



**Wivelsfield Primary School**  
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**Subject: Remote Learning and Google Classroom – OTTERS YEAR 4**

Dear Parents and Carers,

In order to support children to continue with their education who are unable to attend school, we are going to continue with the use of Google Classroom to allocate 'Remote Learning'. For this academic year, each class will be given a new login codes attached to their new class. For full details please refer to our published Remote Learning Policy.

This is relevant for children who are unable to attend school due to:

- **An individual self -isolating**
- **A class 'bubble' needing to isolate**
- **Prolonged illness or underlying health conditions resulting in longer absence from school**

Although the children will be learning remotely, the school office will need to be notified of absence in the usual way. If the absence is covid related, it will not affect their attendance record.

**Absence through illness or too unwell to complete Remote Learning**

Short term illness absence such as having a cold or sickness bug and/or if your child is too unwell to complete any learning, we will not expect them to complete any 'Remote Learning' and this will be classified as usual sickness absence.

Google Classroom will be the main platform that Remote Learning work is set through. To ensure the smoothest process as possible for allocating and accessing Remote Learning, it is essential that as many parents/carers who are able to do so, sign up as soon possible, rather than waiting for when and if it is needed.

Please let the class teacher know if you are unable to access Google Classroom for any reason.

**Before joining you need a Gmail Account**

In order to join Google Classroom you will need a Gmail account. If you do not have a Gmail account you can follow this link here to create:  
<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>

Please note that it is recommended that **children under 13 have an account set up via parents/carers**. Alternatively, you may be happy for your child to use your own Gmail login if you have one. Further parental controls can be utilised via Google Family Link.  
[https://families.google.com/intl/en\\_uk/familylink/](https://families.google.com/intl/en_uk/familylink/)

If you are setting up a Gmail account on behalf of your child – please think about a safe and appropriate user name and a secure memorable password.

## Joining the classroom

1. Go to **classroom.google.com** and click 'Sign In'. Sign in with your **Google** Account. For example or you@gmail.com. ...
2. At the top, click Add. **Join class**.
3. Enter the **class code** your teacher gave you and click **Join**. A **class code** consists of 6 or 7 letters or numbers.
4. The OTTERS class code is: **nmirf74**

## In Google Classroom

Once you are in the classroom your teacher will/s be able to see that you have joined.

There will be a 'Stream', which is a bit like a newsfeed. Here both your teacher and your child can post.

## Allocating 'Classwork' for Remote Learning and providing feedback

- Children do not have to complete Remote Learning through Google Classroom if they are attending school as usual.
- Teachers will upload remote learning on Google Classroom by 9am each day. Some teachers may choose to upload for the week, however, different days and subjects will be clearly indicated.
- Work will be allocated to children as 'Classwork'. Once completed, there is an option to mark as complete/share with teacher or send a direct message about the work.
- Teachers will provide: Daily Maths (usually White Rose Activities plus links to the video/s to support their learning), daily English will be set through the National Oak Academy, 1-2 pieces of learning for the week linked to other subjects e.g. Science or History. There may also be some spelling and/or reading activities provided too.
- Teachers will provide a suggested Weekly Timetable.

Providing feedback on work:

- Class teachers who are still teaching in school will have less time to provide feedback to online remote learning.
- Teachers will check Google Classroom on Tuesdays and Fridays to provide feedback.
- Work completed by pupils should be uploaded onto Google Classroom as 'Classwork'
- Teachers will provide brief feedback to encourage, but it is not possible for teachers to feedback in the same way as they would do in the classroom through lessons that have been taught in person.

## Things to remember

- All of the usual 'E-Safety Rules' and 'Acceptable Use' are still applicable on the Google Classrooms.
- Information in the 'Stream' is visible to all in the classroom, so no private queries should be posted there. Any private queries should go to your teacher via email. Your teachers email is: [jadek@wivelsfield.e-sussex.sch.uk](mailto:jadek@wivelsfield.e-sussex.sch.uk)
- Teachers will aim to respond to emails within 48 hours.

## Rules of Usage

1. Use kind and appropriate language as it is visible to all.
2. For Safeguarding, we are not encouraging the use of 'Google Hangouts' or 'Direct Messaging' which are features outside of Google Classroom.
3. Avoid using 'text' language' as it is not understood by all.
4. Comments on the Stream should be centered around learning and help to foster a positive environment.
5. To safeguard our teachers, any photos, videos or resources that may be uploaded and shared are strictly for own use and not to be shared on any social media sites.
6. Please do not send 'Gmails' to the classteacher. Teachers will not be checking their Gmail accounts, only their school email.

7. As always when using the internet at home, parental/carer responsibility to check and monitor usage is essential. For more advice on keeping your children safe online please visit [https://www.internetmatters.org/wp-content/uploads/2015/06/ncro3p-Internet-Matters\\_E-safety\\_Primary\\_School1.pdf](https://www.internetmatters.org/wp-content/uploads/2015/06/ncro3p-Internet-Matters_E-safety_Primary_School1.pdf)

### **Privacy Information**

Google is trusted by millions of education settings around the world, but for further information on their privacy and security – please follow the link below.

[https://edu.google.com/why-google/privacy-security/?modal\\_active=none](https://edu.google.com/why-google/privacy-security/?modal_active=none)

Many thanks for your continued support,

Ms Amy Meade  
Acting Deputy Headteacher

Miss Jade Kelly  
Otters Class Teacher