



2nd October 2020

Dear Parents,

We are starting to use 'Google Classroom' as a means of setting work for the children, online. The intention is that this will become the main vehicle for homework across KS2 and it will be used for remote learning if a whole class has to self-isolate.

All children in year 3 to 6 have now been given their usernames and log ins and have practiced using the system in school. We are going to take it slowly as it is a new system to become familiar with and I am attaching some parent instructions so that you are able to help your child at home. We will review and refine this new system over the next few weeks.

I know that there are some families who may struggle with accessing this and we will ensure that paper copies are available, if required, in the future.

Year 3 and 4 have been chosen as the trial classes for this week's homework.

If you have any comments/queries please do let me know.

Yours sincerely

A H Simpson
Headteacher

Students

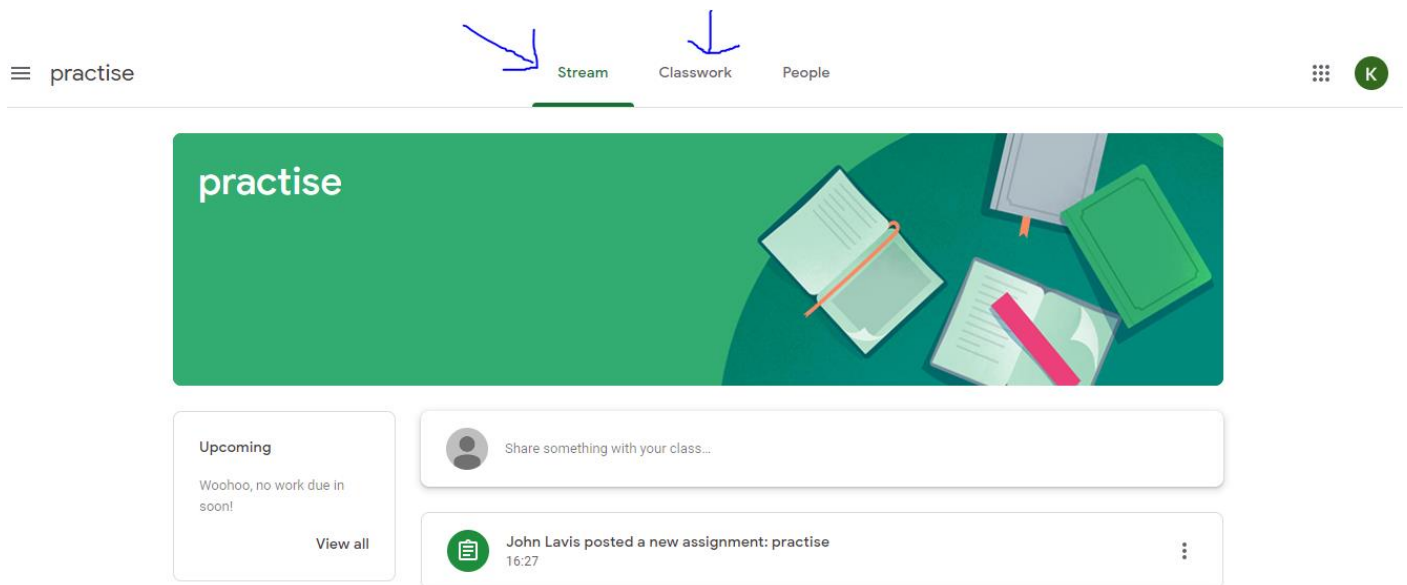
How to log on and open and complete work

Type in classroom.google.com into a browser and then type in your e mail address and password.

You should then see invites to a class / classes from your teacher.

