The Kingfisher School

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Principal: **Kirsteen Craig**

Monday 27th April 2020
Dear Parents and Carers,

It has been great to see so much of the children's work already being uploaded to Google Classrooms. The teachers will respond to any work through the private chat boxes and any work uploaded over the weekend or the upcoming bank holiday will be responded to on the next working day.

Teachers will be logged on to their classrooms between 10 and 11am and 1.30 and 2.30pm on week days. They will be able to use this time to respond to any questions you might have and offer any clarification about the tasks they have set. This hour is opportunity for the children to check in briefly with their teachers: it is not a 'live' lesson that they need to attend. If you need to contact the teachers outside of these hours, please still use the private chat on Google Classrooms (the teachers get an alert about this) rather than using their e-mail addresses.

If possible, we ask that work is added gradually across the week. Below is some guidance for adding learning children.

VENTURERS TRUST

Registered office: Gatehouse Avenue, Bristol, BS13 9AJ   Company number: 06511936
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Adding work to google classroom

If you have not already joined the class you can do this using the class codes, this was outlined in the previous letter and there is guidance on the website.

Once you are logged in to google classroom you need to click on the 'classwork' tab to see the learning set for the week.

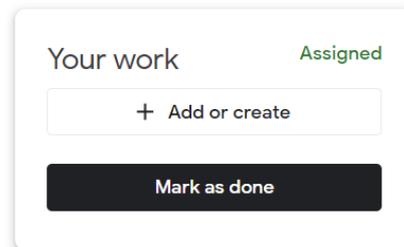Stream   **Classwork**   People

If you have a piece of work you would like to share with the teacher click on the 'assignment' e.g.
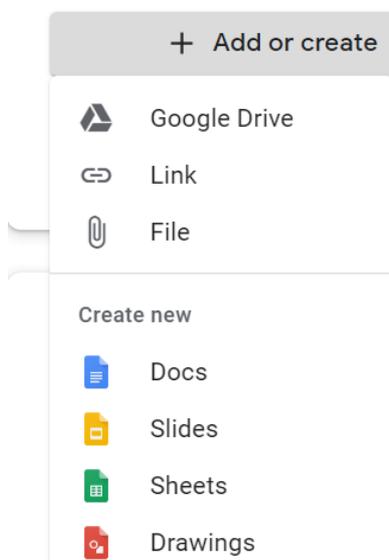
W/b 27.04.20

And then 'view assignment'

View assignment

Choose 'Add or create'

Your work   Assigned

+ Add or create

Mark as done

You can then select a file (for example a photograph of the work) or you can use this to create a google file for example use 'docs' to create a word processed document.

Your work

+ Add or create

Google Drive

Link

File

Create new

Docs

Slides

Sheets

Drawings

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Add work gradually across the week and only click 'turn in' when all the files you want the teacher to see have been added.
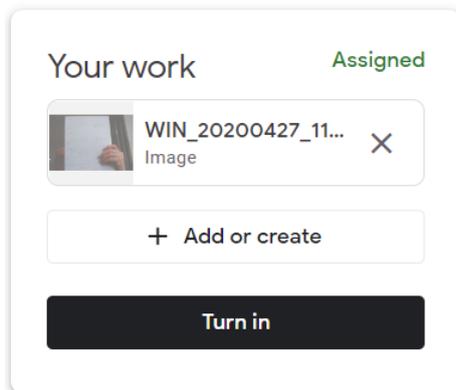
You can also leave a private message for the teacher if you have a question about the learning:
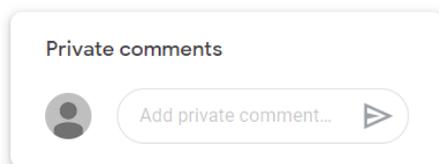
Please note private comments and work submitted is only visible by you and the teacher.