

Dear parent/carer,

Google Classroom

We are pleased to share with you that all Oakwood pupils from year 1 and above have logins for Google Classroom. This is to allow them access to the G Suite of apps, in particular Google Classroom. This letter will help you access Google Classroom. Most KS2 children will be able to access this and log in independently once it is downloaded onto their device. Further information will follow over the next few weeks regarding our expectations of remote learning and best practice for supporting your child.

What is Google Classroom?

Google Classroom is an online facility that allows simple and clear communication between students and teachers, where learning can be shared in different ways. Each student has their own unique account login details which we will send home you. You may change the password. The children have been introduced to Google Classroom at school and should be able to login using any online device at home.

We are looking to use Google Classroom for setting some home learning going forward, as well as any remote learning that may be required as a result of students being unable to attend school or possible future lockdowns.

How to use our school's Google Classroom

Please help your child to follow these steps so they can complete learning activities at home .

Note: your child will need their log-in details for their school G Suite for Education account to complete the steps below. If they can't remember or have lost these log-in details, please contact our admin team or the main school office.

Smartphones and tablets: download the free Google Classroom app from either the Play Store on Android devices or the App Store for iOS devices

Once the app has downloaded, open it.

Then, your child needs to:

- Log in to their G Suite for Education account
- Go to their class page

Computers and laptops: log in to Google Classroom

Your child needs to:

- Go to www.classroom.google.com
- Log in to their G Suite for Education account
- Go to their class page

How to get and hand in work (computers and laptops)

Your child needs to:

- Go to Google Classroom (see link above)
- Click 'Classwork'
- Click on an assignment, then 'View assignment'
- On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- Once they've finished, click 'Hand in', then 'Hand in' again to confirm

How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- Open the Google Classroom app
- Tap on their class, then 'Classwork' (at the bottom)
- Tap on an assignment, then the arrow at the bottom
- Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
- Once they've finished, tap 'Hand in', then 'Hand in' again to confirm

If you already have Google accounts on your devices at home, you will need to logout of these accounts before using your child's new account.

We would also like to take this opportunity to remind you that online safety is of the utmost importance. Everyone needs to be aware of what their children are accessing online and take measures to restrict access to inappropriate content. Please have a conversation with your child about staying safe online and speaking to you about anything that upsets them.

We hope your child enjoys the benefits of using Google Classroom and please get in touch if you have any further queries.

Yours sincerely,

Oakwood Team