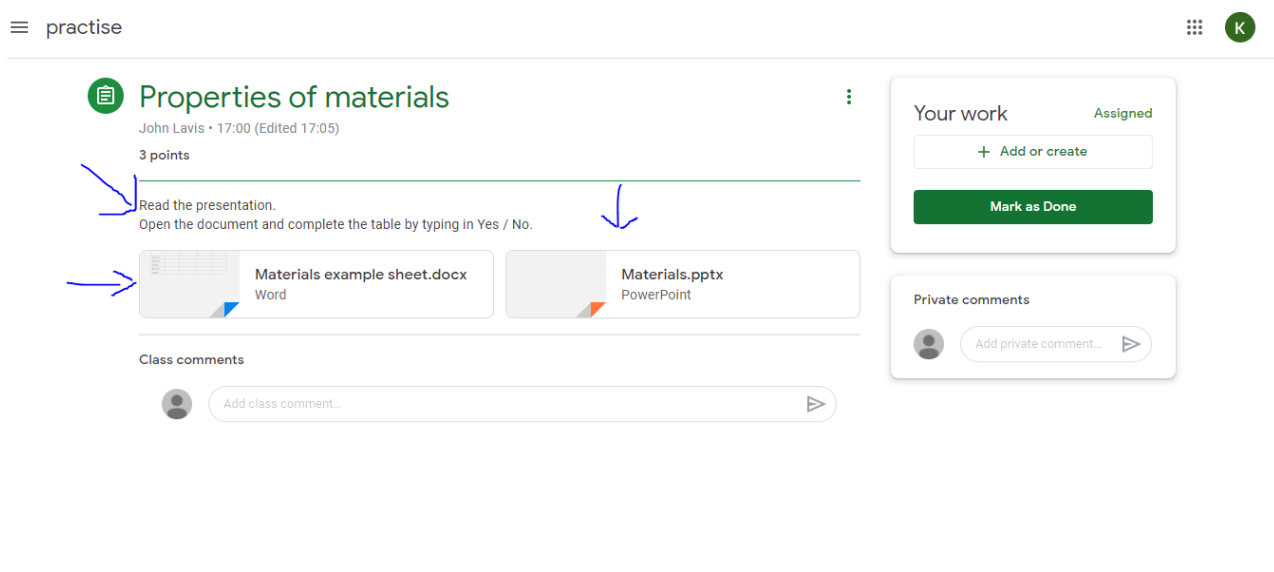
Click Join.

Work will appear in both the Stream (newsfeed) and Classwork options.

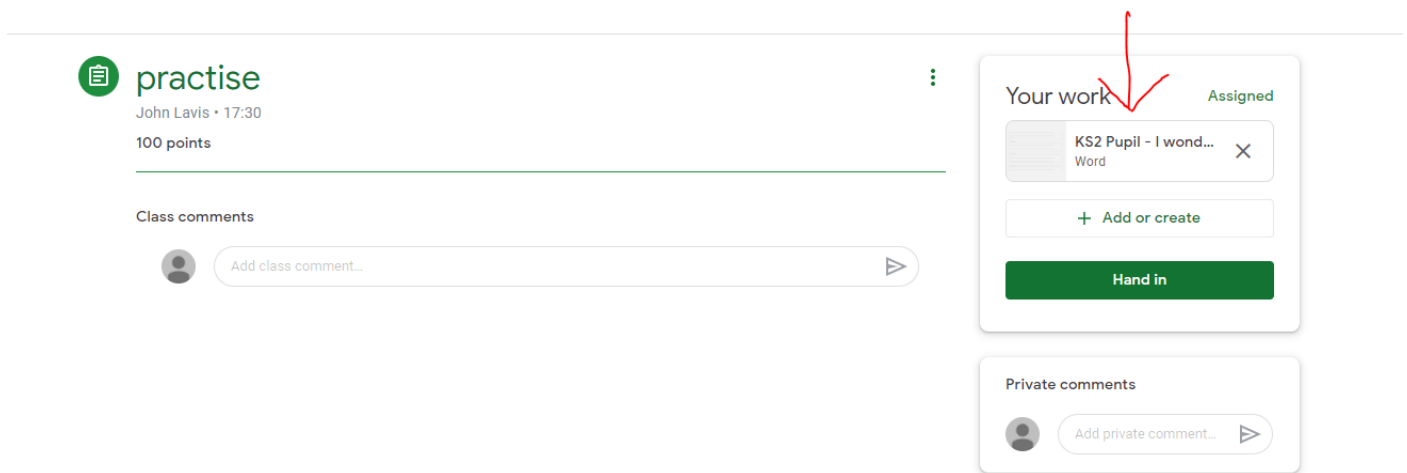


Click on the new assignment and the following will appear.

