



**The Manor**  
Preparatory School

## **To All Parents**

Monday 20 April 2020

Dear Parents

### **Live Lessons, E-Safety and Acceptable Use of Technology**

We hope that you have had a restful weekend and that the children are ready for starting school, albeit remotely, tomorrow.

As mentioned in our letter last Friday, we will be beginning to utilise the 'Google Meet' platform to facilitate live video calls.

In preparation for this, we would be grateful if parents of children in Years 3 - 6 could talk to them about how to access Google Meet using the guidance below this letter. We have also included advice for Years 3 - 6 on how to hand in assignments and attach files to these on Google Classroom.

Last week, we shared our updated E-Safety and Acceptable Use Policy with parents, including a new section on guidance for the children when using technology. We would be grateful if you could confirm to us that you have read the policy and that you have talked to your child/ren about appropriate use of technology by filling in the form by 1 May: <https://www.manorprep.org/parents/reply-slips/>

The E-Safety and Acceptable Use Policy can be found here: <https://www.manorprep.org/wp-content/uploads/2019/12/E-Safety-and-Acceptable-Use-Policy-April-2020-1.pdf>

We wanted to make you aware of the following websites which provide guidance and advice on keeping your child safe online whilst at home:

- [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
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation

- [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 and other online services.

If your child encounters any harmful or upsetting content online, please contact our Designated Safeguarding Lead, Mr Varun Footring on [vfootring@manorprep.org](mailto:vfootring@manorprep.org) as soon as possible. You can also get support by:

- reporting harmful online content to the [UK Safer Internet Centre](#)
- getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values

If you are concerned about possible cyber-bullying or online abuse, please contact Mr Varun Footring on [vfootring@manorprep.org](mailto:vfootring@manorprep.org) as soon as possible. You can also get advice on the following links:

- get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)
- get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied

Mr Footring can also be contacted on 01235 858480 (Deputy Head Office) or 07741 660113 (school mobile).

We are very much looking forward to beginning our remote learning curriculum tomorrow. As always, please do not hesitate to get in touch if we can help you or your family as we begin the Summer Term.

With our best wishes

Victoria Evans  
Deputy Head Academic  
[vevans@manorprep.org](mailto:vevans@manorprep.org)

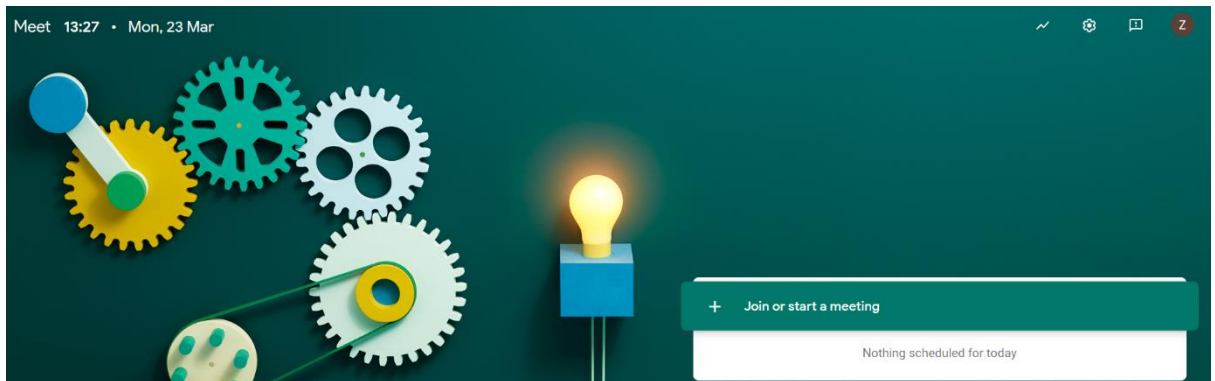
Varun Footring  
Deputy Head Pastoral  
[vfootring@manorprep.org](mailto:vfootring@manorprep.org)

