Head:
Mrs J Currant

Tel:
01438 354913

Broom Barns Primary School
Homestead Moat, Stevenage, Herts. SG1 1UE

Deputy Head:
Mrs J Phillips

Assistant Head:
Mrs L Hogan

Email:admin@broombarns.herts.sch.uk

1st September 2020

Dear Parents and Carers

As of Wednesday 2nd September, we will be launching Google Classroom. This platform will enable children to access their work set by the school and will support the children's classroom learning. We are now expecting all children to submit their tasks via this platform if they can. The teachers will then be able to see what has been done and respond to any questions or queries directly as soon as possible.

If we have to lockdown in the future, teachers will set home learning via Google Classroom. This should work most effectively when parents are able to support them in their understanding of a task and then give them the opportunity to continue with it independently.

Why Google Classrooms?
We have chosen this learning platform as we believe it will work effectively for us during this time. Google Classroom is a free non-profit service, which allows us, as a school, to connect remotely with you at home. It allows us to create groups, upload tasks that have supporting materials and communicate with students. If there is another school closure, we will continue to set work regularly and upload work to this platform which will allow us to provide work for the students for as long as necessary. In prolonged absences from school, it is important that teachers can see what their children have been working on at home and this enables teachers to have more direct contact with their classes.

Safety Features
Although many safety features have been enabled by our administrators, it is still the responsibility of parents to monitor what children are accessing online at home. We will continue to teach children the importance of being responsible digital citizens and accessing age appropriate material and we appreciate parents supporting this at home with their children.

What if there's a problem?
This is a new part of our school provision and whilst we are doing all we can to minimise any potential problems, it is possible there will be teething issues. If you do have any issues, please email us at admin@broombarns.herts.sch.uk and we will do our best to resolve any problems as quickly as we can. We have put 'deadlines' on the assignments so that children know the work is for this week, but please do not worry if things are not submitted before this – nothing will happen! If we find that anyone is not submitting after a couple of weeks or seems to be having trouble accessing the platform, we will make contact in due course to see if there is anything we can do to help.

If your child is struggling to grasp something, please don't worry, it's fine to move on to something else and/or leave certain elements out as long as they have tried.

How do I log in?
Using any Internet browser, go to classroom.google.com

1. Your username will usually be the initial of your first name followed by your surname then an @ sign and broombarns.co.uk In the rare case that the name is not unique or double barrelled, the username will be slightly different, please contact the office **by email or text** requesting details, please note we **cannot give these out over the phone**).   For example Lisa Brown would be: lbrown@broombarns.co.uk
2. At the next box, you will be asked to input your password that was created by the school. This will lead to a 'terms of service' box which you will need to accept to access the site.

3. At the next screen click continue and this will then take you to a choice of 'student' or 'teacher'. Click 'student'.
4. You are now successfully logged in. You should see the first set of tasks in the 'classwork' tab.

Forgotten password?
We recommend to keep all passwords safe. Please contact the office **by email or text** requesting a new password, please note we **cannot give these out over the phone**). Unfortunately, as we have to request forgotten passwords to an outside agency, it may take a few hours to a new password to come through to use.

How do I see my tasks and submit work?
Click on the 'classwork' tab to see your home learning. Once you have completed an assignment, you can upload your work. This can be in any format – a photo of anything written/done by hand, a word document or powerpoint.

1. To submit work, click on the individual assignment, then 'your work' on the right hand side.
2. Click '+add/create' then upload any files you wish to attach in response to that assignment.
3. Once you have uploaded all pieces for that assignment, click 'submit' then ''turn in'.

This completes the assignment and sends it to your teacher. It is worth remembering that some assignments have more than one activity, so make sure that everything you want to submit is uploaded for that assignment before you press 'turn in'. As you do this, there is an option to send a message to your teacher with your work. This can be used to communicate anything specific about the tasks, or if you have a question that you would like to ask. Just as with the posts, this message is private and cannot be viewed by other class members. Teachers will be able to respond to you through this messaging function.

What should I expect from my teachers?
Class teachers will have some time each week to check their Google Classroom page and respond to messages. This will not be daily, and please be aware that not every single assignment will receive feedback. Please be assured that teachers will be checking that children are completing the tasks and will see everything submitted, and will endeavour to respond when they can. As stated above, any questions or messages should be reported to school via text or the admin email address.

Any other problems
Please see Google Classroom help pages. https://support.google.com/edu/classroom/?hl=en#topic=6020277

Our Online Learning
Please see our guides and further information on the Online Resources page on our website https://broombarns.herts.sch.uk/curriculum/online-resources/

Thank you for your continued support we hope that this platform will used for the weekly home learning and help to minimise the impact of any future school closure on the learning of the children.

If, for any reason, you do not wish for your child to have a Google Classroom account or have any issues accessing this, please let us know at the earliest convenience.

Yours sincerely,

Mrs Currant

Mrs Currant
Headteacher