You will see any instructions given by your teacher along with any presentations / documents they want you to look at / complete.

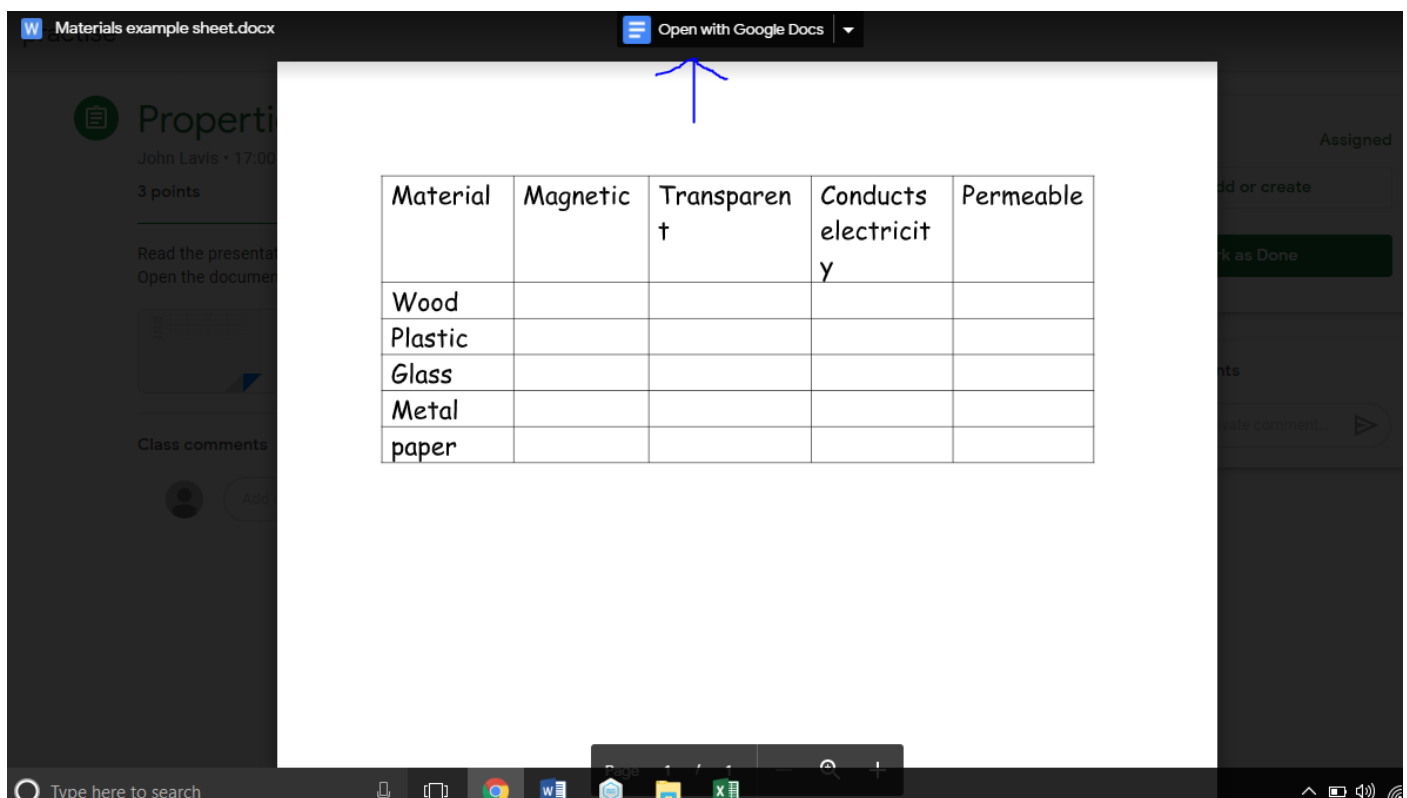


The work might also appear on the right hand side of the screen underneath Your Work.



