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 ‘Developing Potential Through

 Educational Excellence’

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 Pennaeth/Headteacher

Dear Parents,

Here is some information that may be of help to you using Google Classroom.

How to Upload files to Google Classroom

When uploading files to google classroom, please follow these general guidelines.

1. When completing tasks - download all files to your computer or mobile device. Then work outside of Google Classroom. This stops problems with Google Drive and allows you to work on files when you are waiting for feedback.
2. The best way to send work to teachers is to open a blank word document for you to type your work in and then submit this to your teacher.
3. If you prefer you can work by hand and photograph your work but when doing this, please ensure your photo is taken the correct way round & there is only one photo per piece of work. Staff are unable to enlarge work or manipulate the photographs.
4. If you have multiple photos, please be aware there is a limit on 20 uploads a day. Saving your photos into a word document can make this easier.

How Feedback will be returned to you

When looking for feedback on your work there are two different types:

1. Private comments. These appear in the bottom right hand corner.
2. Comments on work PDF's / photos. You need to click on the three dots in right hand corner of the file and open in a new window to view them. These are specific to each piece of work.

Staff may respond to work using either method. Please note that marking will not be as detailed as it would have been had your child been in school. It will often just be an acknowledgement that they have completed it.

Important Guidelines

Through Google Classrooms teachers receive a variety of files at different times. The only way we know files have been received is through an email. Although staff are regularly checking their emails they are not sat looking at their inbox all the time, this means there will always be a delay in returning feedback and work to you. Speed of feedback also depends on the amount of children uploading work and the quantity and type of work being uploaded. We will return work as soon as we can, but it may not be on the same day it was uploaded.

Please remember you should still be taking regular breaks and the activities provided are not designed to be completed in one day. Spending time with family and having breaks are important. A normal school day would not involve working continuously so the children are not expected to do this at home. The work set by teachers is just a guide.

Please also be aware that staff are also adapting to this new ‘way’ of teaching and will have their own commitments to manage at home as well. They will endeavour to return work as soon as they are able to, but time scales may differ depending on their own personal weekly commitments. Staff may alter how they upload work to Google Classroom and mark work depending on their circumstances to manage their own workload. As a result of this, if you have siblings in different classes each Google Classroom may look different and teachers may be responding differently.

Staff are also being expected to work long days in the Hope Hub, plan for the New Curriculum, write reports, plan new activities for the pupils as well as teaching themselves how to work with Google Classroom. Please be appreciative and supportive that they are doing their best to provide learning opportunities for the children in these unprecedented times whilst juggling their own personal circumstances. At this point it is also worth reiterating that that the National Curriculum in Wales has been suspended for the forseeable future along with accountability measures. School Hubs and teachers are now providing childcare for key worker children and available to support children with distance learning where possible.

Questions have been asked about staff delivering live lessons using programmes such as Zoom. Currently this is not something that schools in our consortium are looking at as it raises many complex issues.

Thank you for your continued support.

R Jones

Headteacher



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Please address all communications to the Headteacher