

Google Classroom Policy



Ratified by BOG	Updated	Review Date
07/10/2020		September 2023

At Carniny Primary School, we pride ourselves on ensuring excellent communication between home and school. As part of this, we will be using Google Classroom as a medium for home learning in the event of part or whole school closure. Google Classroom will also be used on a regular basis for the upload of homework activities.

Aims

- To outline our approach in using Google Classroom for class 'bubbles' that are unable to attend school as a result of government guidance (self-isolation)
- To outline our expectations for staff who are unable to attend school due to the class 'bubble' self-isolating but are otherwise fit and healthy and able to continue supporting the teaching, marking and planning for pupils
- To outline the role of parents/carers

Part or Whole School Closure

If a positive case has been confirmed within a class 'bubble', it will be necessary for all close contacts (the entire class) to self-isolate for a period of 14 days, as recommended by the Department of Education and PHA. Google Classroom will be used in the following way:

- The class teacher will provide a Daily Outline each day (see Appendix 1). This will be posted by 3pm the prior afternoon.
- The Daily Outline **will** include:
 - Spellings (P3 upwards)
 - Tables (P3 upwards)
 - Guidance for continuing reading
 - A Literacy activity
 - A Numeracy activity
- The Daily Outline **may** also include the following:
 - World Around Us activities
 - Art/Craft/Drama/Music activities
 - RE activities
 - PE Activities
- Teacher videos may be included to demonstrate a new focus or skill
- Links may be provided to websites for further support

Role of Staff

- Ensure the Daily Outline is uploaded to Google Classroom by 3pm (on the prior day)
- Plan lessons that would otherwise be completed in class
- Ensure differentiation continues
- Provide feedback to the children when necessary
- Contact parents/carers (by telephone) if a child has not been engaging with the activities
- Teachers should refer to the Directed Time Budget as to the hours expected to prepare and upload work or provide feedback e.g. between 8.30am – 4pm on a Monday; between 8.30am – 2pm on a Friday

- Teachers should be logged out of Google Classroom after working hours; teachers should avoid checking Google Classroom in the evenings or weekends
- If a parent/carer sends an aggressive message or a complaint, discuss this with the Principal or Vice Principal before contacting the parent (by telephone)
- Should a teacher require support with the use of Google Classroom, it is his/her responsibility to seek this support from Mr Somerville/Mr McCullough

Role of Parents/Carers

- Where possible, provide and maintain a regular routine for the completion of your child's school work – it is strongly recommended that each 'school day' at home maintains structure
- Provide a quiet, comfortable working environment for your child
- Closely monitor your child's access to the internet when working online
- When necessary, print off activities or worksheets for your child
- Should anything be unclear, parents/carers can communicate with class teachers via the school email address info@carninyps.ballymena.ni.sch.uk or by phoning the school office (02825643814)
- Messages should **not** be sent to teachers through Google Classroom
- Parents/carers should not screen shot or share any information from Google Classroom on social media



Foundation Stage Daily Schedule



Date:	
Literacy	
Numeracy	
Other	

Please Note:

All work will be uploaded onto *Google Classroom* each afternoon, for the following day.



Key Stage 1 Daily Schedule

Class:

Date:	
Session 1	
BREAK	
Session 2	
LUNCH	
Session 3	

Please Note:

All work will be uploaded onto *Google Classroom* each afternoon, for the following day.



KS2 Daily Schedule

Date:	
Spellings	
Tables	
Reading	
Numeracy	
Literacy	
Other	
Comments	