To complete the work, click on the document and the following will appear.

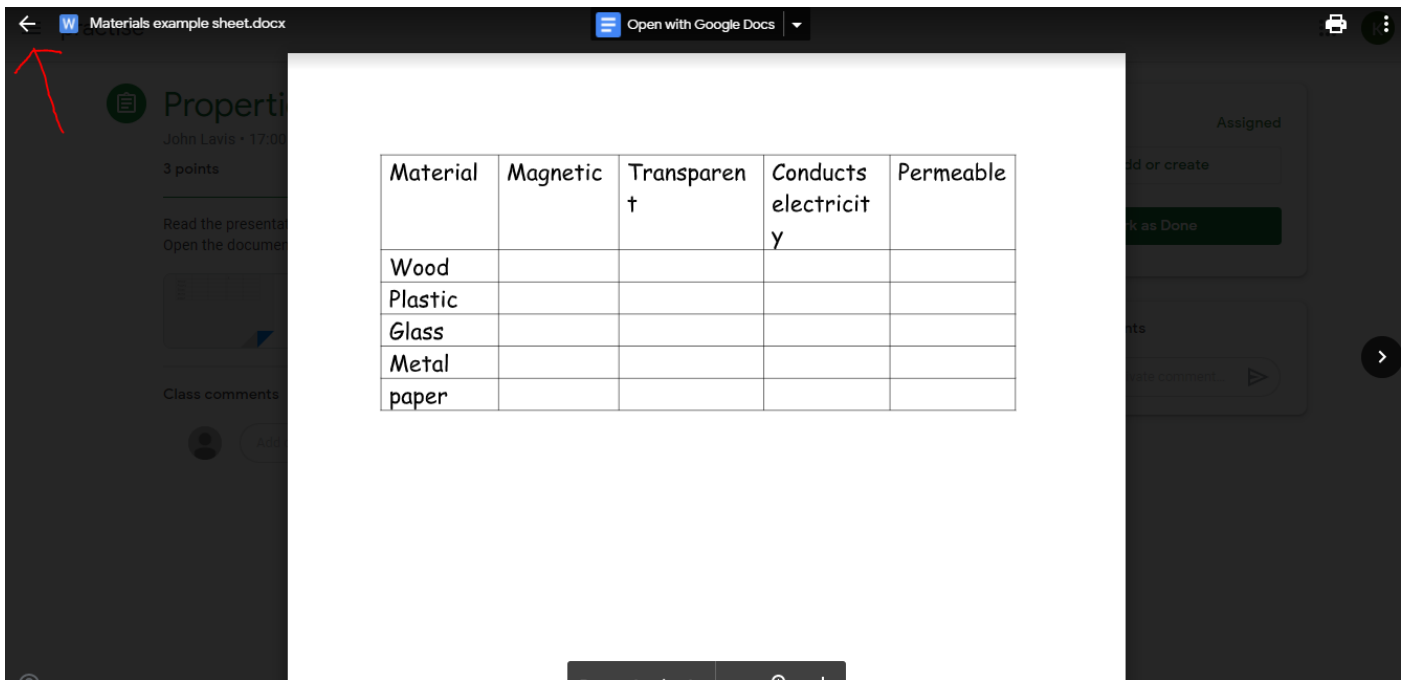
Click on Open with Google Docs.



