
Dear Parent/Carer

As pupils begin to access our remote learning package, we thought it would be useful to send out a few pieces of information that will help your child access and submit the work.

1) WEEKLY EMAILS TO EXPLAIN WORK

As of next week, work for the whole week will be set on the **Monday morning**. An email will be sent to your child by Heads of Departments at 0800 every Monday that outlines which lessons need to be completed that week. If your child cannot find the email in their inbox, they should check the time on the right hand side of their email list for emails received at 0800. The email will have a clearly labelled heading in capital letters e.g. ENGLISH WORK WB 11/1/21.

Pupils should read the email carefully as it will have clear instructions about what is expected from them. To find the most important information that they need for each subject, they should always check these 0800 emails.

2) ORDER OF LESSONS

Your child should make sure you complete the lessons in order. They will be clearly labelled as 'lesson 1,' 'lesson 2' etc.

3) UPLOADING WORK TO GOOGLE CLASSROOM

Your child is expected to upload their work to googleclassroom when completed. In most cases we are asking for a photo to be taken of their work in their exercise book and upload this to the relevant googleclassroom. To do this, they need to take a photo of their work and email this as an attachment to their own email address.

They can then open the email, open the photo attachment and add the attachment to their googledrive (an 'Add to my drive' icon will appear in the top right of the screen).

Then follow the instructions on this [link](#)
You can also upload from a mobile device.

4) QUIZZES

A number of lessons have googleform quizzes attached. Pupils must complete these if they are there. These are useful to check knowledge and understanding, so your child needs to make sure they don't miss them.

5) ENGAGEMENT

Your child's form tutor will be contacting you during lockdown to discuss how your child is getting on and whether they are handing in work and completing googleform quizzes. It is therefore important that they engage **as best they can** with the work that is set. If they have any problems with the work your child must email their classroom teacher.

Many thanks

Team at Cromer Academy