows you to easily switch between "People" without having to log in/out each time.*

We will be responding to your child's comments and work between 9.00-3.30 each day and aiming to respond within 24 hours. We would ask to see a minimum of one maths and one English exercise per week (we will indicate which these are). If you need paper copies please email the office on admin@burlingtoni.org.uk. You can return completed hardcopy work at the same time.

The safeguarding of our children is very important to us. All work/uploads can only be viewed by you and school staff. It is crucial that you do not share photos or videos from your child's Google classroom on social media or through other online platforms. Any incidents where this confidentiality is broken will be dealt with very seriously and may result in your access to the system being withdrawn.

Google classroom - Online learning platform agreement
By accessing Google Classroom you are agreeing to the following:

- I agree to Burlington Infant and Nursery School using google classrooms to create online learning for my child
- I agree to uphold the schools request not to share or upload any photos or videos of other children
- I agree to uphold the schools request that teachers will only post or comment during school hours **(9.00-3.30)**
- I agree to keep my log-in details secure and not share with other people
- I agree to my child's teachers working on google classrooms at home and in-line with the staff online user agreement
- I agree not to electronically share, by social media or other platforms, any part of my child's learning from google classroom or images and videos uploaded by the class teacher
- I agree to upload any work from my child's home learning, ensuring that no inappropriate material is posted

Quick Start Guide for Google Classroom

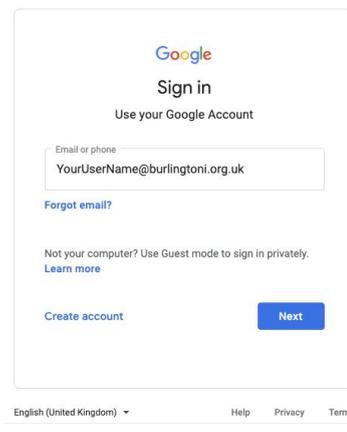
The following steps should help you access and use Google Classroom to support remote learning for your children. A key benefit is a single place to find and access content.

1. Go to the classroom.google.com website using an internet browser on your computer, laptop, tablet or smartphone. Alternatively, download and use the Google Classroom App on a smartphone or tablet. Click here for [iOS](#) or [Android](#)



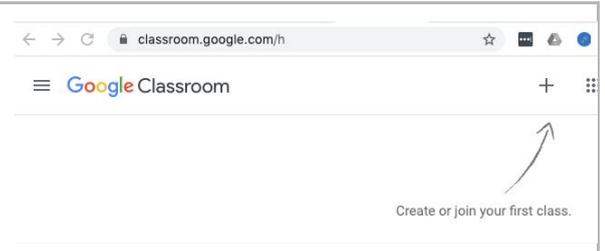
Each child has a Burlington Infants Google account which allows them to access their Google Classroom.

2. Please login to Google by using your child's email address. This is their LGFL login (excluding the .314 part) plus @burlingtoni.org.uk (e.g. User abcde123 uses the email address abcde123@burlingtoni.org.uk)



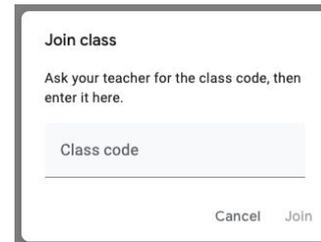
3. Password: This is the same as their LGFL password, and should be in their **Reading Journal**

