

the GREENROOM school

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19th March 2020

Dear Parents, Carers and Friends of The Green Room Schools,

We're Not Closing, We're Adapting.

Following the government announcement on Wednesday, we are writing to you to reassure you and bring you some clear and hopeful information at this unsettling time.

We have been carefully planning the delivery of all the elements of our offer including keeping our pupils safe; and all of our staff have been working tirelessly to ensure we can meet the needs of our pupils. I am so grateful and proud of our team, who have universally stepped up to the challenge and I am confident that we can continue to deliver an outstanding level of education.

From Monday 23rd March, The Green Room Schools will be running a 'Virtual School' i.e. online classes in the morning along with pastoral support. This will be followed by 'in school' afternoon activities, there will also be online options for those students who can't be with us physically. Wherever possible, the timetable will stay the same, but please be aware that things will always be subject to change depending on staff absence, unforeseen circumstances and government announcements.

Our afternoon activities will #beGREAT and we are hopeful that the students who are able to attend will be ready to #beGREAT too. These afternoon sessions are not compulsory and are dependent on student transport being available and, of course, we will continue to adhere to the government advice on isolation if someone is showing symptoms.

Please find below a summary of some key information and our guides to getting online. In most cases, our young people are better at this than us, but if you are struggling at all with the technology, please do let us know.

We would like to personally thank you for supporting us and urge you to remain positive over the coming days and weeks as we deliver education and pastoral activities to our pupils.

Stay safe and be well,



Joe Sparks & Richard Allen
Co-CEOs of The Green Room Foundation

Key Information

Attendance

We will still be tracking attendance in our online school. This is simple and will work like this.

Morning attendance - 10am Circle Time

We will be running circle time everyday at 10am. Pupils will need to log into Google Chat (A guide is attached) and enter 'The Green Room'. A link to circle time will be there. During Circle Time we will post the DAILY TIMETABLE. This will have links to all classrooms/activities.

Afternoon Attendance

We will tick this if a pupil partakes in some/all of their online lessons and/or the afternoon activity.

Check In

If we don't hear from a pupil at all in a day. Their Coach will quickly 'Check In' with them to see if they are ok. Pupils will all receive a message from their coach.

Coaches

All pupils have a coach and they will be the first port of call with any problems/issues or good news!

Behaviour

Even though we are online, we still expect our pupils to behave appropriately. We will still track positive and negative behaviour on Arbor and award our pupil of the week. For serious misconduct, if necessary we will block the Green Room account and follow our usual exclusion procedures.

Activities (1pm - 2.45pm)

As long as we can, we will be running afternoon activities (on every day except Thursday, where we will run our PSHE and Coaching sessions). These will be mainly based outside and will still require pupils to be temperature checked, hands washed regularly, no physical contact and low risk of physical injury. We will be able to provide a simple lunch for all pupils who can make it to afternoon activities. An online alternative will also be available for those who cant make it.

Safeguarding

The virtual classroom has different risks and we have updated our Safeguarding Policy to reflect this. Key points are as follows:

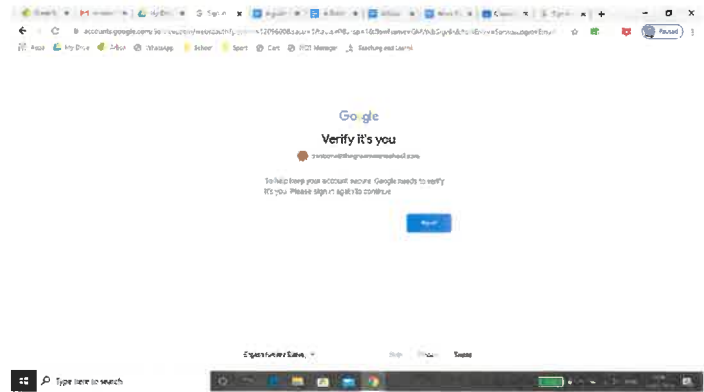
- We will not be engaging pupils in one to one video calls.
- All classrooms will have more than one staff member present.
- Except for an emergency, staff will only be available (online or on the phone) between the hours of 9-5pm on school days, during term time.

