

Friday 10th July 2020

Dear Parent / Carer,

KS2 Google Classrooms

From September, all Key Stage 2 pupils, will have access to 'Google Classroom'. In preparation for this, we would like to ask families to sign up next week so that the children are ready to access this learning platform next term.

How can you set up Google Classroom?

You will receive a message next week containing your child's Google username, password and class code. These details are personal to them and must not be shared. Your child then needs to visit classroom.google.com or use the Google Classroom app (available on Android and iOS devices, including phones), where they can log in. The app is recommended over the browser if your child will not be using a computer / laptop.

When your child has logged in for the first time, they will be asked to create their own password. We would advise that parents keep a record of this. They will then need to join their class by clicking on the 'plus' symbol on the home screen and entering the class code. Your child will know they have joined their class successfully as they will be able to see a class photo.

How does it work?

Once they enter a Google classroom, students find three tabs at the top of their page:

- The Stream tab can be compared to an interactive workbook. It's an announcement and discussion page, where teachers will inform children of their daily tasks.
- The Classwork tab stores all of your child's work. Here, they'll see each assignment that's been added by their teacher for that day. When they click on a task, they'll get the due date, details, resources needed, and status of the assignment. Students also can turn in their work here once it's completed. They can add files or create slideshows and images to be submitted.
- The People tab shows all the teachers and students in the classroom.

Support will be provided in September to assist the children in using 'Google Classroom'.

An Acceptable Use Policy (AUP), overleaf, outlines the expectations for both students and parents, for Google Classroom use. By signing your child up to Google Classrooms, you are confirming that you have read the AUP with your child and agree to the terms.

Yours sincerely,

Mrs Pringle

Headteacher