

Google Classroom best practice protocol

Motivation/well being

Expectation	Frequency	Ideas
Pupils to see their teacher's face and/or hear their voice	At least twice weekly	• Morning Message • Teach videos • Class story/poem
Whole-school initiatives to be promoted in class streams and 'kept alive'	At least once weekly	• Monday Be-Attitude assembly
Pupils' work/extra-curricular contributions to be shared in streams	At least once a week	• children encouraged to attach images/videos to assignments so they can be vetted and shared by the teacher.
Years 2, 3, 4 and 5 teachers to offer a window of time (a day, a morning, an hour) where pupils may post in the class stream	Once a week	• Make clear your expectations for the posts (photos/videos of art/craft projects completed at home; no 'chatting' in the stream to avoid clutter etc • Remain vigilant during the window to check pupil posts • Comment on pupil posts with encouraging words • If something inappropriate is posted – screenshot the post, 'delete' it, 'mute' the pupil and contact phase lead/DSL and then parents/carers asap.
Publicly praise pupils	At least weekly	• 'Shout outs' in Morning Message • Reply to comments with encouraging words • Send Be-Attitude certificates via email and announce on live stream
Private comment on pupils' work	Daily for morning work submitted before 1pm (as a minimum)	• Personalise the feedback to acknowledge the effort • Include a thought for a next step or a correction (Have you tried...; check question 4 again etc) • Keep the tone positive and encouraging

Consistency

Expectation	Frequency	Ideas
Teachers to look at other year groups' classrooms	At least once a week	• What practice do you like? Is there anything you could utilise in your classroom • Can you leave a positive comment to let pupils know you have seen their classroom and have enjoyed their hard work?

The same lessons to occur on the same day each week (e.g. History activity on Monday afternoon)	n/a	• Children like routine and structure. Do they have the same foundation subjects on the same day each week? • Share the timetable with children in your Morning Message as you would in school.
Morning work to be uploaded by 8:45am Afternoon activity to be uploaded by 1:30pm	Daily	• Use the 'schedule' function to ensure this occurs (you cannot schedule into multiple classrooms at once. Schedule into yours and then 're-use' the assignment in your partner teacher's classroom).

Quality

Expectation	Frequency	Ideas
Reading		
Short, 'skill-teach'/task model videos	At least twice weekly	• Include an engaging re-cap of the text so far • You could film your screen where the text is displayed and insert yourself in the top corner with Zoom. • You could put information onto Google Slides and add your voice with the 'insert audio' function. You will need to use a voice recording app on your device and then upload from this device. If you want to upload to G-Drive first, check that the folder you're uploading to is shared with the children, otherwise they 'won't have permission' to hear the file. • You could film yourself reading the book and modelling skimming and scanning etc.
Include a variety of activities	Daily	• Ensure children have the opportunity to write reviews, draw a picture, contact an author etc, not just comprehension. • You could bring the story to life by using props or costumes and encourage pupils to do the same.
Have a class story/poem of the week	Weekly	• Record yourself or just your voice sharing a book • Use Storyline online or other book reading websites or streams • Allow children to vote on what book they would like with 'Google Forms'. • Save in your classroom under 'Class Story' so pupils can find older entries if they have missed a day.
Check for understanding with a quiz	As decided by teacher	• When creating work, select 'Quiz assignment'. Make sure you have provided the answer key and it will be automatically marked. • Under settings, ensure children can 'edit after submit' to allow them to have another go.
Maths		

Short, 'skill-teach'/task model videos	Where appropriate	• Use concrete and pictorial representations to break down the learning • You could film your screen where text or an image is displayed and insert yourself in the top corner with Zoom. • You could put information onto Google Slides and add your voice with the 'insert audio' function. You will need to use a voice recording app on your device and then upload from your device. If you upload to G-Drive first, check that the folder you're uploading to is shared with the children, otherwise they 'won't have permission' to hear the file. • Make use of White Rose, Oak Academy or BBC Bitesize videos and lessons
Provide optional online Maths games and investigations	Weekly	• https://mathsweekengland.co.uk/primary-school-resources/ • https://mathsframe.co.uk/ • https://www.topmarks.co.uk/maths-games • My Maths/TT Rockstars
Focus on the 4 operations and place value	n/a	• Check the expectation for your year group • use the White Rose resources for ideas and ensure that this area of your curriculum has been consolidated
Check for understanding with a quiz	Weekly	• When creating work, select 'Quiz assignment'. Make sure you have provided the answer key and it will be automatically marked. • Under settings, ensure children can 'edit after submit' to allow them to have another go.
English		
Short, 'skill-teach'/task model videos	Where appropriate	• Introductory hooks, model writes and grammar skills should be considered for short teach videos • You could put information onto Google Slides and add your voice with the 'insert audio' function. You will need to use a voice recording app on your device and then upload from your device. If you upload to G-Drive first, check that the folder you're uploading to is shared with the children, otherwise they 'won't have permission' to hear the file. • Make use of Oak Academy or BBC Bitesize videos and lessons
Provide optional online English games		• https://www.topmarks.co.uk/english-games • https://www.ictgames.com/ • Phonics Play • http://www.primaryhomeworkhelp.co.uk/literacy/ • https://grammarsaurus.co.uk/
Standalone, free writing lessons	Where appropriate	• Provide a stimulus such a picture, a video, a news story etc (LiteracyShed is good for this).

		• Allow children to choose the way in which they respond (poem, story, letter etc).
Foundation		
Introductory video	Where appropriate	• Promote your new unit with an engaging video. You could use props or costumes, or share your favourite aspect of that period of time, that country or that area of Science etc.
Share useful links for your subject	n/a	• BBC Teach • BBC Bitesize
Ensure afternoon activities are fun/practical	Daily	• Does the assignment work better as an ongoing project? • Is there something the children could produce and then share with their peers? • Is there an online game that links to your subject area? • Is the activity open-ended and can be done with minimal monitoring from parents possibly working from home?
Check for understanding with a quiz	As necessary	• When creating work, select 'Quiz assignment'. Make sure you have provided the answer key and it will be automatically marked. • Under settings, ensure children can 'edit after submit' to allow them to have another go.
Provide a variety of materials for your activity	Daily	• Is there a video online that could supplement the learning?