



Date 23/11/20

Launch of Google Classroom

Dear Parents/carers,

I am writing to you today to launch our use of Google Classroom throughout the school.

Google Classroom is a free and secure learning network for teachers, students and schools. It provides a safe way for us to connect, share classwork, access homework, participate in discussions and receive class information during self-isolation and bubble closures.

Using Google Classroom allows you and your child to have access to work at any time through the Internet and is accessible online and through any mobile devices with Internet capabilities—including iPhone, iPad and Android devices. Additionally, the use of Classroom will help keep children and parents informed of work that is set and the dates it is due. Google Classroom is also useful to check on work missed when absent and to ask questions about assignments.

Google Classroom is used as an educational tool and will be used strictly for educational purposes. Guidelines for using Google Classroom are as follows:

- Classroom is a very safe application as all weblinks used will be preset by the teacher. However, we will be reminding all the children about safe internet use and we will be sending home a reminder sheet for home use in due course.
- Children will be required to use appropriate grammar instead of texting language.
- The site will be used to work on and discuss school-related content only.

We have created an email address and password for your child. These have been passed to the class teacher and a copy will be placed in their Home School Record Book (Fish Book!) In addition, the details will also be on a sticker attached to the paper copy of this letter.

We have setup your child's account for use and already enrolled them in their class. To access:

1. Go to <https://classroom.google.com>
2. (If you are already signed in, on the sign in screen, click 'Choose another account')
3. Login with your child's email address
4. Use the password we have created for this account when it asks for the password

Adam J.G Campbell (Headteacher)

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Please don't alter any settings or change passwords while logged into Google Classroom. If you misplace the address or password, just email the school office or ask your child's teacher and we will be happy to help.

With this letter there is an information sheet that might help you as you explore GC and there are some video links to give you an overview as well. I hope they are useful.

This term we are launching GC so it can be used in the event of a class having to self isolate although our intention is to move over to using it as the platform for all our homework activities (as Alameda Middle School do) from January and in this way, we will all get used to using it!

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Adam J.G. Campbell".

Adam J.G. Campbell
Headteacher