




## G-suite Parent Guide & Reminders



**Meet Etiquette Reminders**



Listen in Gujarati



Please read the rules and expectations below to remind yourself and your child.

**- If your child cannot attend the session for reason (EG medical appointment) to message the teacher on Class Dojo**

- Parents are responsible for ensuring their child is in a safe environment - consider the environment you are in

- Find a quiet space where possible
- Ensure the background is safe - nothing distracting or inappropriate for others.

-Children must have their microphones muted during the session - they might be invited to speak by the teacher.

-Children will have their cameras on during the session - they can turn off their cameras if they feel more comfortable to do so.

-Children automatically enter the virtual classroom - they must remember this is a learning environment and they need to follow their classroom rules.

-Children enter using their @barhamprimary.org email address - No other email addresses are permitted to enter & they **MUST NOT** use their siblings account - this is for safeguarding purposes

-Children will be expected to be prompted to their timetabled sessions.


Daily Live Year Group Session Timetable:

Year Groups	AM Preload Session	PM Q&A wrap up
Year 6	8.30-9am	12-12.30pm
Year 5	9-9.30am	12.30-1pm
Year 4	9.30-10am	1-1.30pm
Year 3	10-10.30am	1.30-2pm
Year 2	10.30-11am	2-2.30pm
Year 1	11-11.30am	2.30-3pm
EYFS	9-9.30am	11.30-12pm



### Feedback expectations (teachers/children)





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- Children will receive a range of feedback - The teacher might use google forms, private comments on a document, annotations on the document, whole class feedback in live sessions, individual/group feedback live sessions.
- Feedback will be a next step when needed to move the learning on.
- Teachers will not provide feedback on every piece of work - once the teacher returns it, the teacher has looked at the work and made a note for whole class feedback, for assessment or to inform future activities for the children.
- Children need to look out for work returned to them from the teacher
- Children need to respond to any feedback provided and resubmit the work



### How to help your child with their learning



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- Have a routine for the day
- Make sure your child stops for short breaks every hour
- Encourage your child to work independently - to have a go on their own  
<https://drive.google.com/file/d/1FrLTwBpcITcxOgsfR-iA4Xhvfr2cRzxz/view?usp=sharing>
- Please make sure that the work is their work so the teacher can assess the child's achievements

### KS1(if you can):

- Sit with your child to read through the PowerPoint or instructions together - Let your children try any practice activities independently
- Ask your child to repeat the task back to you so you know they understand the task
- Leave your child to work independently for 5 minutes before checking they have started the task
- After 15 minutes of independent work, ask your child if there is anything they are finding difficult
- If your child has questions and you are unable to help your child, please ask their class teacher
- At the end of the task, encourage your child to check their own work independently (EG: they could read it aloud, check calculations or look for spelling errors)
- Help your child to turn in their work on time

### LKS2 (if you can):

- Encourage your child to go through the PowerPoint or instructions independently
- Ask your child to explain the task to you
- Check if they have any questions before they start the task - encourage them to ask their teacher for help
- After 20 minutes of independent working, ask your child if they are finding anything difficult
- If they have any more questions - encourage them to ask their teacher for help
- At the end of the task, encourage your child to check their own work independently (EG: they could read it aloud, check calculations or look for spelling errors)
- Ask your child to show you that they have turned in their work on time
- Check that they document that they have turned in has their work in it (not a blank document)

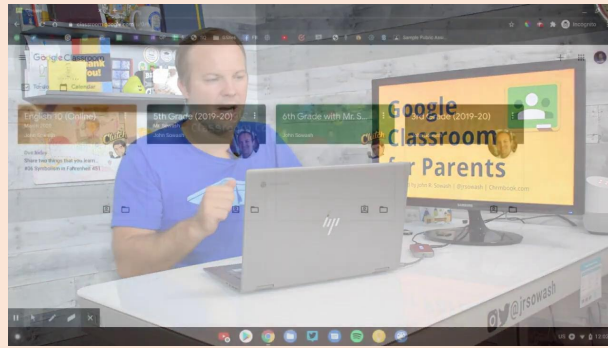
### UKS2 (if you can)

- Remind your child to read through all instructions and resources carefully before they start
- If they have any questions, encourage them to ask their teacher for help
- Let them complete the task independently
- Ask them what they have been learning about
- At the end of the task, encourage your child to check their own work independently (EG: they could read it aloud, check calculations or look for spelling errors)
- Ask them if they have turned in their work on time

Help Videos - How to...