We want to stay connected and stay safe. If you have any worries, questions or suggestions, please get in touch.

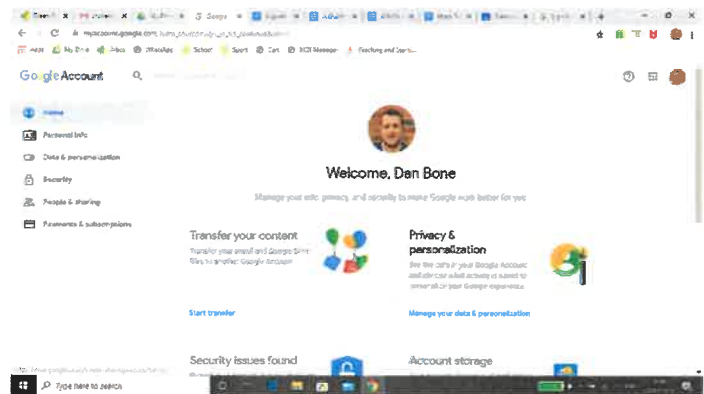
A Guide to G-Chat

The first thing you will need to do is to log into your google account.

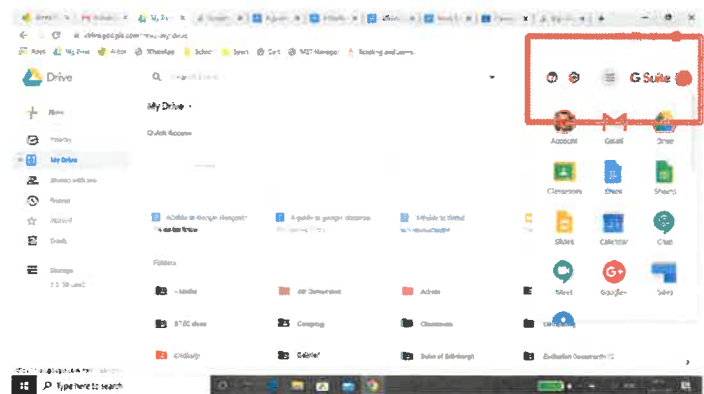
For this you will need your school google email and password which is in the pack you have received.



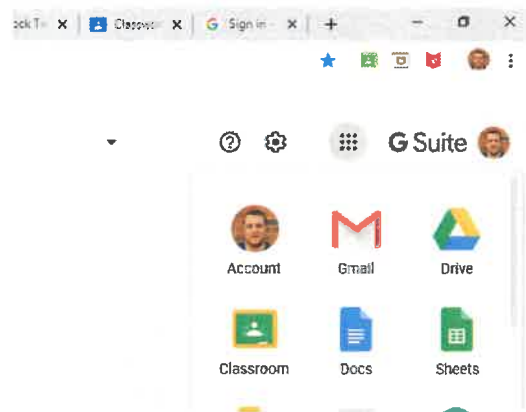
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If you click on the 9 dots (tictactoe) in the top right hand corner of the screen, next to where your picture is.



