22nd October 2020

Dear Parents/Carers,

As part of our commitment to supporting pupils during these uncertain times, we have decided to implement Google Classroom as a vehicle to communicate with pupils and set learning opportunities. This will be up and running ready for after the October half term.

Children in Reception to Year 4 have been set up with an account which consists of their username (generally their first name and first initial of surname followed by @ashmoleprimary.online) along with a password (lower case and all one word). Their specific login details can be found in the children's reading records.

Instructions for download and access

Google Classroom can be accessed through a free App either on the Apple Store or Google Play on both Apple and Android devices as well as through the internet on laptops or desktops. If accessing this via the internet using a laptop or desktop, type in classroom.google.com into the address bar. Children will see a log in screen and will need to enter their username (……….@ashmoleprimary.online) on the first screen and press 'next'.   Their password should then be entered on the second screen.

The 'stream' which is the front page, is where teachers' direct children to learning links and websites and would be the best place for children to explore when they first access their classroom.

On the 'classwork' tab, there may also be assignments, quizzes or questions that are set. Clear instructions will be written to explain how to complete each task. Children don't need to save anything anywhere as Google automatically saves their work in a folder that their teacher can see.

If there is an issue, children can send a private message to their teacher asking for help. Obviously, this is not a chat room, so please ensure your child is asking appropriate questions, not just striking up a conversation!

We hope that your child enjoys engaging with this learning platform both while the school is open and in the event of a closure.

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E-mail: office@ashmoleprimary.org   •   **Website:** www.ashmoleprimary.org

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Note: There is no expectation to print any of the lessons. Just open the page and complete the work in an exercise book or on paper. If you don't have access to any books or paper please contact the school as we have a limited supply of exercise books that we can provide if needed.

Please do not be alarmed if your child has not received their login details. These will be provided after the October half term.

If there are any issues with passwords/usernames, please contact the school office via e-mail (office@ashmoleprimary.org)

Kind regards,

Mr Osman

Computing Subject Leader