



# Knutsford Primary Academy

Balmoral Road, Watford, Hertfordshire, WD24 7ER

Tel: 01923 466020

Email: [admin@knutsfordprimaryacademy.org.uk](mailto:admin@knutsfordprimaryacademy.org.uk)

[www.knutsfordprimaryacademy.org.uk](http://www.knutsfordprimaryacademy.org.uk)

Principal: Eileen Anderson

Deputy Principal: Nicola Beaumont

We have put together a remote learning plan for children who are required to self-isolate. This could be if your child or another family member has Covid-19 symptoms or if a whole class are required to self-isolate due to a positive case in their class. To support with this, we have signed up to Google Classroom which is an online platform for teachers to set work and communicate with their classes. Teachers have allocated time to teach their classes how to use the platform so that if they need to use it due to self-isolation, they are familiar with it.

To support parents, we have put together a guide below. If you need further support when using Google Classrooms, please email [remotelearning@knutsfordprimaryacademy.org.uk](mailto:remotelearning@knutsfordprimaryacademy.org.uk) and a member of staff will get back to you as soon as possible.

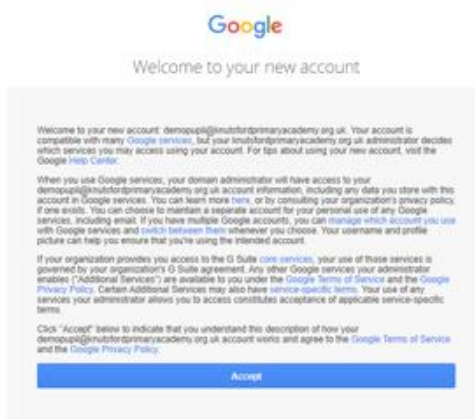
Logging on to Google Classroom:

1. Either download the Google Classrooms app or type [google.classroom.com](http://google.classroom.com) into your web browser.

You will now be asked to login using the username and password.

2. You will now be asked to login using the username and password.
3. Your child's login is their first name and first letter of their surname followed by [@knutsfordprimaryacademy.org.uk](mailto:@knutsfordprimaryacademy.org.uk) e.g. Sarah Smith would be [sarahs@knutsfordprimaryacademy.org.uk](mailto:sarahs@knutsfordprimaryacademy.org.uk) (a small minority of children also need to add the number '1' – we will inform you or your child if this is the case).
4. In EYFS/Key Stage 1, your child's password is their class name e.g. lime  
In Key Stage 2, your child's password is their initials (in capitals) and their date of birth in numbers e.g. Sarah Smith born on the 3rd November 2010 would be ss031110.

The first time you log in you will get a message from Google, this mirrors the parental consent form you completed. Please click 'Accept'. If your child is in Y3 and Y6 and used Google classroom for home learning over the summer term you will not receive this message.



Aspire Academies Trust

Bedmond Academy, Broadfield Academy, Bovingdon Primary Academy, Hammond Academy, Knutsford Primary Academy, The Grove Academy

CEO: Mrs. Vicky Parsey

Aspire Academies Trust, a company limited by guarantee, registered in England and Wales, number 08187216

VAT registration 196 3822 72





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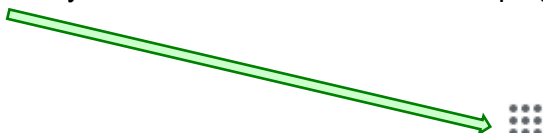
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## Class Main Page (Stream):

Once signed in you should see a 'waffle' in the top right-hand corner, it looks like nine dots on the right hand side.



Click the waffle and select 'Classroom'.



Classroom

Your child will see a screen similar to this:

The screenshot shows the 'Class Elm' interface. At the top, there are tabs: 'Class Elm', 'Stream' (highlighted in pink), 'Classwork', and 'People'. Below the tabs is a large red banner with the text 'Class Elm' and a green arrow pointing to the 'Stream' tab. To the left of the banner is a green box with the text: 'Your child can click on **Classwork** to see all the work that has been assigned to them.' Below the banner, there is a section titled 'Upcoming' with the text 'Woohoo, no work due soon!' and a 'View all' link. To the right of this is a section titled 'Share something with your class...' with a user icon and a text input field. Below this is a section titled 'Mr Erroll posted a new assignment: Homework test Sep 20' with a document icon. To the right of this is a green box with the text: 'Your child can see messages and notifications.' with a green arrow pointing to the assignment post.

## Viewing Lessons (Classwork):

Your child can view their assigned work by clicking on the posted links on the main wall or by clicking 'Classwork' at the top of the page. Your child can click on each assigned lesson by clicking 'view assignment'. Daily lessons are scheduled to post at 8.30am each morning. The teacher will write a short description of the lesson and upload all the links your child needs to access the lesson.

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You will find a message from your child's teacher about the lesson.

## Thursday's History activity

Mr Erroll • 7:51 PM

100 points

Look at the attached pictures from the Great Fire of London. Decide which 3 are most important to understand what happened and then order them. Write some sentences explaining: what you think is going on in each picture, why you chose the three pictures and use time phrases to explain the sequence of events. what people might have thought/felt.

Class comments



Add class comment...

Your child can post a **class comment** about the work. This can be viewed by their classmates and their teacher.

You will find all the work you need for the lesson here.

Your work

Assigned

Demo Pupil - Less...  
Google Slides

Demo Pupil - sent...  
Google Docs

+ Add or create

Turn in

Private comments



Add private comment...

Your child can write a **private comment** to their teacher. This will help give 1:1 support while learning at home.

### Submitting Work (Classwork):

Your child can type their schoolwork and upload the document to Google Classroom or they can hand-write their work and take a photo of their work to upload.

To submit work, please follow these instructions:

1. You need to click 'Classwork' at the top of the page.
2. Click on the lesson you would like to view/submit work for.
3. It will open a box with the assignment. At the bottom of the box it says 'View Assignment' - click this.
4. Once the assignment has loaded, you will see a box on the right labelled 'Your work'.
5. Click on the activity you wish to complete. Once you have completed it click the 'Turn In' option to return it your class teacher.
6. Alternatively, if you are uploading a document to Google Classroom, for example your child has decided to hand-write their work and take a photo it, click on the paperclip (File) and then choose the file that you would like to upload and send. Once it has uploaded, click 'Mark as done'.

Stream

Classwork

People

Your work

Assigned

+ Add or create

Mark as done

Once your child has submitted their work, the class teacher can view this and give personal feedback.

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Important – Whole class isolating: If a whole class are learning from home, the class teacher will be available to respond to queries and feedback throughout the morning. It may take longer for teachers to respond in the afternoon, as they will be preparing lessons for the following day.

Important – One child/small group isolating: If only a small number of children are learning from home, the class teacher will not be able to respond as quickly as they have a class responsibility in school. Teachers will check comments and upload work at the end of the school day and feedback.

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