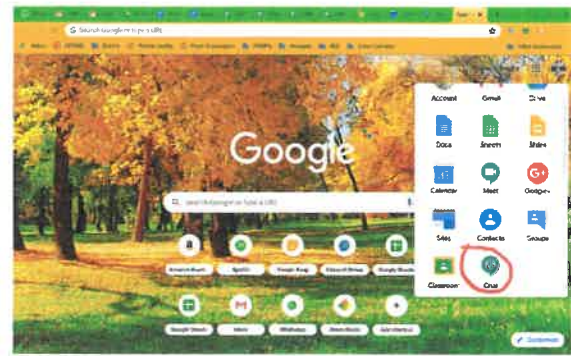
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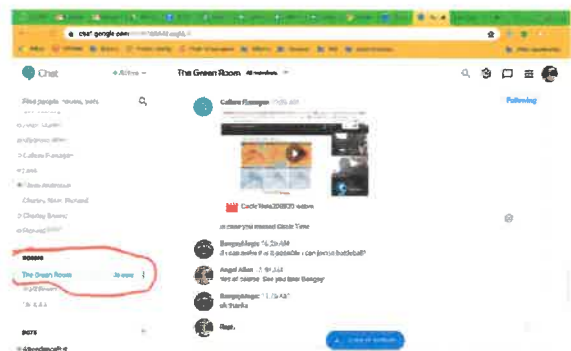
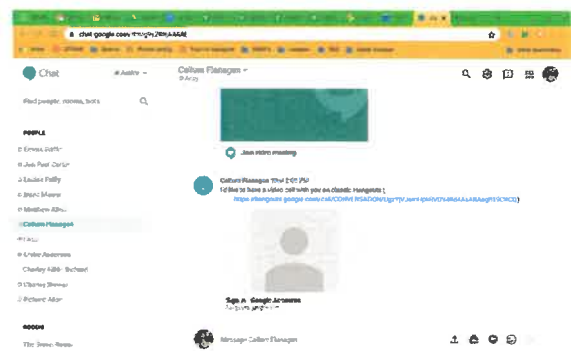
For google hangouts you will need to click on the "Chat" app.



Once you have clicked on the "Chat" app, it will open this screen. This is your Chat inbox.

You would have been invited to a Green Room School Chat, which is located on the left hand side of the window.

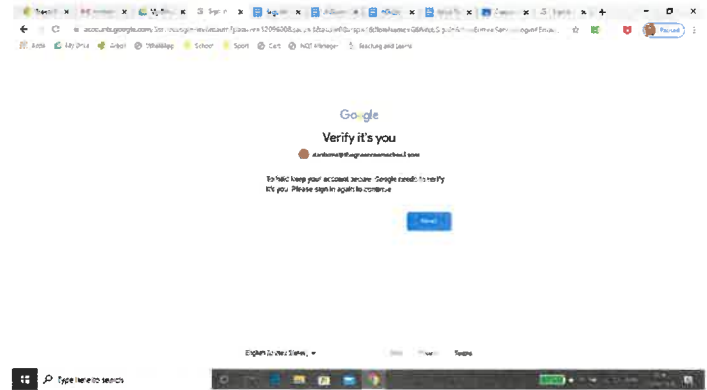
All pupils and staff are in this chat room, and this is where you will be sent links to join in with CIRCLE TIME (a video meeting) and where the DAILY TIMETABLE will be posted.



