

Holy Trinity Lamorbey CE Primary School

Burnt Oak Lane Sidcup Kent DA15 9DB

W: www.htl.bexley.sch.uk T: 020 8300 3613

Head Teacher: Mr. A Twyman BA Ed (Hons) PG Cert



Wednesday 18th March 2020

Home Learning Platform

Dear Parents,

I am writing to launch our new home learning platform to support isolated pupils with accessing education during the COVID-19 pandemic.

The platform goes live at 8am on Monday 23rd March 2020. Although you may be able to log in prior to this, the work may not appear until that time. Please do not contact the school regarding new platform until next week as the system is not yet fully functional and staff are not expected to provide work until that time.

The platform is called Google Classroom and it forms part of our internal Google Apps for Education suite of applications. To access the system go to www.google.co.uk on any browser on any device. The system does work best on Google Chrome but any browser will work. At the top right of the screen there is a blue sign in button. Click the sign in button and enter your child's user name and password.

Your child's username is their first name, the first letter of their surname followed by @htl.org.uk

For example jonnyb@htl.org.uk

The password is student123

You should reset the children's password on your first sign in.

Once signed in, there is a small icon in the top right of the screen made up of 9 little squares. Click on this and select Google Classroom.

Google Classroom also has a dedicated app available for download from the app store or Google Play Store if you have an applicable device for this. It can also be accessed from a games console but this is not recommended because there is no keyboard for typing.

If your teacher has invited you to the class already, you can simply click accept and you will be enrolled in the class. If not, click the + sign at the top right of the screen, then click join class and enter the class code for the applicable class in the table below.

Once logged in there are 4 tabs at the top of the screen. To begin with, we will only be using the first 2, stream and classwork.

Stream is where pupils can request help from their teachers by posting comments or questions. This space is to be used for this purpose only. Any pupil misusing the space for



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chat or any inappropriate content will be blocked from using it as we do not have the resources to moderate it.

The second tab is classwork. This is where the work for children will be posted. The work is grouped into topics such as literacy, maths, topic, Spanish etc. Within each topic there will be tasks for the children called 'assignments'. To complete an assignment, the pupil needs to click on it. There will be instructions for them to follow, resources for them to view and a task for them to complete. Some tasks might be online in the form of a document to write, some might be activities on mathletics or SPAG.com others might be things for you to do at home.

Complete the tasks as directed and then turn in the assignment using the button on the screen. This will allow the teacher to view it.

While the school remains open we have to carefully balance the limited teaching resource we have across the children in school and those isolated. To begin with I have directed teachers to provide a minimum of one literacy activity and one maths activity per day, one topic lesson or science lesson per week, one Spanish lesson per week and one enrichment activity per week. The enrichment activities are designed to be fun and enjoyable things for you to do at home together as a family while in isolation.

All activities for children in Reception, Nursery, Year 1 and Year 2 have been set up with the assumption that an adult or older sibling will be on hand to assist the children. Activities for children in years 3-6 have been set up in a way that should mean pupils can access them largely independently although we strongly recommend you monitor what your children are doing online throughout the day.

This will be kept under review as things progress. If we close, we may be able to offer a little more work but also it may reduce. If teachers are ill rather than isolating preventatively they will not be expected to provide work. Equally, those isolated at home with their own children will not be able to provide work if this means they can't care for their children appropriately. This does mean that there will be a difference in what we are able to offer to different children at different times but I hope you can understand that we are working hard to do what is possible under very difficult circumstances. Teachers have been directed to respond to requests for help as they are able to. To begin with, staff who remain in school have been asked to review requests from pupils weekly. Staff who are isolated preventatively have been asked to review requests daily. This will change over time as the circumstances of individual staff change. I would like to thank you in advance for your patience.

In addition to the assignments, we have uploaded both our long term plans and our medium term plans. What we hope is that this will provide you with an idea of what we had planned to teach in the term. If you have problems with Google Classroom or run out of



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things to do, it might allow you to create your own lessons at home which will follow the themes we would have covered in class.

I would also like reach out to our community to ask if there are any parents or family members who are qualified teachers and who feel able to create lessons or materials or who could provide support to pupils when my staff can't.

If this applies to you and you feel able to help please send me an email outlining what you feel able to offer in terms of age groups or subjects and I will provide you with access to our training package. Once you are confident with the system, I can then add you as a co-teacher to an appropriate class or allow you to create your own class. This might be a wonderful opportunity for secondary teachers to share their subject with younger learners. For safeguarding reasons, I will only be able to accept offers from qualified teachers who can demonstrate to me that they are either currently employed in a school or are completely up to date with the current KCSIE document and other relevant procedures.

To be absolutely clear there is categorically no expectation or pressure to do this as I understand that many of you will be doing the same for your own schools or engaged in caring for your own children. At the same time, any additional capacity from the community to support our children will be warmly welcomed.

We have carefully tested the system and are confident that it is ready to go live. At the same time, IT systems are notoriously tricky, especially at scale. I have set up an email address googleclassroom@htl.org.uk which you can contact for technical support. The member of staff manning this contact line is not an educator and will not be able to provide support for educational matters but if you are having difficulty accessing the system, need a password changed or something similar please contact them at this address. Depending on demand, I have initially asked this person to respond within 3 working days although it may be much quicker.

Finally, I do fully understand that this approach assumes that families have access to the internet and devices at home for children to use. With many of you using the internet and devices to work from home yourselves perhaps the ability to do this will be very limited. I fully accept that this system is not perfect but I feel it offers the best we are able to under the circumstances. If you are not able to complete tasks we will understand.

Please remember that parents are the first educators and there is so much you can do yourselves at home. Reading is, without a doubt the single most important thing you can do with your children. Read to them, let them read to you, read and read and then read some more! Read until you are both square eyed – it will do them the power of good. Bake, build things out of Lego, do gardening, decorate, paint, create, craft, watch interesting documentaries together, teach your children a new skill, sing, play music, get them helping around the house. All of these things are a valuable use of their time. It can also be very



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beneficial to simply leave children to their own devices for a while (minus the tech) – boredom is the mother of creativity.

I hope this step will provide a useful bridge between home and school during this crisis. HTL is and will always remain totally committed to providing education to our children so far as is possible under the circumstances and I look forward to hearing of and reading about the interesting learning that your children get up to at home.

Yours Sincerely

Mr. A Twyman
Head Teacher

Year Group	Class Access Code
EYFS (Reception and Nursery)	m6m5kf2
Year 1	lv3tioy
Year 2	xqcq6s5
Year 3	wshhjyj
Year 4	7ug3pjy
Year 5	np5cble
Year 6	jgmhuav

