

Dear Parents / Carers

Google Classroom

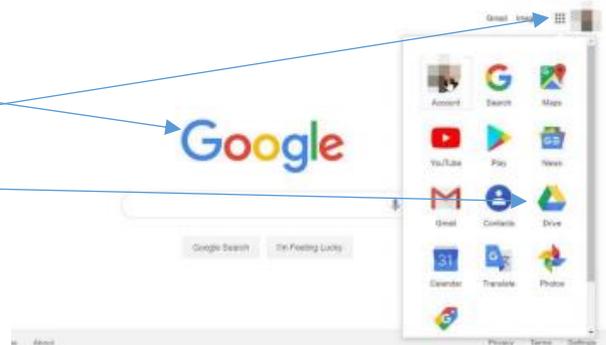
I am very excited to announce that following suggestions from parents and staff members we will be introducing Google Classroom to our support home learning. Children will have had a simple introduction on how to use the resource at school before using it at home. Your child has also been issued with a 'Google Classroom' logon. At Target Setting, parent / carers were given a form to fill out about having a Chromebook at home to support learning when classes have to be closed.

Within the Google Classroom, the children will find:

- a link to 'google meet' from their teacher; which will be used when classes are working from home and the teacher can be seen on 'video',
- tasks that have been set for the children to complete and return to their teacher for feedback
- a 'stream' for teachers and children to communicate about their work.

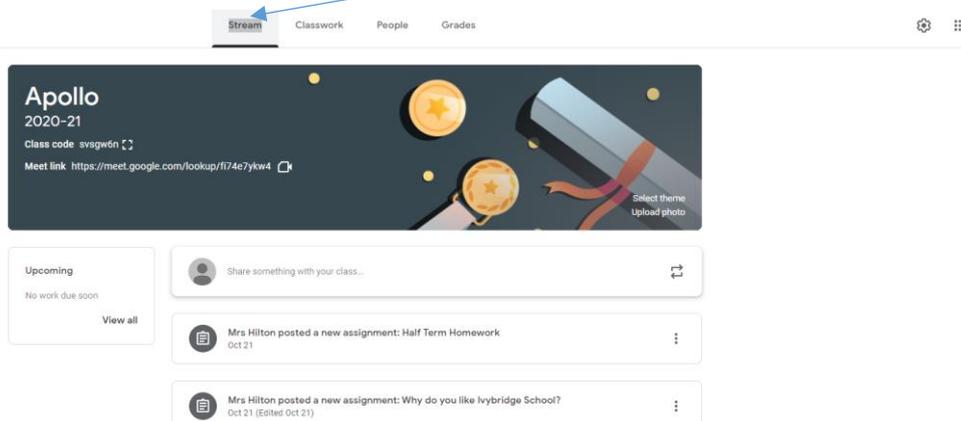
Below are some instructions on how to access the Google Suite and then the Google Classroom for your child to access the set work. All work when classes are closed will now be set in the Google Classroom.

1. Open the internet and go to Google
2. Click on the 9 dots in the top right corner
3. Select Google Classroom or Google Drive
4. Log in using your **@gs.ivybridge.hounslow.sch.uk** logon and password.

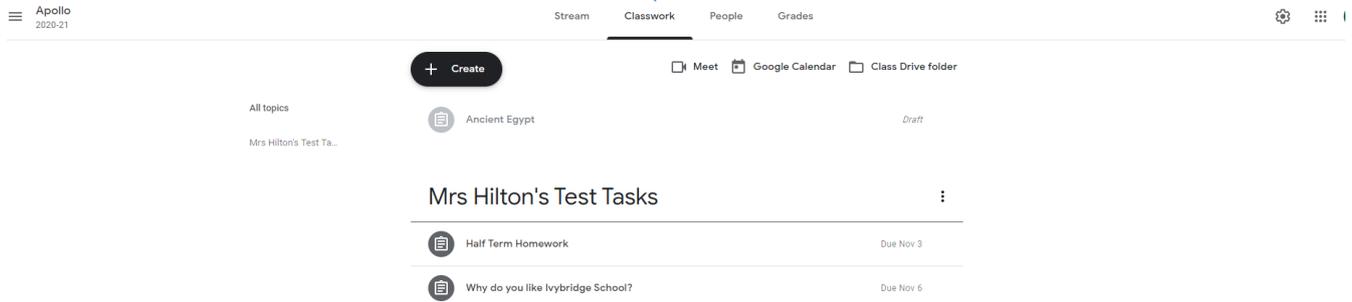


Once all of this is completed, you will be able to access the activities that have been set by the class teacher or year group.

Once you have logged into the google classroom you will be in the stream tab (section) where you may find communications from class teachers, due dates for work that will be marked and responses from your teachers to questions you may have asked.



To access set work, click on the classroom tab at the top of the screen. In here you will find the work that has been set for that week, including resources and instructions for tasks. Once you have completed the set tasks, in particular the ones that have been set for feedback you might need to either respond on the document, upload a photo or simply just press hand-in.



When asking questions or posting responses within the Google Classroom, please make sure that parents and children are being polite, respectful of others and following the guidelines set out in the ICT and Acceptable Use policy.

There is also a free google classroom app and google meet app that you can download for free onto your phone. This can work well for children to access Google Meet to see their teachers at 9am when classes are closed.

If you wish to watch a tutorial explaining how to use Google Classroom – please click on this link:

<https://www.youtube.com/watch?v=Y-ZQSZa9CMk>

We look forward to seeing your children online and completing work virtually.

If you need any support, please don't hesitate to ask us.

Yours sincerely

Mrs J Hilton

DHT