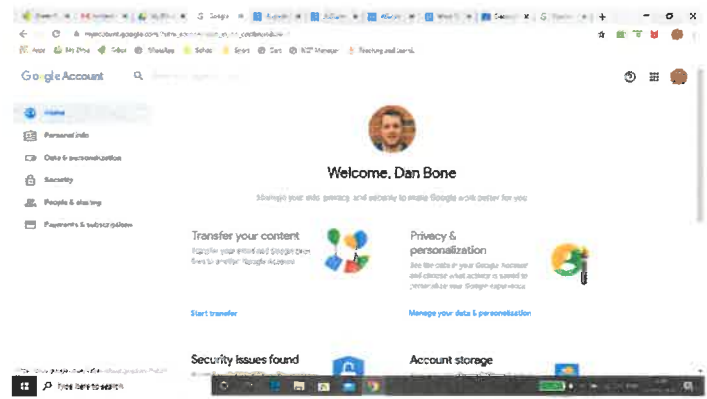
A Guide to Google Classrooms

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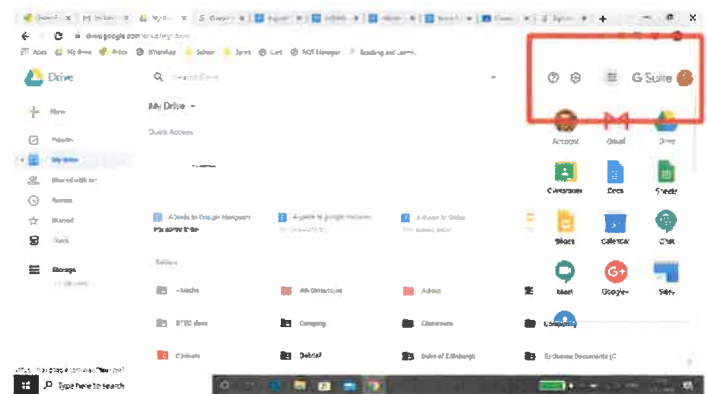
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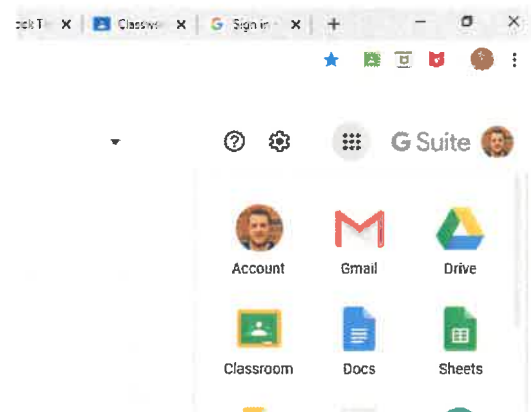
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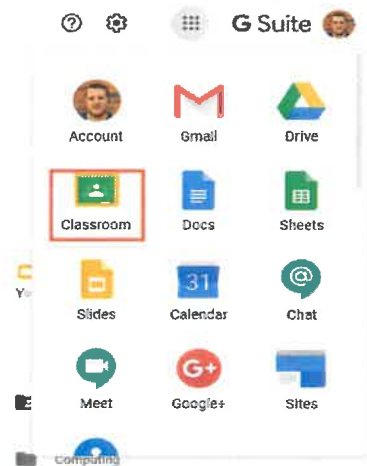


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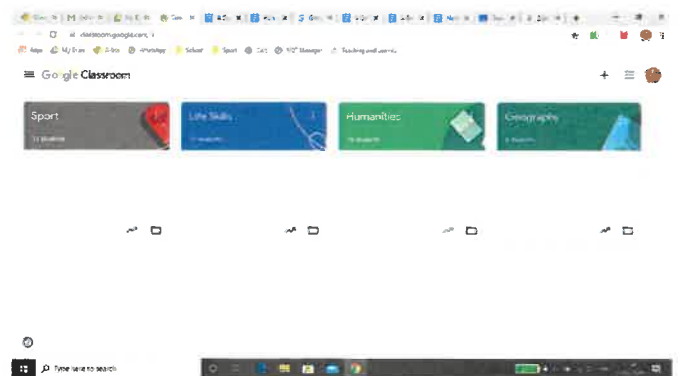
A Guide to Google Classrooms

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For google classroom you will need to click on the "Classroom" app.

This will open all the google classrooms you have joined. (You should have one for each of your lessons)



To access work set by the teacher, you will need to click on the subject and then the piece of work provided. You will be told by email or in the google hangouts what the teacher would like you to do.

