Hamble Primary School

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Headteacher: Mrs Nicola Rickman B.Ed (Hons) NPQH
Deputy Headteacher: Mrs Claire Hewitt BA (Hons) PGCE

1st June 2020

Dear Parents and Carers

As of Monday 1st June, we will be launching Google Classroom to help support the children with their home learning. This platform will enable children to access their work set by the school. **We are now expecting all children who are not in school to submit their tasks via this platform if they can.** The teachers will then be able to see what has been done and respond to any questions or queries directly (although please remember that from Wednesday 3rd June ALL teachers are currently being used to teach the children who are in school, so they will not be accessing their Google Classroom until their allocated time to do this – please bear with us on this, and continue to email the school admin account for all urgent correspondence).

The tasks will continue to be similar to what we have already been setting. We hope that the tasks are supporting the children's learning and engaging them for a portion of time each day. This should work most effectively when parents are able to support them in their understanding of a task and then give them the opportunity to continue with it independently. If your child is struggling to grasp something, please don't worry, it's fine to move on to something else and/or leave certain elements out. If you feel your child would be better accessing work from a different year group, then all year groups' tasks will continue to be available on our school website under the 'Parents' tab. Any work done can then be uploaded to Google Classroom in the normal way.

All tasks will continue to be sent by Parentmail and uploaded on the school website alongside being sent on Google Classroom. This will happen Friday ready for the following week. Please let us know if you have any problems accessing the work. If you cannot access Google Classroom, for example through lack of technical resources, please continue to work on them as you have been doing. If you could then send us an email at the end of the week to say what your child has completed that would be great. If you are able to email in their work that would be even better. We will be making contact with families that we do not hear from, to see if there is any way we can further support them with accessing and supporting learning for their child.

Whilst we are making every effort to support children with their learning as best we can, we also greatly prioritise their mental health and wellbeing, and we welcome you sharing with us any additional activities you have been doing at home. You can now upload photos or information for your teachers through Google Classroom rather than having to go via the school admin email account. All teachers have set up a 'Post Anything Here' section on their class page for this purpose. (Please be assured that this is only visible to you and your teacher – children cannot see posts from each other.)

Why Google Classrooms?

We have chosen this learning platform as we believe it will work effectively for us during this time. Google Classroom is a free non-profit service, which allows us, as a school, to connect remotely with you at home. It allows us to create groups, upload tasks that have supporting materials and communicate with students. For the duration of school closure, we will continue to set work regularly as usual but will upload work to this platform which will allow us to provide work for the students for as long as necessary. As we are now in a more prolonged absence from school, it is important that teachers can see what their children have been working on at home and this enables teachers to have more direct contact with their classes.

What if there's a problem?

This is a new part of our school provision and whilst we are doing all we can to minimise any potential problems, it is possible there will be teething issues. If you do have any issues, please email us at admin@hamble-pri.hants.sch.uk and we will do our best to resolve any problems as quickly as we can. We have put 'deadlines' on the assignments so that children know the work is for this week, but please do not worry if things are not submitted before this – nothing will happen! If we find that anyone is not submitting after a couple of weeks or seems to be having trouble accessing the platform, we will make contact in due course to see if there is anything we can do to help.

How do I log in?

• Using any Internet browser, go to classroom.google.com

• Your username will be your full first name followed by your surname (in the rare case that this is not unique, it will be followed by a 1) then an @ sign and hps1.com:

Username – FirstNameSurnameInitial@hps1.com
Password – See attached
For example Joe Bloggs would be joeb@hps1.com [or if there are two 'joeb's then it may be joeb1@hps1.com]

• At the next box, you will be asked to input your password that was created by the school (see attached). This will lead to a 'terms of service' box which you will need to accept to access the site.

• At the next screen click continue and this will then take you to a choice of 'student' or 'teacher'. Click 'student'.

• You are now successfully logged in. You should see a welcome message from Mrs Hewitt on your home page and the first set of tasks in the 'classwork' tab.

How do I change my password?

• We recommend that once you have logged in successfully you then change your password. To do this click on the circle with your initial in the top right corner.

• Then click on the 'Manage your Google Account'.

• On the following page click on the security tab.

• Click on the password option. You will be asked to put your school generated password in first and then will be asked to create a new password. The password will be checked for strength (so, for example, password123 will not be accepted) – use a variety of capital letters, lower-case letters, digits or symbols.
It must be at least 8 characters long; please try and use something memorable but not easy to guess, and remember to keep it safe. **Please try and log-on and change your password as soon as you can as we are keen to address any potential issues as soon as possible**. Further guidance and support is available on the google classroom help pages. https://support.google.com/edu/classroom/?hl=en#topic=6020277

How do I see my tasks and submit work?

Click on the 'classwork' tab to see your assignments – these are the same as what has been sent by ParentMail.

Once you have completed an assignment, you can upload your work. This can be in any format – a photo of anything written/done by hand, a word document or powerpoint. We would expect work to be submitted before the following Monday.

To submit work, click on the individual assignment, then 'your work' on the right hand side. Click '+add/create' then upload any files you wish to attach in response to that assignment.
Once you have uploaded all pieces for that assignment, click 'submit' then ''turn in'. This completes the assignment and sends it to your teacher. It is worth remembering that some assignments have more than one activity, so make sure that everything you want to submit is uploaded for that assignment before you press 'turn in'.

As you do this, there is an option to send a message to your teacher with your work. This can be used to communicate anything specific about the tasks, or if you have a question that you would like to ask. Just as with the posts, this message is private and cannot be viewed by other class members. Teachers will be able to respond to you through this messaging function.

What should I expect from my teachers?

Work will be set by Mrs Hewitt each week. Class teachers will have some time each week to check their Google Classroom page and respond to messages. This will not be daily, and please be aware that not every single assignment will receive feedback. Please be assured that teachers will be checking that children are completing the

tasks and will see everything submitted, and will endeavour to respond when they can. Be aware that all teachers are allocated to one of our school 'bubbles' and are teaching full time from 3rd June. As stated above, any urgent questions or messages should be reported to school via the admin email address.

Thank you for your continued support in working with your child at home and we hope that this platform will help to minimise the impact of the school closure on the learning of the children.

If, for any reason, you do not wish for your child to have a Google Classroom account or have any issues accessing this, please let us know at the earliest convenience.

Yours sincerely,

Claire Hewitt
Deputy Headteacher