



## **Submitting work and feedback**

Outlined below are our expectations for children's work in google classroom and our policy for feedback from teachers and teaching assistants on this work.

We hope that once you have supported your child initially with the uploading of work etc. lots of them will be able to begin doing this independently.

### **Written work**

- Please can you upload a photograph of all the recorded work that children complete that has been set as a task within google classroom. For example, take a photograph of any work completed on paper.
- Please add a private comment if you need your child's teacher to know something about how your child coped with the work, for example if they found it tricky and needed lots of support. If there is no comment we will assume that they have managed the work well without too much support.
- Teachers will monitor the submission of all work and will comment on some of it (but not all of it).
- Teachers will feedback on pieces of writing in the same way that they would in school. This will include praising the child for what has gone well with their writing, and a suggestion for correcting or improving their work if necessary. We do not expect you to re photograph and upload the work again once the correction or improvement has been made, but please support your child in doing the correction or improvement.

### **Practical activities or tasks**

- Simply click 'mark as done' when you have completed a practical task such as daily physical activity or practising times tables. (If using an iPad click on the 'Your work' option at the bottom of the screen and the 'mark as done' option will appear'. If using a PC or laptop you should see the option to the right-hand side.)
- If it is a practical activity which results in 'finished' product e.g. making a sandwich, please upload a photograph and/or leave a private comment (on a PC or laptop you will see these options to the right-hand side to add a private comment and add a photograph. On an iPad you will see at the bottom an 'add private comment' option. To add a photograph, click on the 'your work' bar at the bottom and 'add attachment' will appear.)

### **Class Comments**

- Please only use the class comments option if you have a comment or question that is relevant to the whole class (please show your children the difference so that they know the difference between the class and private comment options).