A Guide to Google Hangouts

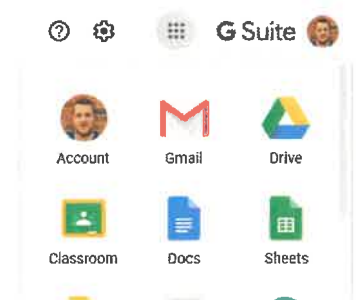
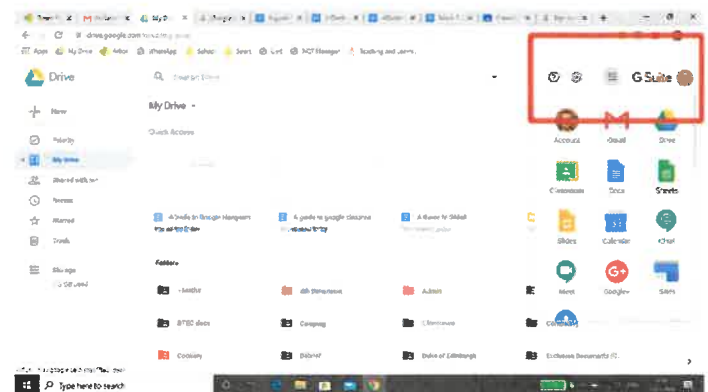
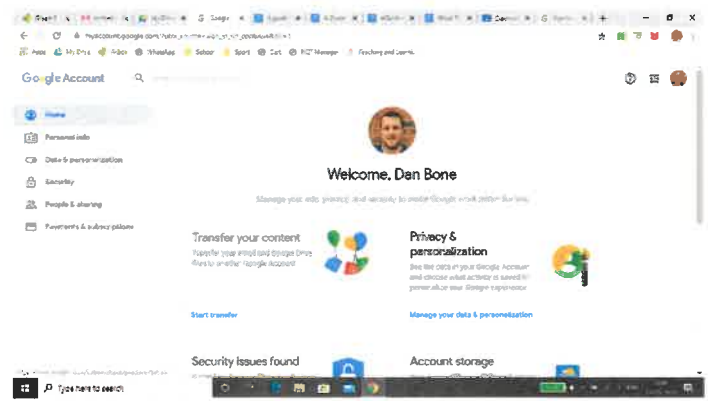
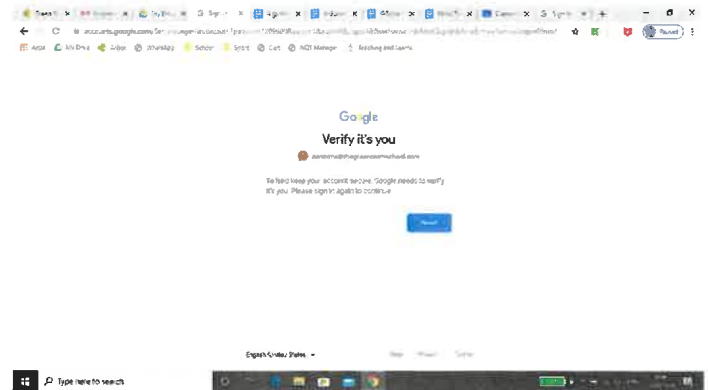
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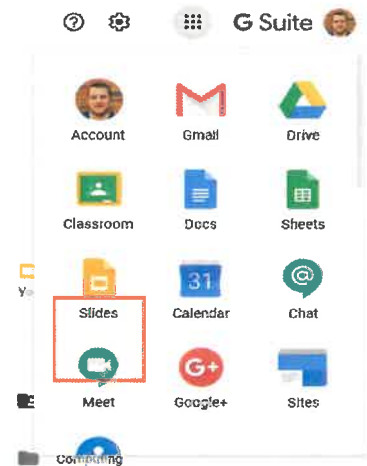
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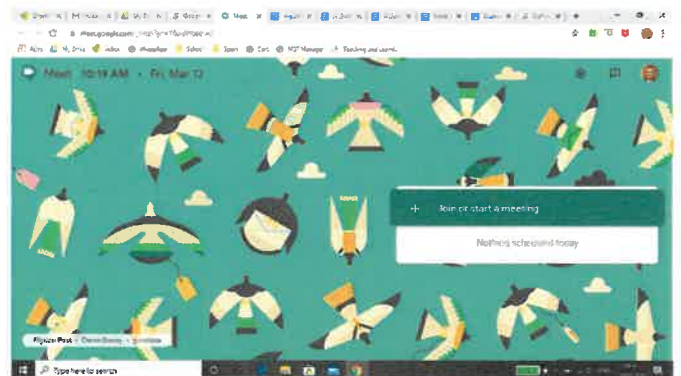
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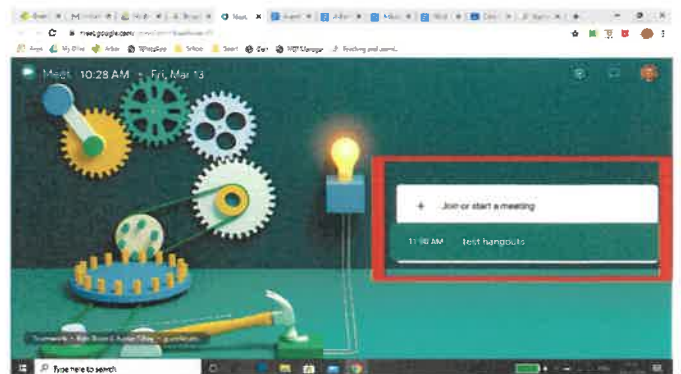


