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A Parent Guide to using Google Meet / Google Classroom

Dear Families,

If another lockdown is to take place, we will be using Google Classroom (which includes Google Meet). Google classroom is a place for your child's teacher to post announcements, set work (assignments) to do, ask questions etc. Google classroom will provide links to Purple Mash where children feel confident with using this remote learning platform to complete their work. However, Google Classroom will be used for Google Meet daily, where their teacher will be giving them a live breakdown of what is happening each day.

We recognise that every pupil will be completing the work in very different circumstances at home, with many families needing to share a device and parents needing to balance their work commitments alongside the management of home learning. Therefore, we understand that on occasions, children may not be able to access Google Meet when their teacher is 'live'. However, teachers will allocate some time when they will be able to respond to these messages on Google Classroom and Purple Mash. But, please be aware, that the teachers will be working all day so do not expect an immediate response. Children will follow a set timetable, set by their class teacher.

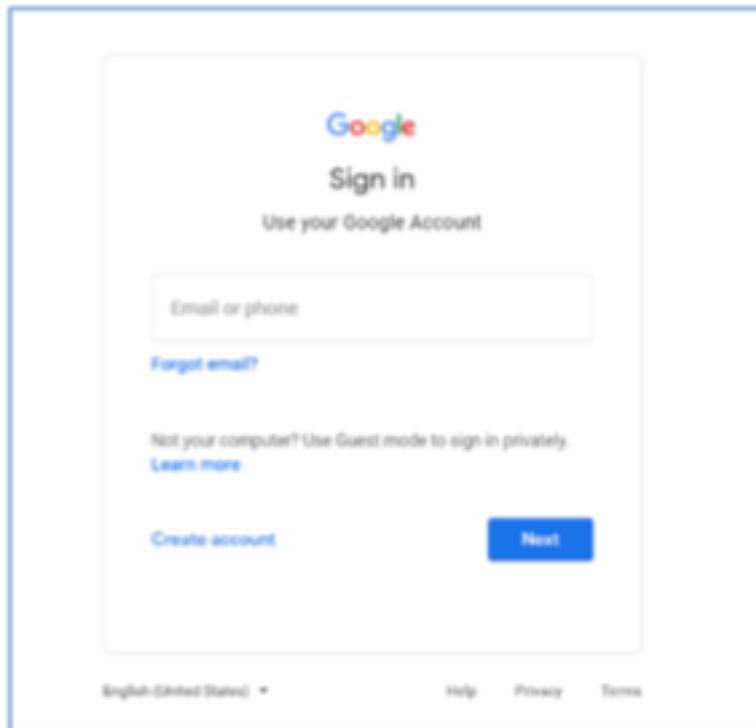
How to access and use Google Classroom

- 1) Click on the Google Chrome browser icon
- 2) Go to www.classroom.google.com



- 3) Enter email address (will be found in your password pack)
- 4) Enter password (will be found in your password pack)
- 5) You then need to click on your current class and accept the invite to the class.
- 6) The class teacher will have set up assignments for you to complete. Click on to Classwork page.





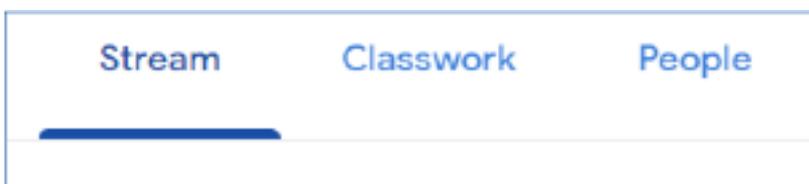
Each teacher sets up their own classroom online. You will need to accept the invite to the classroom once you have logged in. You only need to go through this process once. Once you have joined a classroom, you remain part of it for the rest of the academic year.

You should now have entered the Google Classroom and should be able to see the work which has been set for you.

What does a Google Classroom look like?

There are three main areas in each Google Classroom:

Stream works similarly to a social networking page. The most recent post will be at the top and the oldest at the bottom. You can scroll up and down to see all the posts. You can post purposeful questions and updates for your teacher and class.



How do I see the work which has been set for me?

You can see the work which has been set either in Stream or Classwork. When your teacher posts an assignment, it will contain a link to Purple Mash and any videos needed to support with the work. There will be no need to submit any work on Google Classroom, this is just a platform for the children to communicate with their teacher and class.

 Numeracy Due Tomorrow 

Posted 2:07 PM



To listen to and respond t...
<https://classroom.thenationa...>



Purple Mash by 2Simple
<https://www.purplemash.co...>

[View assignment](#)



Stream

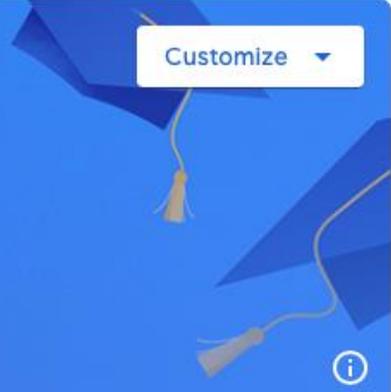
Classwork

People

Grades

[Customize](#) 

Year 5



What should I do if I don't understand the task I have been asked to complete?

You can send a private comment to your teacher on Google Classroom or Purple Mash. Only you and your teacher will see this. Alternatively, you can speak to your teacher during the morning live on Google meet.

Private comments



Add private comment...



You can also post an appropriate class comment, which everyone in your Google Classroom will see. Please remember this is not social media – it is a work platform and should only be used in relation to schoolwork.

Class comments



Add class comment...



A Google Meet will take place daily, children will be able to access this on google classroom. When the teacher is ready, join will be visible, children will be able to click on this and see their teacher in a live stream. Please read the code of conduct with your child, see attached.

Year 5



Meet



Join



Not visible to students

Links to work will be found on the class stream.

 **Numeracy** Due Tomorrow 

Posted 2:07 PM

 **To listen to and respond t...**
<https://classroom.thenationa...>

 **Purple Mash by 2Simple**
<https://www.purplemash.co...>

[View assignment](#)

St Peter's school code of conduct for Online meetings

Pupils will

- agree not to take any photos during the meeting of my classmates or teacher
- not share the meeting id with anyone else
- not share school content on social media
- be dressed appropriately
- wait for my teacher to allow me to speak and always show respect to my class and teacher
- use the mute function when asked by the teacher
- say goodbye and hang up at the end of the meeting when my teacher tells me to
- understand if I break the rules I will be given a warning/ or my parents will be contacted and I will be removed from the meeting
- not record any part of the meeting at all

I understand that these rules are designed to keep me safe and if I do not follow them I will be removed from the meeting.

Parents will

- not record any part of the meeting at all
- share and explain the code of conduct with their children
- ensure children are dressed appropriately
- provide a suitable place in the house with background noise at a minimum
- not communicate with the teacher but be within distance to provide support for your child if needed

I understand that these rules are designed to keep my child safe and if I do not follow them my child will be removed from the meeting.

Staff will

- host the meeting in an appropriate manner
- ensure there is an appropriate background picture
- understand that the meeting can only take place if there are at least 3 participants and if there are less than 3 the meeting will not take place.
- Remove any child from the meeting who do not follow the rules