

11th January 2021

Submitting work - Google Classrooms

Dear Parents/Carers

We hope you are all well and that your child is progressing well and they are able to complete the work set online.

It is vitally important that they complete the work set by their teachers and we will continue to do everything we can to make sure it is engaging and that they get the help and support they need.

Form tutors will have already started to make calls home to check how pupils are getting on and to see if pupils are progressing well with the work set. We will continue to check and monitor who is completing their work and tutors will call on a weekly basis. We strongly recommend that pupils get into a regular routine of beginning work by 9am each day and following their timetable as closely as possible in conjunction with the lessons set online via Google Classrooms and ClassCharts.

It is really important that all pupils remember to 'submit' their work on Google Classrooms and attach anything they have produced to the Classroom. This can be a document on the computer (Microsoft Word, Google Docs, PowerPoint etc.) or a photograph of their handwritten work.

It is very important that they submit this work so teachers can monitor how they are getting on with the work and if any further support is needed.

Below is a short video I made before Christmas that explains how to use Google Classroom and the last couple of minutes talks you through how to submit work online. I've also attached the guide I made to how to work on Google Classrooms.

How to use Google Classrooms - [Watch Video](#)

<https://www.loom.com/share/daf5fc91b4d74983a36dc24f58c6b126>

Additionally, if pupils are taking a picture of handwritten work on a mobile phone then it is possible to more easily submit this to Google Classrooms through the App which can be downloaded onto phones. Please see the below video which explains how to do this.

<https://www.youtube.com/watch?v=6BzftWDwYVY>

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If you don't have access to Microsoft Office at home then pupils can still access Google Docs and work on this for free. When logged into their school email account they can click on the 9 dots in the top right-hand corner and select 'docs'.

Finally, please remember that we are expecting them all to always complete the exit quizzes for each lesson they have. These will always be attached to the Google Classroom assignment (and not on ClassCharts). They are very useful as they enable teachers to check who has completed the work and for teachers to see how much has been learnt.

If your child needs any help with online learning please contact your form tutor or Mr Sayce who will be able to help them with this.

Best wishes and stay safe.

A handwritten signature in black ink, appearing to be 'Mr Sayce', written in a cursive style.

Mr Sayce
Director of Progress & Teacher of History