

# Google Classroom Teacher Use

The purpose of our Google Classroom (GC) is to provide a safe and secure place to receive and share learning, and a place to connect with school staff and classmates.

Parents/carers can login and view all assignments that have been set, whether their child has completed and submitted them, and any feedback that they may have received. Parents can read all comments made on Google Classroom.

Parents/carers and pupils are expected to read and adhere to the separate 'Pupil Use agreement for Google Classroom'.

Teachers must set aside an ICT session to go through this agreement with their class, explaining all the major points and discussing the expectations laid out within the document, dealing with: responsibility, safety, respect and comments.

*The Following is for guidance in the use of Google Classroom by teaching staff at St. Winifred's:*

## ***Expectations of Google Classroom use by teachers in non-lockdown:***

- To set at least one piece of work on Google Classroom every week.
- Make sure that all children are given the chance to log on to Google Classroom during an ICT lesson in the suite, where they can be taught how to manipulate and 'turn in' a google document.
- Encourage and monitor children's learning online by reviewing their work, allow them to submit assigned work in a book/on paper if needed, or accept a photo of it (or another file, such as video or sound clip, if required).
- Check children's assignments and respond with feedback, within a reasonable timeframe, before returning work to the student.
- Teachers can run their own Google Classroom, or if agreed, run a year group class, in partnership with their year group colleague. It is recommended to keep the standalone classroom for each specific class for use for Google Meet if needed.

## ***Expectations of Google Classroom use by teachers during lockdown:***

- Work set should reflect the normal working school day, from 9:00am to 2:50pm; including Meet times, lessons independent work time, reading, breaktimes, and a lunch hour.
- Video meeting on Google Meet are usually between 9:00am and 10am. A review/story time Meet in the afternoon will also be organised. Teachers may also feel that their pupils need live short maths or phonics sessions or have live sessions to introduce or clarify new concepts. It may also be appropriate to meet with small groups to offer support and catch up.
- Teachers are also organising sessions from time to time to meet with groups of parents and carers to offer support regarding remote learning.
- Live meetings must be arranged so that an adult is present to supervise the child. Children must join on muted start up, and be adhering to correct dress as laid out in Pupil Agreement.
- Pre-recorded lessons/stories etc can be used and posted.
- Daily lessons should always include a Literacy task and a Maths task.
- Topic, Art, RE, Science, Humanities, PHSE and mindfulness sessions should be included each week.
- A PE activity should be included every day, even if it is short.
- Our remote teaching and learning provision is developing and evolving over time to meet the needs of our pupils and our families but it is vital that Teachers are able to ensure their own Work-life balance. Teachers are not expected to be in front of a computer screen all day and are not expected to work beyond the school day. We recognise that our teachers have had to take on a whole new way of working and are aware of the huge commitment they have shown during this challenging time. We are fully committed to supporting the health and well-being of our Teachers.

- We are responding to feedback from our pupils, parents and carers.