



# Alverstoke Church of England Junior School

Head Teacher: Mrs Clare Slowther B.A.(Hons.)  
Deputy Head Teacher: Miss Marissa Ballard B.A.(Hons.)  
Business Manager: Mrs Julie O'Brien

22<sup>nd</sup> April 2020

Dear Parents and Carers

Please find attached information about Google Classroom, a FAQs file that may help and a 'Google Classroom' support sheet for first time users, log in details and passwords will be emailed out over the course of the day. The support sheet has not been written by the school but it has been recommended to us as a help document to dip into should you have any problems.

It is important that all children try logging on in the next few days to check that they can gain access and to begin to familiarise themselves with the system. Please support your child in working through the initial stages of this and let us know of any problems by contacting the school office. We will endeavour to sort them out as soon as possible. We have posted an initial 'assignment' for all children. This will be to read the children's school E-Safety guidelines. These usually refer to computer use in school, but they have been adapted to also cover remote use of Google Classroom during this period of school closure. Please could you ensure that your child reads the guidelines, writes their name at the bottom of the page and 'turns in' the task as a record for us that they are aware of how to stay safe online and an initial test that they can access tasks through Google Classroom.

As remote education is a new aspect of education for us, we have reviewed and updated our policies to ensure that staff are taking necessary measures to keep children safe. Whilst Google Classroom is a closed community where children will only communicate with members of our school staff or children in their class, links to websites will inevitably be part of learning tasks set. Whilst teachers will always check that content on sites recommended to children are appropriate, it is vitally important that all parents ensure that age-appropriate parental controls are set on digital devices and appropriate internet filters are in place. These are usually free but need to be turned on in order to block inappropriate content or malicious websites should children move away from the content directed to them by school. We would also advise that when using Google Classroom, if you would prefer your child's photo not to be seen by other pupils in their class, they should avoid being seen in images posted, instead using images of their work only.

Please refer to the following DfE resources for support in keeping your child safe online:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks



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Over the next few days you will see initial tasks being set for your children so that we can check that the new system is working. Please encourage them to get into the habit of logging on, completing tasks and where possible sending us an update of their activities. We would love to see how they are getting on!

Best wishes

A handwritten signature in black ink, appearing to read "Clare Slowther".

Clare Slowther  
Headteacher