For google hangouts you will need to click on the "Meet" app.

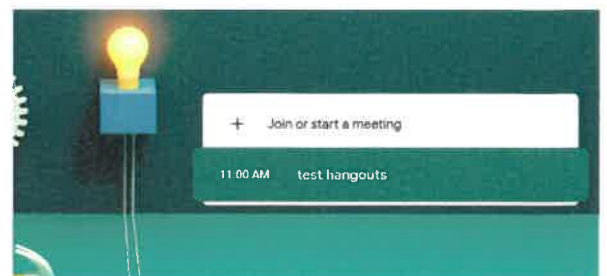
Once you have clicked on the "Meet" app, it will open this screen. This is the google hangout homepage.



Your lessons (or hangouts) will be scheduled by your teachers so they will appear in a list under where it says "Join or start a meeting".



Your lessons will appear here with the time they are scheduled for next to it.

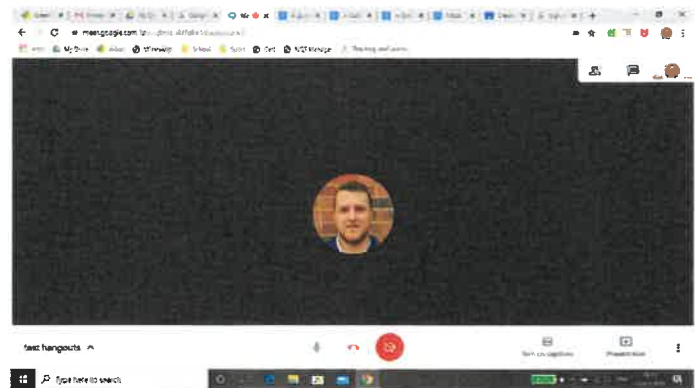


A Guide to Google Hangouts

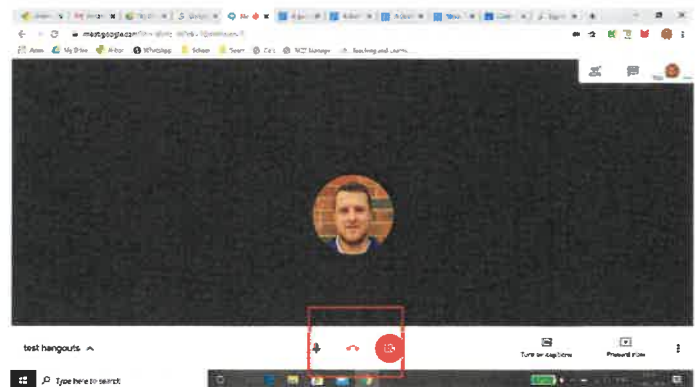
If you click on your next scheduled lesson it will bring up this screen. From here you will need to join the hangout. To do this you need to click on the "Join now" button.



