



17 March 2020

Dear Parents and Carers

Following the latest government guidance regarding Covid-19, it is important for you to work with the school to make sure your child continues to work from home. We are doing as much as possible to provide work. Please read on so you know what to do to support and encourage your child.

There are four things that parents and carers can do. Each of them is explained in more detail later in this letter.

- 1. Make sure that they use Google Classroom so that they can see and do the work that has been set by teachers**
- 2. Sign into your parent/carer account on Class Charts so you can check the work that has been set by teachers**
- 3. Sit your child down and ask them to make a daily plan that you can check**
- 4. Make sure that they spend plenty of time reading**

Here's a bit more about what you can do as a parent or carer:

- 1. Make sure that they use Google Classroom so that they can see and do the work that has been set by teachers**
  - Work will be set and monitored through the Google Classroom.
  - For Years 11 and 13, teachers will set tasks for each lesson using Google Classroom to help them get ready for exams. Exam groups for the other year groups, projects will be set so students can work more independently.
  - All students can communicate with their teachers and ask for help by posting questions to the Google Classroom. Teachers will check regularly and respond to questions.

*What you need to do:*

- Make sure that [Google Chrome](#) is installed on the device that students will be using at home.
- Ask your child to log into Chrome using their @skdrive.org account.

### **Steps to sign in to Chrome**

1. Open Chrome.
2. In the top right, click the button with your name or People .
3. Click Sign in to Chrome.
4. Sign in with your Google Account.
5. To customize your sync settings, click [More Settings](#). [Advanced sync settings](#).

- 2. Sign in to your parent/carer account on Class Charts so you can check the work that has been set by teachers**

What you need to do: sign into the parent account on [Class Charts](#).

1. Open [www.classcharts.com/parent/login](http://www.classcharts.com/parent/login)
2. Enter your email address
3. Choose 'I don't have an account yet'
4. Enter your parent access code and name
5. Choose a password
6. Click Log-in!

If you do not have an access code for Class Charts, please contact the school reception on 01275 373737 and we will provide one for you.

If you do not have internet access at home or a device on which your child can work, please contact Mr Francis-Black [francisblacka@skdrive.org](mailto:francisblacka@skdrive.org) immediately and we will explore ways in which we can support.

If you need any help with technical issues, please contact [ictsupport@skdrive.org](mailto:ictsupport@skdrive.org).

### **3. Sit your child down and ask them to make a daily plan that you can check**

*You can support your child by:*

- Discussing the work that has been set
- Help them to make a plan for each day so they have a structure
- Encourage them to complete the work and ask for help if needed
- Set aside a place where they can work if at all possible. I understand that some of you have very busy homes, so please do what you can.

### **4. Make sure that they spend plenty of time reading**

This is a great opportunity to read. Research tells us that reading is the single most important thing that will help academic achievement.

*You can support your child by:* encouraging them to read books from the [recommended reading list](#) and [wider suggestions](#) for reading from the school's website. The English team will provide further resources to support reading on Class Charts and Google classrooms.

Yours sincerely



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Headteacher