4. Join an appropriate Classroom, click the + icon (top-right)



5. Enter your classroom code (case sensitive)

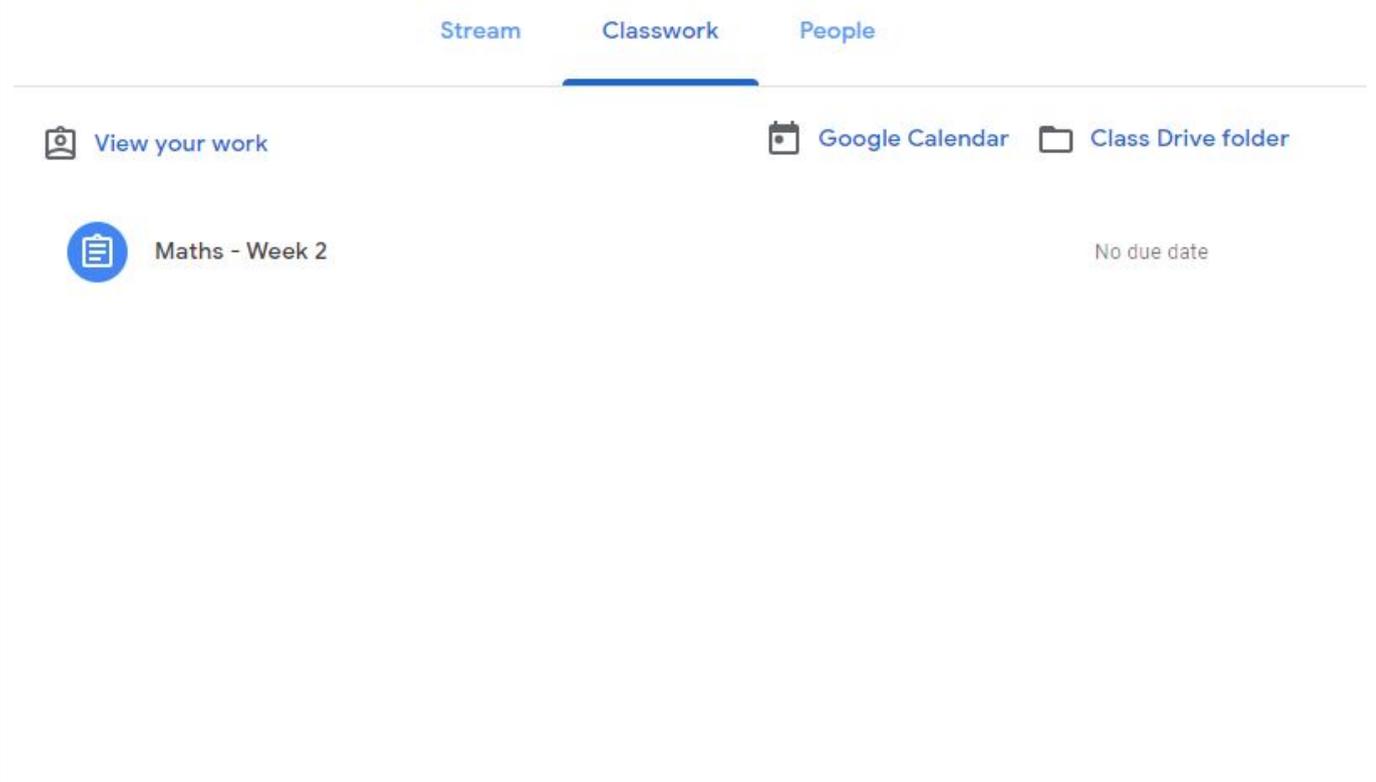
Jupiter code x3wrx2
Mercury code Rlletpc
Venus code Imtrqv7
Saturn code 3stpfkx
Sapphires code kfyhwkm
Diamonds code 4ymadtK
Emeralds code Ya72hxa
Rubies code gckgpgr



6. Accessing the learning

In your classroom you will be able to view the assigned learning.

The Stream menu shows all activity in the Google Classroom - teachers will post messages and videos here. The Classwork menu shows assigned learning for your child. Click on an assignment to open it as a Google Document or Google slides (where it can be viewed as a presentation) Alternatively you can download and print for offline access. Please note when printing Google Slides, it is most efficient to download the presentation as a pdf and then print multiple pages per sheet of paper.



7. Responding to learning.

You are able to send a **private comment** to the teacher through each assignment using the private comments box. The class teacher will aim to respond to these within 24 hours during the school week.

Some assigned learning might require the children to respond - usually this will be by completing an activity on paper. Parents can then photograph their child's work and send it via the "+ **Add or create**" button alongside the assignment. This can be done easily through the Classroom app on a smartphone or tablet. Alternatively children working on a computer can create a google document or slide and send their work via that. Teachers will be able to view the submitted work and send comments back.

The screenshot shows a Classroom assignment interface. At the top left, there is a blue icon of a document with a checkmark, followed by the title "Maths - Week 2". Below the title, the teacher's name "Mrs Ridley" and the date "22 Apr (Edited 10:13)" are displayed. A horizontal line separates the header from the assignment details. The main instruction reads: "Please respond by sharing your array from Lesson 4." Below this, there is a card for the assignment: "Year 1 Home Learning" with a sub-card "Year 1 Maths Week 2" which is a "Google Slides" document. At the bottom left, there is a section for "Class comments". On the right side, there are two panels. The top panel, titled "Your work" with a green "Assigned" status, contains a white button with a plus sign and the text "+ Add or create", and a blue button with the text "Mark as Done". The bottom panel, titled "Private comments", contains a grey profile icon, a text input field with the placeholder "Add private comment...", and a grey send button with a right-pointing triangle.

Thank you very much for all your support. We have enjoyed making the videos and work for your children.

The Year 1 and 2 teams