This will bring up this screen. You will be able to see each person in the hangout as well as a small window with your video.



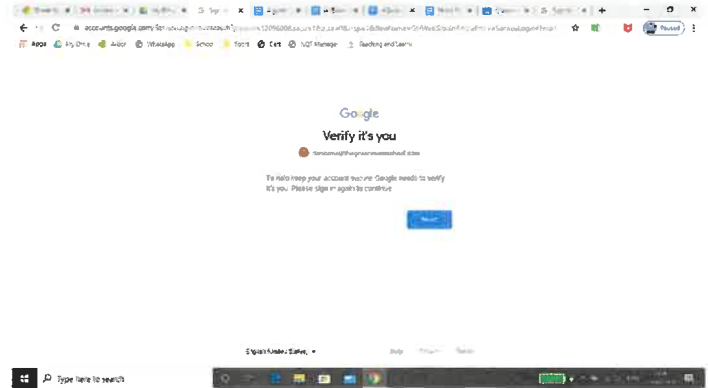
To leave the hangout you just need to click on the red phone in the middle of the screen at the bottom of the page.



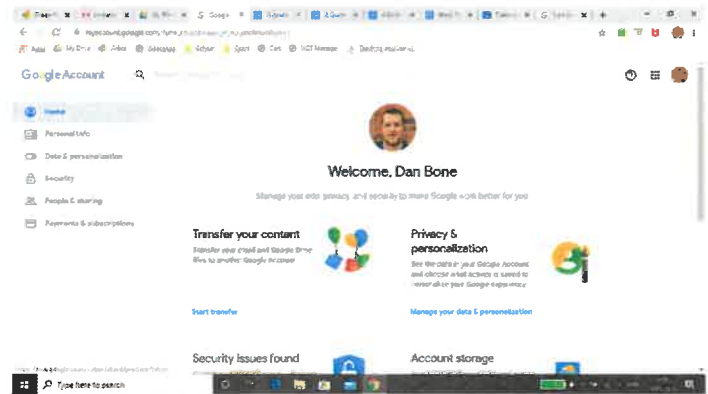
A Guide to GMail

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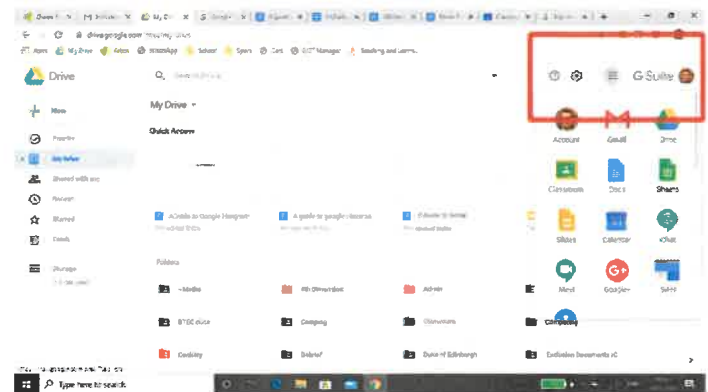
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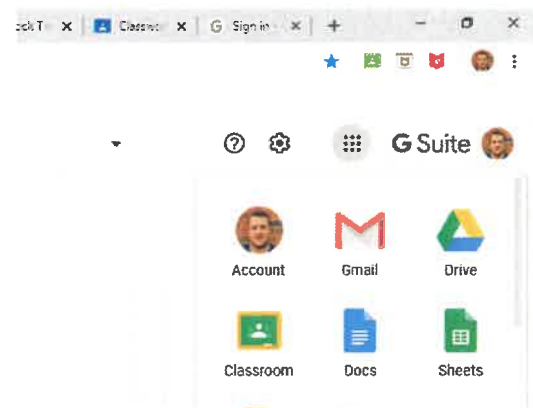
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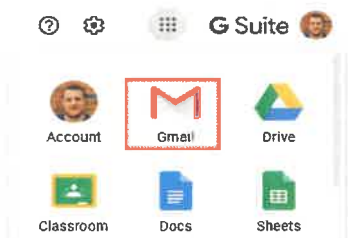
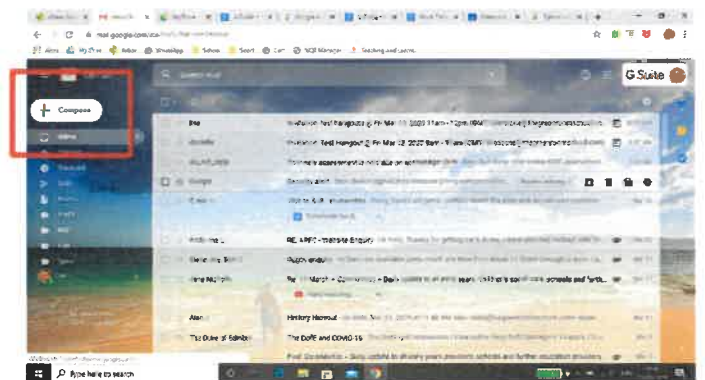
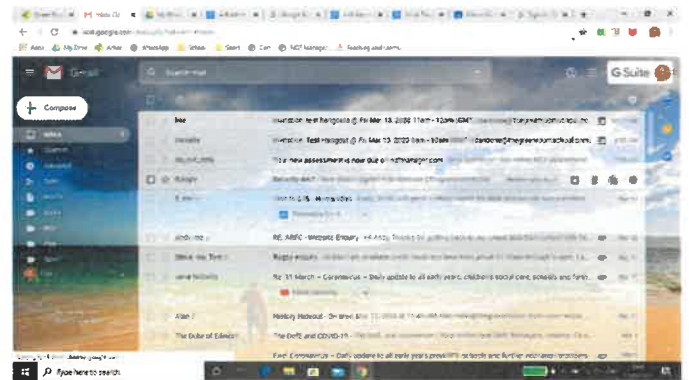
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For google hangouts you will need to click on the "GMail" app.

Once you have clicked on the "GMail" app, it will open this screen. This is your Gmail inbox.

An invite to your google classrooms, your google hangouts and other emails will be here in the order in which you have received them.

