



Whetstone Field Primary School

WHETSTONE FIELD PRIMARY SCHOOL
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email: office@whetstonefield.co.uk
website: www.whetstonefield.co.uk
Headteacher: Mr S. Cox

15th January 2021

Dear Parents/Carers of KS2 Children,

I am writing to update you on some changes we are making to our remote learning for children who are not currently attending school.

From Monday 18th January, in order to move to a consistent approach across the whole of the key stage, we will be using Google Classroom in Years 3 to 6 to share the work each day for children.

Google Classroom is a safe space where messages, files, worksheets and other information can be shared easily. It also allows video chats to be held with the teacher which will be explained later in this letter.

Many children in Year 4 are currently using Google Classroom so do not need to go through this setup if they are already accessing it.

In order for children to access this, they will need to sign into Google using a school email address which has been set up for them. We suggest that the initial activation of their account is done on a web browser (Chrome, Safari, Firefox etc). Your child's email address will be:

theirfullname@whetstonefield.co.uk eg fredbloggs@whetstonefield.co.uk

If your child's name has a hyphen, the email address will not include these, so Eva-Rose will become evarose

Most children have been setup with their full name that is on our register, but try a shortened version if they are normally known by a different name. Please contact parent@whetstonefield.co.uk if you are having trouble logging in.

The initial password is **Whetstone** (with a capital W) but we suggest you change this in the settings once logged in.

Instructions for joining the 'classroom' are set out below:



Go to www.google.com and sign in in the top right hand corner with the email address and password mentioned above.

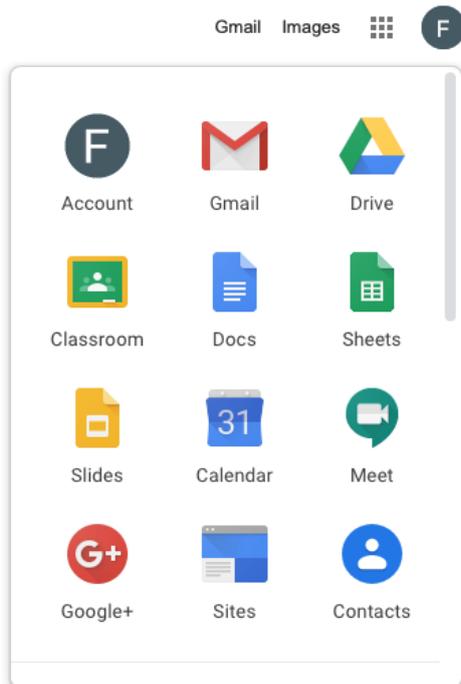
Gmail Images  Sign In



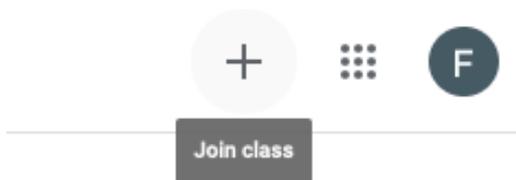
Google Search

I'm Feeling Lucky

Once signed in, click on the little squares in the corner and choose Classroom



Once in Classroom, click on the + button in the top right corner to join the class.



Please insert the following code when prompted:

Year 3 - t5ymuxi

Year 4 - x6v7tb5

Year 5 - zs64jlh

Year 6 - xkpwgil

Children should then be part of their Google Classroom.

If your child is using an iPad or other tablet, there is a Google Classroom app that can be used once this initial setup has been done. This app should already be on the iPads from school. When you use the app, it gives greater flexibility to edit work on a tablet and submit it back to the teacher. This is still possible when using a web browser but is a little more cumbersome.

The teacher will assign work daily and you should see this when you login on the classroom homepage. Teachers will be uploading over the weekend so don't worry if it's not there when you login for the first time. Children can then complete the work and send it back to the teacher (this is called 'turning in' the assignment). It can be scanned and sent back if you've printed it if you're not able to edit 'digitally'. Don't worry if it doesn't work first time – just let us know!

If you are using the Classroom app on a tablet, when you click on the work, there should be a pencil icon in the top right corner which will allow you to edit directly on the device. When you click save (don't worry if all your writing disappears – it's a quirk in the app!) and close the document by clicking the cross in the top left corner, it will be saved ready to submit back to the teacher. You will know that it is the edited version as it will add the word 'edited' to the filename.

If you are having any problems, please post a message on the classroom stream and the teacher will help you as much as possible!

Teacher Video Calls

During English and Maths lessons the teacher will open up a video call for all children to join once the children have had time to read / watch the introduction to the lesson. This will give children the opportunity to show work, ask questions and discuss any issues that they may have. For example, if a Maths lesson was timetabled from 9.15 – 10.15, children would spend the first 15 minutes watching the PowerPoint or teaching video from one of our online sources (Oak Academy etc). For the remaining 45 minutes of the lesson, the children would complete the work set with the video screen open to ask for help when needed. We will do our best to use this facility for English and Maths as much as possible, but we can only do this when there are two adults in the classroom as help also needs to be given to the children working in school, so please bear with us if the video chat is not available sometimes.

