



Emersons Green Primary School
Guest Avenue, Emersons Green, Bristol BS16 7GA
01454867474 / admin@egps.org.uk

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Introduction to Google Classroom

Dear Parent/Carer

we have explained in several newsletters that, throughout school closure, we were aware our home learning needed improvement and that we had commissioned our IT Provider to implement Google Classroom. This has taken a really long time, partly due to the current situation and partly because of the complex nature of setting up an online system that holds secure personal pupil information.

Google Classroom is one of the online learning platforms recommended by the Department for Education. As it is run by Google all data is secure. The only data stored in regards to pupils is their names, login and any home learning they upload, although this does constitute personal information for data protection purposes.

We have set up all children with a login and temporary password, which will stay with them throughout the time they spend with us.

What does Google Classroom look like?

Each class has a homepage, which has the following sections:

Stream – this contains messages from the class teacher or other staff, key documents and reminders of important events (e.g. home learning that is due). The children can post messages to the stream, including uploading home learning in the form of files or photos.

Classwork – this contains files and folders set up by the class teacher and other staff. It can include home learning, assignments, quizzes, questions and other posts.

People – this shows the people who are linked to that class, including staff and pupils.

How does my child log in?

Go to classroom.google.com

Click to login

Each child's login follows the same format:

1. Year of starting school (e.g. if a child started in 2018, it is '17)
2. Your child's surname (starting with a capital letter)
3. Your child's first initial (capital letter)
4. The @ sign
5. emersonsgreenprimary.co.uk

Therefore, if Bob Smith is in Year 3 (who started school in 2016) his login would be:

16SmithB@emersonsgreenprimary.co.uk

Please be aware that if you are already logged onto that device with a google account, you will need to select 'add account' to enter your child's account.

The initial password is **Password1**

Once you are logged in, you have to accept the terms and conditions. You should then see the class page, which you should click onto to login.

What year did my child start school?

- Reception = 2019 (19)
- Year 1 = 2018 (18)
- Year 2 = 2017 (17)
- Year 3 = 2016 (16)
- Year 4 = 2015 (15)
- Year 5 = 2014 (14)
- Year 6 = 2013 (13)

What can my child do now on Google Classroom?

All teachers have posted a range of activities on their Google Classroom pages for children to look at. There are questions, suggested activities and some Home Learning. We suggest you look at the page with your child and seeing if there is anything they would like to have a go at.

How does my child share learning on Google Classroom?

If the teacher has created an assignment, quiz, question etc then children simply need to complete that activity online. If this is not possible, or if the class teacher has asked for something else (e.g. a picture) then children can take a photo of what they have done and upload it on the class stream. This is done in the following way:

- Click on the Stream
- Click on 'share something with your class'
- Type a message
- If you want to add a picture etc, click on 'Add' (which has a paperclip next to it) and you can browse your device for the correct file or photo

What will Google Classroom be used for next year?

Now we have Google Classroom, we intend to use it going forward in a variety of ways. We can use it to post messages to the class, home learning and children can share learning with the teacher. If there is a future school closure, or if a class has to self-isolate due to coronavirus, this will be an excellent way for the class teacher to stay in regular contact with children and to share learning.

What shall I do if I have problem logging on?

Even though we will not be able to properly use all of the features of Google Classroom over the next week, we think this is a great opportunity for us to try this system out ready to start in September. If you have problems logging in, the first thing you should do is check these instructions and have another go. You can contact us if you have a problem, but please bear in mind that, as it is the last week of school, we may not be able to promise we can reply or sort this out for you immediately. However, if it is not possible to sort this out for you next week, we will log your query and look at it again for next year.

Many thanks

The Emersons Green Teaching Team