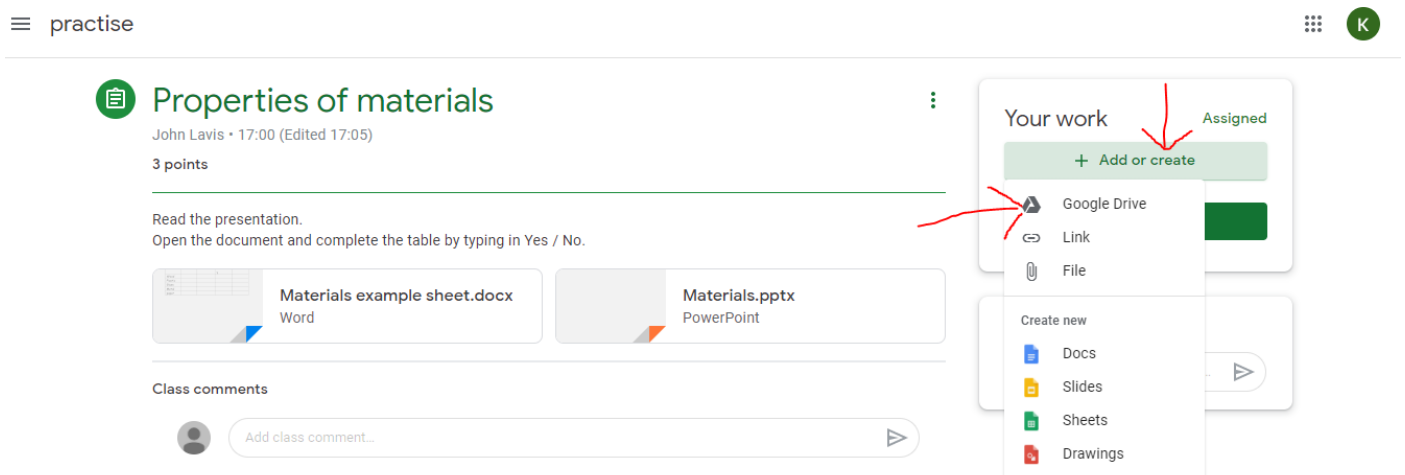
The document will then appear and you will be able to type into it.

Once you have completed the work, close Google Docs. It will save automatically.

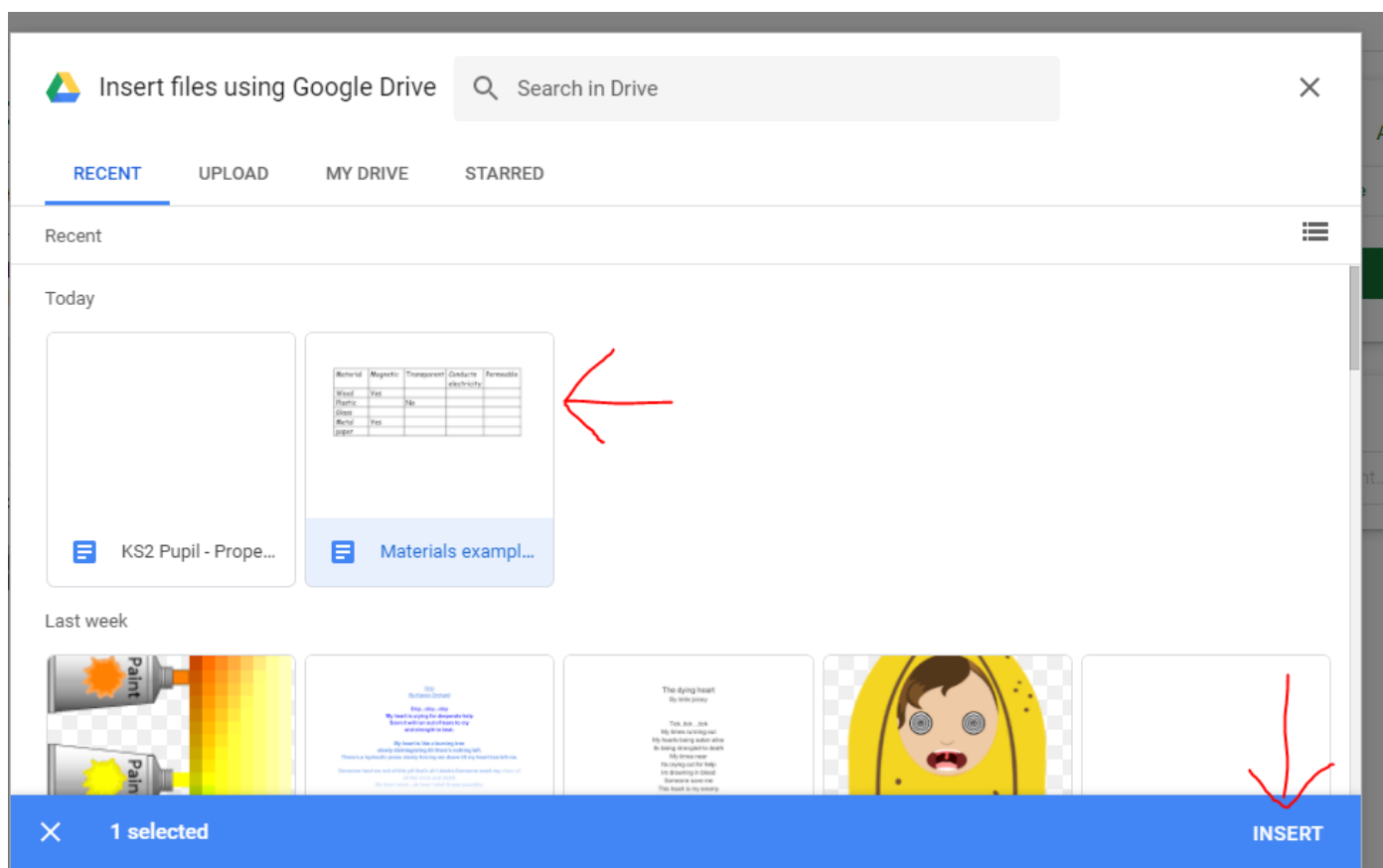
Click the back arrow (see below)