I'm sure there will be some teething problems for the first few times! We would ask that all children make sure that their microphone is muted unless they are asking a question – this avoids lots of conversations being held at the same time which nobody can understand! Having a muted microphone also prevents the whole group hearing conversations that you are having at home.

It is not a necessity to join these video calls. We understand that some parents may not feel comfortable with their child participating in this way so please don't feel that you have to. We just want to offer it as another way of helping children who are learning remotely.

As with many ICT based apps/programs, the best way to learn is to have a go! I'm sure there will be issues that crop up that we hadn't thought of or realised, so please let us know if any issues arise!

We understand how hard it can be to try and do all of the work set with your child. ***Please do not worry if you are not able to do everything. We know everyone is doing their best in very difficult circumstances so please just do what you can!***

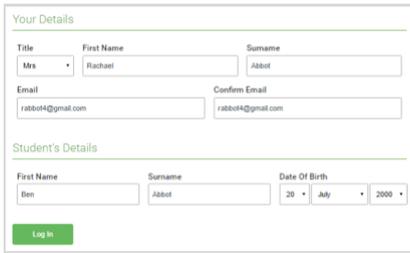
Keeping in touch calls

In addition to this, we are also putting in place an opportunity for you and your child to have a quick chat with their class teacher if they are not currently attending school. This is very informal and just gives you and us an opportunity to discuss anything at all – how you are getting on, any work issues, anything we as a school can help with during lockdown etc. We just want to make sure that families that are not in school at the moment are doing OK.

These sessions will be booked using the online parents' evening system that we used back in November. Each teacher has allocated a certain block of time each week for you to book a slot. Instructions for doing this are as follows:

Parents' Guide for Booking Appointments

Browse to <https://whetstonefield.schoolcloud.co.uk/>



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

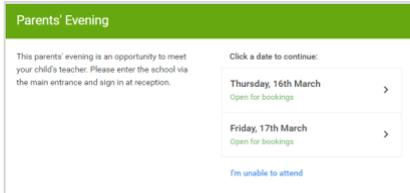
Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

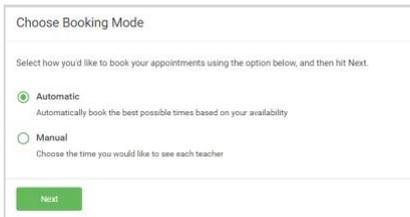
Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book. Unable to make all of the dates listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

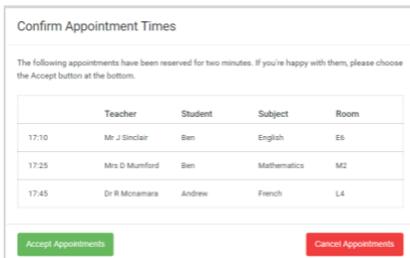
Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

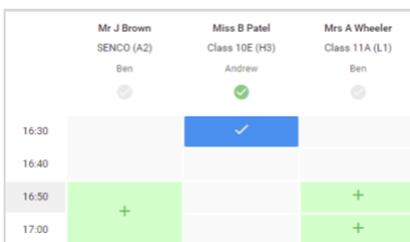
Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monama	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left. If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



My Bookings

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Ben	English	E6
17:00 Mrs A Wheeler	Ben	Mathematics	M2
17:25 Mrs A Wheeler	Ben	Mathematics	M2
17:45 Dr R Monama	Andrew	French	L4

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar. To change your appointments, click on *Amend Bookings*.

Nursery: 21st January 13.10 - 14.20 or 28th January 13.10 - 14.30
Reception: 19th January 13.10 - 14.50 or 26th January 13.10 -14.50
Year 1: 18th January 13.00 - 14.00 or 25th January 13.00 - 14.00
Year 2: 18th January 11.00 - 12.00 or 25th January 11.00 - 12.00
Year 3: 21st January 11.25 - 12.15 or 28th January 11.30 -12.15
Year 4: 20th January 14.05 - 14.55 or 27th January 14.05 - 14.55
Year 5: 20th January 13.30 -14.30 or 27th January 13.30 -15.00
Year 6: 20th January 13.30 -14.30 or 25th January 13.30 - 15.00

As mentioned in the guide above, please visit <https://whetstonefield.parentseveningsystem.co.uk> to book your appointments.

Login with the following information:

Child's First Name:

Child's Surname:

Child's DOB:

Parent's Name:

Please bear with us whilst we implement these new systems. I'm sure there will be teething problems along the way but we do our best to fix them as soon as we can! Can I thank you once again for your continued support during this very difficult time for everyone. It's an ever-changing situation for us all and it's so helpful that we are able to work together to try and provide the best for all of our children.

If you have any queries, please email parent@whetstonefield.co.uk and we will do our very best to help.

Yours faithfully

Mr S. Cox
Headteacher