



Castle View Primary and Nursery School

Mead Way, Halton Brook, Runcorn, Cheshire, WA7 2DZ

Castle View Primary and Nursery School
Headteacher: Ms Hannah Melarangi

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16th September 2020

Dear parents/carers,

In the event that our school is required to close temporarily as a result of local coronavirus (COVID-19) outbreak, we have arranged to continue delivering education through remote learning. The platform we are using is called Google Classroom.

What is Google Classroom?

Google Classroom is a free Google App that aims to simplify creating, distributing and assessing learning in a paperless way. Teachers can use Google Classroom to send announcements to entire classes, share resources, lesson notes, PowerPoints, diagrams, and home learning. Pupils can use it to access work covered in class in school, at home or on the go and complete home learning. Parents can use some of the features of Google Classroom to help engage with and support pupils in their home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, Chromebooks, tablets or mobile phones.

Accessing Google Classroom

Pupils can access Google Classroom using the mobile apps (Android and iOS), or via a web browser by visiting www.classroom.google.com. They should sign in using their @castleview.com email address that they have been given by their teacher. Once pupils have logged in, they will see the class overview page. From here they can see the class they are registered with and a summary of any work due. In the Autumn Term, we will be using Google Classrooms within some of our lessons so that the children become very familiar with its use. A printed guide has been given to them so they can access their classroom at home too.

Accessing resources

If pupils are accessing Google Classroom from a mobile device, they should download the appropriate Google Apps to make best use of the shared resources. The most useful Google Apps are: Classroom, Calendar, Docs and Drive. When home learning is set online, it can be submitted directly within Google Classroom online without needing to be printed. To open the homework, click on the Open button on the appropriate post in the Stream Page. You will then see the homework description and any attached documents. The simplest way to complete the home learning online is to open the attachment and complete your assignment in this document. When you are finished, click on the MARK AS DONE button. You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. Once the home learning has been marked by the teacher, you can see feedback and any comments made by the teacher by opening the home learning task as before. See student guide for more details.

IMPORTANT -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





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responsible digital citizens and accessing age appropriate material and we appreciate parents supporting this at home with their children.

I will be emailing out some handy video links to support you and your child accessing Google Classroom at home. Your child will be given their Google email address and password shortly.

To ensure a quick transition to remote learning in the event that school has to close, it would be great if you could set this account up at home ready.

If you have any questions, please do not hesitate to speak to your class teacher.

Thank you again for your continued support

Kind regards

Mrs V Edwards
Deputy Headteacher