

Dear Parents,

## Google Classroom – Reception

In line with DfE advice, we will be providing remote education from Monday 11<sup>th</sup> January.

The guidelines state that schools are expected to:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- Primary: 3 hours a day, on average.
- Provide frequent explanations of new content delivered by a teacher, curriculum resources or videos
- Check, at least weekly, whether pupils are engaging with their work and inform parents immediately where engagement is a concern
- Gauge how well pupils are progressing and provide feedback where appropriate

As part of our remote learning provision, we have decided to use Google Classroom to set home learning for the pupils and to be able to provide some live sessions with the class teachers. Google Classroom is a secure learning network for teachers and pupils. It provides a safe way for us to connect, share content and access work that has been completed at home.

### Access to Google Classroom

Google classroom can be accessed through the internet <http://classroom.google.com> or through the free Google Classroom app.

All the Reception children have been set up with a Google account which consists of an email address/username and a password. The email address will be:

21      First two letters of first name      First two letters of surname      @beechhyde.herts.sch.uk

For example: If your name was Student Test your email address would be [21StTe@beechhyde.herts.sch.uk](mailto:21StTe@beechhyde.herts.sch.uk)  
The password is School2020!

The first time you log in to your account, you will be asked to create a new password. Please do not share your password with anyone else.

Attached to this letter are the instructions for logging in to your account for the first time, how to find the materials and links your child will need for home learning.

If there are any issues with email addresses or passwords please contact the School Office on [admin@beechhyde.herts.sch.uk](mailto:admin@beechhyde.herts.sch.uk).

Please also find attached a set of protocols for both parents and children when using Google Classroom. By signing into your child's account you are agreeing for everyone to follow these protocols.

### Google Classroom Information

The 'stream' which is the front page of each Google Classroom, is where teachers can direct the children to their learning links and where children can see what learning has been posted.

On the 'classwork' tab, there will be materials to view and in the future there may be assignments or quizzes that are set. Clear instructions will be given on how to complete each task. The work does not have to be completed on the computer. In school, we will be using a 'lockdown' exercise book and folder. If you need any resources to help your child complete the home learning activities, such as squared paper, an exercise book or pens/pencils, please contact the school office.

## **Google Meet**

As well as being able to access all of the home learning tasks and resources, each class will also have some live sessions with the teacher. These will use Google Meet and can be accessed from the link on the 'Stream' tab (please see attached instructions).

So that classes with siblings do not clash with each other, timings for each Google Meet session are staggered throughout the morning.

For the week commencing 11.01.21, there will be Google Meet live sessions on Monday and Thursday, in order for us to ameliorate any issues with access. From the week commencing 18.01.21, further details will be posted on Google Classroom.

The Reception Google Meet sessions will take place from 10:20 – 10:35 am.

This will give the opportunity for teachers to register the pupils, explain the day's learning and cover any key concepts.

As well as providing access to home learning resources, Google Classroom offers the opportunity for the children to upload and share their work and receive comments from the teacher. These features will be used over the coming weeks and more information and instructions will be sent out as necessary.

Although we have used Google's G-Suite for Education within school for some time, there may be some teething problems initially when using it inside and outside of school. Please bear with us while we establish this platform for home learning. Hopefully, when it is all up and running smoothly, it will add a greater interactive element to our home learning provision. We are excited to see how it will work and look forward to working together.

We understand the huge challenges that you face as parents in having to educate your children from home. Many of our staff have the same challenges with working and supporting their own children. It is important that we work together over the incredibly difficult weeks ahead in a mutually supportive way in order to make the best of an incredibly difficult situation for us all.

As always, if you have any questions about the home learning or need support in any way, please do not hesitate to contact the school office by phone or email.

We look forward to working with you in the weeks ahead,

Best wishes for the new term,

Kate Harvey  
Headteacher

Charlotte Rogers  
Computing Subject Leader

# Instructions for logging in to your Google Classroom for the first time

Visit <http://classroom.google.com>

Sign in using your email address and password and click next:

Google  
Sign in  
Use your Google Account

Email or phone  
21StTe@beechhyde.herts.sch.uk

Forgot email?

Not your computer? Use a private browsing window to sign in. [Learn more](#)

Create account

Enter your password  
.....

Show password

Forgot password?

Click accept:

Google  
Welcome to your new account

Welcome to your new account: 21stte@beechhyde.herts.sch.uk. Your account is compatible with many Google services, but your beechhyde.herts.sch.uk administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

When you use Google services, your domain administrator will have access to your 21stte@beechhyde.herts.sch.uk account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you with access to the Google Workspace [core services](#), your use of these services is governed by your organisation's Google Workspace Agreement. Any other Google services that your administrator enables (Additional Services) are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have service-specific terms. Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your 21stte@beechhyde.herts.sch.uk account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Click continue:

Google Classroom

Classroom helps classes communicate, save time and stay organised. [Learn more](#)

St  
21stte@beechhyde.herts.sch.uk

By joining, you agree to share contact information with people in your class. [Learn more](#)

Click I'm a student:

Choose your role

Click join:

Year 6

You have successfully joined your Google Classroom!

# Navigating Google Classroom

## Accessing home learning activities

Click on 'Classwork'

Click on a document to open it.

Stream Classwork People Marks

+ Create Meet Google Calendar Class Drive folder

Home Learning overview Posted 23:40

Monday

Through the door... Posted 23:42

Tuesday

Maths - Tues - 3d shapes Posted 23:44

## Accessing Google Meet

Click on 'Stream'

Click on the Meet Link

Test Class Stream Classwork People Marks

Test Class

Class code 4qvy5vs

Meet link <https://meet.google.com/lookup/cfncjvtb2>

Select theme Upload photo

Upcoming No work due in soon View all

Announce something to your class

Miss Rogers posted a new material: RE week 1 - symbols 6 Jan

## **Protocols for Parents and Children While Using Google Classroom and Google Meet**

Parents have responsibility for ensuring that their child follows the correct protocols when using Google Classroom and attending live sessions using Google Meet. The behaviour should reflect that of the classroom and the same expectations apply for remote learning as in school.

Parents must make sure their child and other members of the household are aware the live session/video call is happening.

Staff, children and other members of the household who may be in the same room as the child must wear suitable clothing.

Devices should be used in an appropriate area of the house, not alone in bedrooms, and where possible against a neutral background.

When joining a live session using Google Meet, please ensure that your microphone is on mute.

Language must be professional and appropriate, including any family members in the background.

A parent/carer may need to appear on screen at the start of the session to confirm they give consent for their child to be part of the session.

Live sessions may be recorded and stored on Google Drive so that if any issues arise, the video can be reviewed. They will be deleted after two weeks. By logging in, parents are confirming that they are aware of this and give their consent.

Parents or children are not permitted to take pictures or record live sessions.

If a member of staff has any concerns about the use of unsuitable language, dress or location, the live session will be ended, the concerns recorded and passed onto the Headteacher or Assistant Heads.

Live sessions will be kept to a reasonable length of time and will take place at a point during the school day.

Children will be able to comment or ask questions using the 'stream' on their Google Classroom, during the hours of the school day. The content of these should reflect the questions or comments that may be made in school, during a class discussion.