



*Sacred Heart Catholic Primary
School and Nursery
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk*



17th November 2020

Dear Parent/Carer,

Online Learning and Google Classroom - Years 3-6

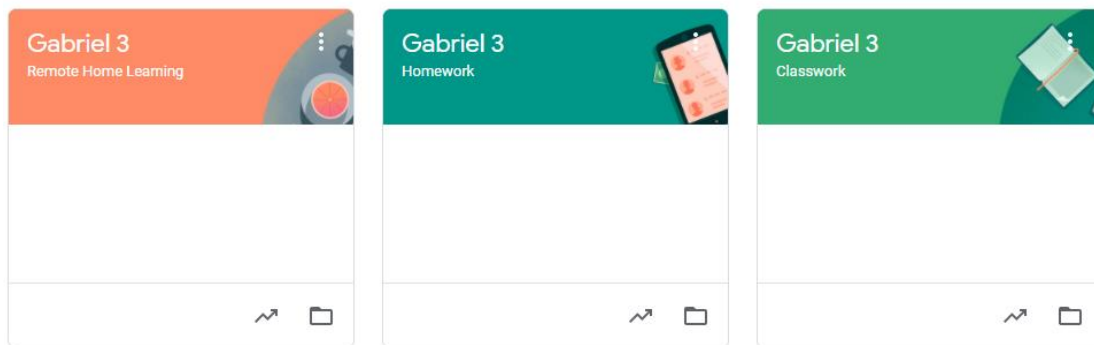
We are writing to provide you with some updates and guidance in relation to our remote home-learning provision for pupils in Years 3 to 6. This relates to the remote online provision that will be available if your child/their class bubble would need to self-isolate for reasons related to COVID-19.

Firstly, we wish to express a big 'thank you' to families for supporting us in our development work in Google Classroom, which we will use as our learning platform if remote home-learning is required. We are working hard to streamline the processes to make it easier for pupils and parents at home. We have provided some information of how our Google Classrooms have been developed and instructions for use:

Pupils now have access to *three* Google Classrooms, as follows:

1. **Remote Home Learning** (for use when a pupil is self-isolating)
2. **Homework** (for use when weekly homework is set online)
3. **Classwork** (for work completed at school)

When pupils first log into Google Classroom, it should look like this:



Southend-on-Sea



*Headteacher: Mrs Janet Mullally
Part of the Assisi Catholic Trust Ltd,
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW
Registered in England. Company No-07696989*



*Sacred Heart Catholic Primary
School and Nursery
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk*



How does my child locate their remote home learning provision?

In their Remote Home Learning classroom, pupils will need to click on a button named 'Classwork'. Within the Classwork section, you will be provided with learning tasks that have been organised and structured in a way to make it easier for parents and children to locate work for each day of a particular week.

The Weekly Overview Plan is important. This provides important information that will help pupils and parents to understand how to approach the learning for each lesson across the week. It provides instruction on what should be 'handed in' to the class teacher.

See images below for an indication of how the Weekly Overview Plan will appear on screen:

The **Weekly Overview Plan** will provide information the learning for the week and how to approach learning for each lesson



W/C 09/11/20		⋮
	WEEKLY OVERVIEW W/C 09/11/20	Edited Nov 9
	Science 09/11	Posted Nov 6
	Maths 9/11	Edited Nov 13
	Writing 9/11	Edited Nov 6
	RE 10/11	Posted Nov 6
	Maths 10/11	Posted Nov 6

Any **additional resources** required for each lesson will be provided as separate 'assignments':



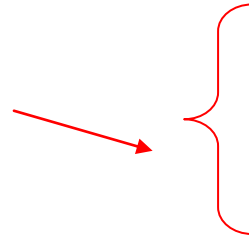
*Headteacher: Mrs Janet Mullally
Part of the Assisi Catholic Trust Ltd,
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW
Registered in England. Company No-07696989*



*Sacred Heart Catholic Primary
School and Nursery
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk*



When Additional Resources are required for a lesson, these will be stored in individual 'assignments'



W/C 09/11/20

	WEEKLY OVERVIEW W/C 09/11/20	Edited Nov 9
	Science 09/11	Posted Nov 6
	Maths 9/11	Edited Nov 13
	Writing 9/11	Edited Nov 6
	RE 10/11	Posted Nov 6
	Maths 10/11	Posted Nov 6

When you click on an assignment page, you will see any additional documents that are necessary to complete a task (where these are required).

