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Head teacher – Mrs K Mason

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Google Classroom

Dear Parent,

Going forward whenever work is to be sent home, whether for homework, self-isolation or if a 'class bubble' faces full/partial closure, this will be done using your child's new google classroom login attached.

Why Google classrooms?

We have chosen this learning platform as we believe it will be effective for us during this time. Google Classroom is a free non-profit service which allows us as a school to connect remotely with you at home. It allows us to create groups, upload tasks that have supporting material and communicate with children. For the duration of any isolation or class/school closure we will continue to set work regularly as usual but will upload work to this platform. This will give your teachers the opportunity to give direct feedback to your child.

How do I log on?

Using any Internet browser, in the title bar type in classroom.google.com or download the Google Classroom app from the app store

1. Use your child's login in details, (these look like an email address but have none of the functionality) e.g. bsmith@richardson.derbyshire.sch.uk - You may have to log out of any google account you are signed into.
2. Click ACCEPT after reading all of the Terms & Conditions.
3. When you first log in, you will be asked if you are a student or a teacher. Click on the STUDENT button.
4. You should see your Class name – click on this to view your child's page.
5. Refresh your page, you are now successfully logged in.

You should see a welcome message from your class teacher on your class's home page. Tasks will appear in the 'classwork' tab.

How do I see my tasks and submit work?

Click on the 'classwork' tab to see your assignments.

Once you have completed an assignment, you can upload your work. This can be in any format – a photo of anything written/done by hand, a Word document or PowerPoint.

To submit work, click on the individual assignment, then 'your work' on the right-hand side.

Click '+add/create' then upload any files you wish to attach in response to that assignment.

Once you have uploaded all pieces for that assignment, click 'submit' then "turn in". This completes the assignment and sends it to your teacher.

It is worth remembering that some assignments have more than one activity, so make sure that everything you want to submit is uploaded for that assignment before you press 'turn in'. As you do this, there is an option to send a message to your teacher with your work. This can be used to communicate anything specific about the tasks, or if you have a question that you would like to ask. Just as with the posts, this message is private and cannot be viewed by other class members. Teachers will be able to respond to you through this messaging function.

What if there is a problem?

This is a new part of our school provision and whilst we are doing all we can to minimize any potential problems it is possible that there will be teething issues. If you do have any issues please contact us using info@richardson.derbyshire.sch.uk with 'Google Classrooms' in the subject line and we will do our best to resolve any problems as quickly as we can.

Struggling to log on?

Here are a few ideas that may help you – these are not a set of commands.

- 1) Try clearing your cache and cookies.
- 2) Open a New private window on a Mac by selecting file – new private window (Shift + Command + N)
- 3) Open incognito mode on a PC, start Chrome and click the three-dotted icon in the top right corner of the screen. Click New Incognito Window and start browsing. Alternatively, you can press Ctrl+ Shift + N to bring up a new tab in incognito mode without entering the Chrome settings menu.
- 4) Is your user name and password correct?
- 5) Try using the Google Classroom App

Thank you for your continued support with working with your child at home. We hope that this platform will help to minimize the impact of the school closure or isolation on the learning of your child/children.

Further guidance and support is available on the google classroom help pages.

<https://support.google.com/edu/classroom/?hl=en#topic=6020277>

Kind regards

Mrs K Mason
Headteacher

National Support School
designated by



National College for
Teaching & Leadership

Executive Head teacher – Mr M Crawford
www.embarkfederation.sch.uk

