

COLDWALTHAM, ST. JAMES' C.E. PRIMARY SCHOOL

with Chuckleberries Pre School

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Executive Headteacher: Mrs Stephanie Gibson

Head of School: Mrs Lizzie Martin



Learn, Discover, Achieve

8th February 2021

Dear Parents/Carers,

We are very excited to inform parents/carers that we will soon be using Google Classroom as our platform for remote learning. For this, we will use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child.

G Suite for Education is a set of education productivity tools from Google which includes Google Classroom and Google Docs; the product is used by tens of millions of students and teachers around the world and was one of two remote learning platforms recommended by the government to use. Many secondary schools in our local area were using Google Classroom successfully prior to Covid-19 and its use has grown since the first lockdown last year.

Here at St. James', we see the use of Google Classroom as being highly advantageous to the children's learning and progress. They will have their own individualised page where teachers will set the learning; this page will only be accessible to children and their parents/carers through a personal log-in and, of course, the class teacher.

Teachers will be able to monitor the learning of each child more easily as all work will be submitted via Google Classroom. It will notify teachers of any work that is not being completed thus allowing teachers to be able to quickly correspond with the child and parent about this.

The 'G Suite for Education Notice for Parents and Guardians' that accompanies this letter provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in KS1 and KS2 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read the notice carefully and then fill in the Consent Form (that also accompanies this letter) to indicate that you have read the notice and give your



consent. **The form has been sent as a Word document so that you can edit it and sign it electronically – please ensure that the email address you put on the Consent Form is the email address that is used regularly for school communication.**

If you do not provide your consent, we will not provide a G Suite for Education account for your child and remote learning would continue via the school's website. Consent forms need to be returned via email to the school office by **Friday 19th February at the latest**; once we receive your consent, we can begin to give out log-in details for you to be able to access the platform.

We look forward to being able to use this excellent platform to further enhance the children's learning experience. Thank you for your continued support and cooperation of the school.

Kind regards,

A handwritten signature in black ink that reads "L. Martin". The signature is written in a cursive style and is positioned above the printed name and title.

Mrs L Martin
Head of School