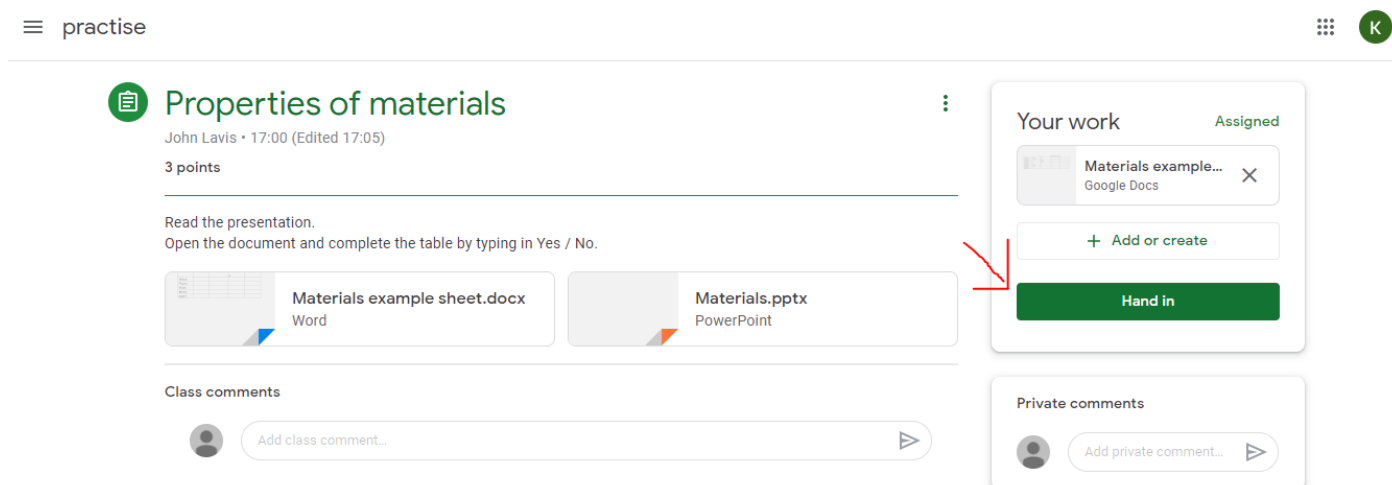
Your work might appear underneath where it says Your work. If it doesn't you will need to click Add or Create and select Google Drive.



Then select the work you have just completed and press Insert.



Then press Hand in.



Your teacher will now be able to see your work.