**Google Classroom for Parents (2020 remote learning overview)**

[https://drive.google.com/file/d/1TODZBswGrA4T\\_nDsl8gK3IXBZ6tHzlw1/view?usp=sharing](https://drive.google.com/file/d/1TODZBswGrA4T_nDsl8gK3IXBZ6tHzlw1/view?usp=sharing)



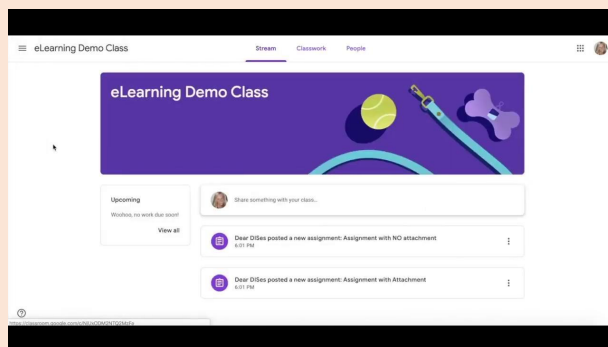
**With feedback children make small steps of progress each time**

[https://drive.google.com/file/d/1FrL\\_TwBpcITcxOgsfR-iA4Xhvr2cRzxz/view?usp=sharing](https://drive.google.com/file/d/1FrL_TwBpcITcxOgsfR-iA4Xhvr2cRzxz/view?usp=sharing)



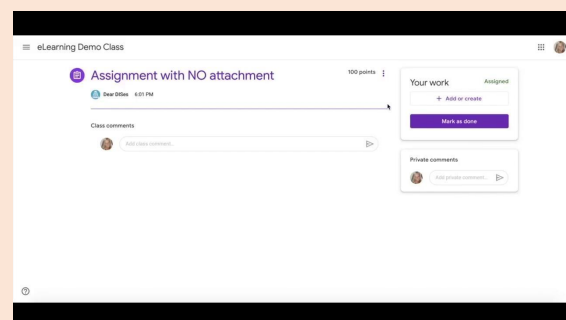
**How to turn in (submit) assignments on Google Classroom**

<https://drive.google.com/file/d/1fkbF21WSeC9OLBvG8ddTaTHv-bd-gJ4z/view?usp=sharing>



**How to add or attach to an assignment on Google Classroom (this could be a document, photo, video, etc.)**

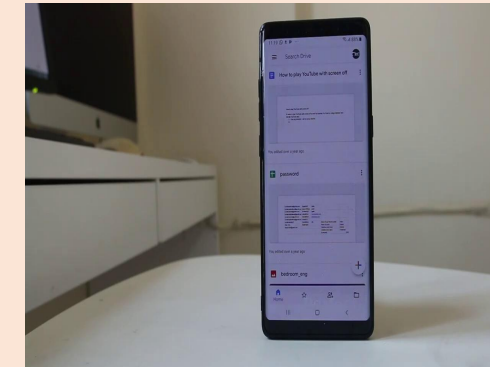
<https://drive.google.com/file/d/1CLxQ4NFD1dkoD6gCOI7vbqJg-5r1VNXU/view?usp=sharing>



**How to upload picture or videos to Google drive (this is so you can add or attach to an assignment on google drive)**

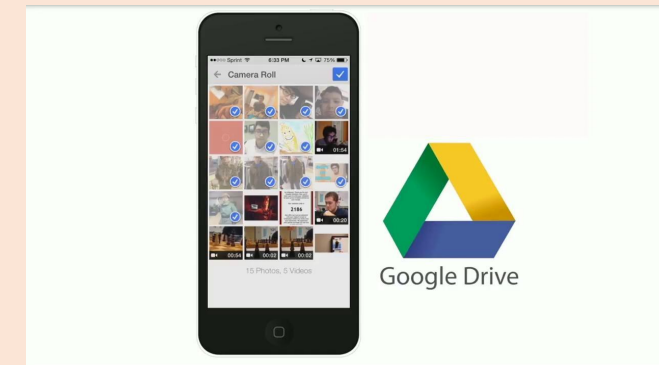
**ANDROID**

<https://drive.google.com/file/d/1wjYLRn126jppc86Isc6jUrpKzV3YuUMX/view?usp=sharing>



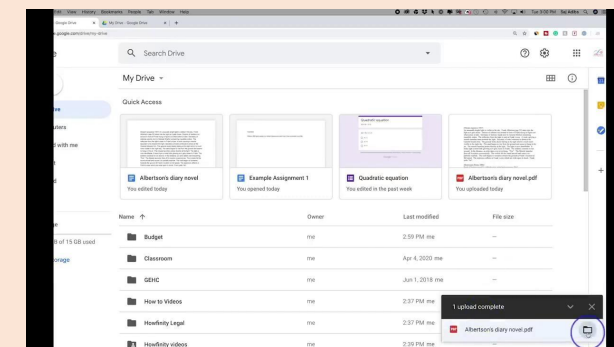
**APPLE (iPad/iPhone)**

<https://drive.google.com/file/d/1pJMqGZd2CIk49mSCWQUsIEpOg8f9tuCf/view?usp=sharing>



**COMPUTER BROWSER**

<https://drive.google.com/file/d/1YQ1lqT-vVZ9kSghoJXlefMjeZP6DYxvp/view?usp=sharing>



**Kami PDF - how to write, type and turn in**

[https://drive.google.com/file/d/1eQ946\\_1TwAg6ISDh\\_jAgMB26rtMSVYgX/view?usp=sharing](https://drive.google.com/file/d/1eQ946_1TwAg6ISDh_jAgMB26rtMSVYgX/view?usp=sharing)