Fiona Lewis  
Head of Computing  
[flewis@manorprep.org](mailto:flewis@manorprep.org)

## Live Video Calls in Google Meet

### **All live video calls will be recorded**

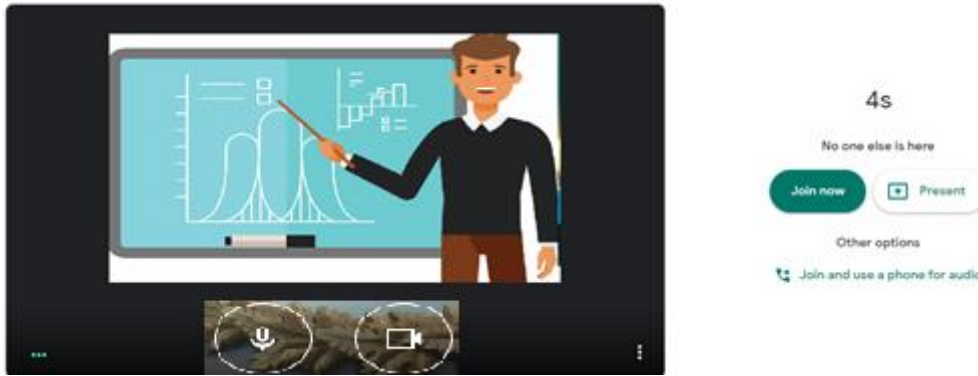
- 1) Logon to G Suite with School Google credentials
- 2) In Years 3 - 6, the children will be directed to the Google Meet link from their Google Classroom page which will take them to Step 5 below. For children in EYFS and Year 1 and 2, class teachers will email a link or Meet code to parents. To use a code, go to step 3 below.
- 3) Click on Join or start a meeting.



- 4) In some cases, meetings will have a class/meeting nickname. In these instances, enter this code and click continue. This will be shared by the teacher.

*For example, it is **4S** in the screenshot below.*

- 5) You will now be redirected to another screen with a few popups. Please **allow/accept** the **webcam** and **microphone** access settings. Webcam will now display your live feed.



- 6) Click on **Join now**
- 7) Congratulations! You have now joined your Virtual Classroom.
- 8) On the right hand side menu on top of this window you can now see your own google account displayed including others who have joined the class.
- 9) In the top right corner of your window, you will have the '**Chat**' option which will be visible to the teacher. Feel free to ask questions in the chat window if you have any.
- 10) If you accidentally get disconnected or close your window in the middle of the session, then do not worry. Simply follow Steps 1 to 7 to re-join.
- 11) At the end of the lesson simply end the call by clicking the red handset icon at the bottom of the screen. (You may need to move the mouse down to the bottom to make it appear.)

## Handing in Classroom assignments

### Turn in an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to [classroom.google.com](https://classroom.google.com).
2. Click the assignment.
3. To open the assigned file, click the thumbnail with your name on it.
4. Enter your work.
5. Choose one:
  - In the document, click Turn in and confirm.
  - In Classroom, in the assignment, click Turn In and confirm.
6. The status of the assignment changes to Turned in.

### How to add a photograph of work done in exercise book or on paper to a Classroom Assignment and hand it in

1. Go to [classroom.google.com](https://classroom.google.com).
  2. Click the assignment.
  3. To attach an item:
    - Under Your work, click Add or create
      - select Google Drive, Link, or File.
    - Select the attachment from your Drive or computer files and click Add.

Note: You can't attach a file you don't own.
  4. To attach a new doc - so you can add a photo at this stage:
    - Under Your work, click Add or create
      - select Docs, Slides, Sheets, or Drawings.

A new file attaches to your work and opens.

    - Click the file and enter your information - to add a photo, select Docs. A new doc will open - insert the photo into the doc then continue as below.

Note: You can attach or create more than one file.
  5. (Optional) To remove an attachment, next to the attachment's name, click Remove.
  6. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post.
  7. Click Turn In and confirm.
- The status of the assignment changes to Turned in.