To send an email you will need to click on the "compose" button.



Clicking the compose link will open a new window within the Gmail app.



A Guide to Gmail

You will need to write the email address of the person you want to send an email to in the "To" row. (You can send it to more than 1 person)

The subject row will tell the person you are emailing what the email is about.

The third area is for the actual email.

Once you are happy with your email you will need to click the "send" button at the bottom.

All the staff email addresses are below in case you need to email any of us.

Angel (Office)
angel@thegreenroomschool.com

Ash
ash@thegreenroomschool.com

Callum
callum@thegreenroomschool.com

Claire
claire@thegreenroomschool.com

Deej
deej@thegreenroomschool.com

Fardijah
fardijah@thegreenroomschool.com

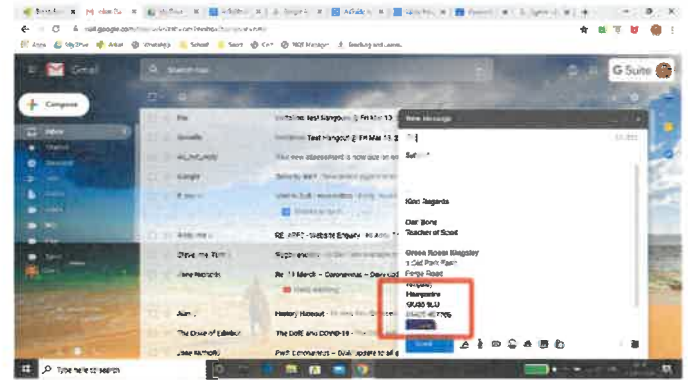
Jane
jane@thegreenroomschool.com

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