Additional resources (only when required) will appear in this section of the assignment page



How does my child 'hand in' their completed work?

The assignment page is also a means by which for your child to 'hand in' a completed task. When you click on an assignment, this will take you to an 'assignment page' - see the image below for an example.



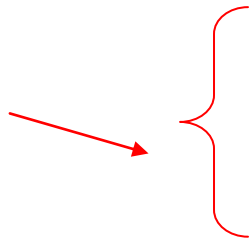
*Headteacher: Mrs Janet Mullally
Part of the Assisi Catholic Trust Ltd,
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW
Registered in England. Company No-07696989*



*Sacred Heart Catholic Primary
School and Nursery
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk*



You will need to click on the relevant **'assignment'** to 'hand in' your completed work to your class teacher



W/C 09/11/20	
WEEKLY OVERVIEW W/C 09/11/20	Edited Nov 9
Science 09/11	Posted Nov 6
Maths 9/11	Edited Nov 13
Writing 9/11	Edited Nov 6
RE 10/11	Posted Nov 6
Maths 10/11	Posted Nov 6

An easy way to 'hand in' work is via a photograph of a completed task. When a completed task/photograph is uploaded, your child should complete the 'hand in' process by clicking on 'Mark as done'. This sends a message to the class teacher that the assignment has been completed. See images below:

Click **Mark as done** to 'hand your work in' to your class teacher



The screenshot shows a class assignment interface. On the left, the assignment is titled 'Maths 17/11/20' by 'Mr S Overton-Smith' with '11:56 AM' and '100 points'. Below this is a photo of a worksheet labeled 'IMG_2749.JPG Image'. Underneath the photo is a 'Class comments' section. On the right side of the interface, there is a 'Your work' section with a green 'Assigned' status, a '+ Add or create' button, and a prominent black 'Mark as done' button. Below that is a 'Private comments' section with an 'Add private comment...' input field and a send button.



*Headteacher: Mrs Janet Mullally
Part of the Assisi Catholic Trust Ltd,
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW
Registered in England. Company No-07696989*



*Sacred Heart Catholic Primary
School and Nursery
Windermere Road,
Southend on Sea, Essex, SS1 2RF
01702 534546
office@sacredheart.southend.sch.uk*



Please note that work assigned on Remote Home Learning pages is only intended for use by pupils who are absent because they are isolating for reasons associated with COVID-19. All pupils will receive notifications that work has been added to the Remote Home Learning page for their class. **THIS ONLY NEEDS TO BE COMPLETED WHEN A PUPIL IS ABSENT FOR COVID-19 RELATED REASONS.**

Need more support with Google Classroom?

Below are the video links for any further support for Google classroom.

[PARENT GUIDE TO GOOGLE CLASSROOM](#)

[HOW TO COMPLETE ASSIGNMENTS ON CLASSROOMS](#)

[HOW TO USE CLASSROOM DETAILED AND WITH IPADS](#)

[HOW TO SUBMIT A PHOTO ON GOOGLE CLASSROOM FROM PHONE](#)

[HOW TO DOWNLOAD CLASSROOM ON PHONE/TABLET](#)

[HOW TO MAKE AND REPLY TO PRIVATE COMMENTS](#)

Thank you for your continued support to ensure that your children continue to access high quality learning at home.

Kind regards,

Mr Bragard
Assistant Headteacher



*Headteacher: Mrs Janet Mullally
Part of the Assisi Catholic Trust Ltd,
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW
Registered in England. Company No-07696989*