



Brentfield Primary School

Children of Today, Champions for Tomorrow

**Remote Learning
Handbook
2020-21**

1. Google Classroom

The information you received about home learning at the beginning of the year explained all about how to use Google Classroom. You were also sent your child's login via a QR code.

Here are a few reminders and how to access it:

- Open your internet browser (Chrome is best) and go to www.classroom.google.com.
- Type in your child's login details and accept the invite to join their class (if they haven't done so already). If you have lost the log in details, please contact the school.
- Google Classroom works better on a computer or Chromebook. However, it can be used on a phone or tablet, and you need to download the following free apps:



2. Daily Work

Work will follow the year group curriculum.

It will consist of

- English (Reading, writing, grammar, spelling and phonics)
- Maths
- Topic Work
- PE
- Music
- Spanish for KS2

The teachers will mark work on Google Classroom. Don't forget to click 'Turn in' 'to show that it is ready to be marked.

The class stream is where work and messages will be posted by the teaching team. Children can communicate with their teacher via the class stream. The class stream should only be used to discuss work set.

3. Google Meet

What is it and how does it work?

Google meet will allow the teaching team and the children to 'meet' online each day for their live lessons.

Children will need a device with a camera and a microphone. If using a computer, go to www.meet.google.com.

If using a phone or table, download the Google Meet app.

The video may take a variety of forms-it could be a live lesson, time to go over a concept before children attempt the task independently, a class quiz or reading session etc.

How do the children join in with a live lesson?

All children are expected to join the live lesson each day via Google Meet unless they are unwell, in which case their absence must be reported to the office as usual.

The time of the lesson will be on the weekly timetable which will be sent to you and will be on the home learning page of the website. It will also appear on the Google Classroom stream for the class.

The teacher will post the link to the live lesson on the Google Classroom stream.

How can we help the children to get the most from the lesson?

To help the lesson feel as much like school as possible, children should be wearing their school jumper for the lesson.

Children should be sitting somewhere where they can clearly see and hear what is taking place on screen and where there is minimum background noise.

Please read and discuss the 'Keeping Safe' poster with your child.

4. Behaviour

At Brentfield, we have high expectations of behaviour and this continues when the children are learning at home. It is important that the children follow the same behaviour expectations as they would if they were in school.

Our BRAVE values and behaviour expectations of being 'Ready, Safe and Kind,' still apply. We are confident that all of our children know how to behave appropriately whilst online but please remind them of the expectations and the e-safety SMART rules.

During the first live lesson, and every lesson after that, teachers will discuss the behaviour expectations for the session with the children.

Google Classroom

- Children should log into Google classroom during school hours only.
- When posting messages in Google Classroom, all comments and posts should relate to work and be appropriate at all times.
- If children are posting inappropriate comments, the behaviour steps will be applied.
- Please note: children do not have access to emails or other private messages.

Google Meet

- Video calls take place with school staff only.
- Children cannot call each other outside of the class call.
- Parents will be contacted about any specific issues regarding behaviour on Google Meet calls.

5. Keeping Safe

If the school has any concerns about the safety of children and their families during the bubble closure, this will be discussed with the designated safeguarding lead and will be managed in line with the school's policy.

Google Classroom

- Any posts that cause concern will be shared with the designated safeguarding lead.
- Transcripts of 'chats' on Google Classroom are saved.

Google Meet

- As the Google Meet will contain children from the class, it is important that we work together to keep our community safe.
- Each video call will only have school staff on the call. Adults from home must not join in.
- Everyone must behave appropriately and safely. Children should be seated in their work area and be dressed appropriately, wearing their school jumper.
- All video calls will be recorded and retained for safeguarding purposes.
- Adults must respect our safeguarding measures and not take photos or record any aspect of the video call.
- Adults at home must take responsibility for other family members and ensure that no one else comes onto the video call.

If you have any further questions about remote learning, please contact the school.

BE SMART ONLINE

**S**

SAFE

Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.

**M**

MEET

Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk

**THINK
U
KNOW****A**

ACCEPTING

Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.

**R**

RELIABLE

You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.

**T**

TELL

Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk



BE SMART WITH A HEART

Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

