



Simmondley Primary School

Simmondley Primary School, Pennine Road, Simmondley, Glossop, SK13 6NN
enquiries@simmondley.derbyshire.sch.uk ☎ 01457 852721

Tuesday 22nd September

Dear Parents and Carers,

We are pleased to be able to launch Google Classroom to pupils from Monday 5th October. This will provide much greater support as remote learning continues to be a central feature of education. Initially we will use the platform to set homework, in addition however, Google Classroom will help the pupils in the following ways, in the event of a bubble/class/whole school closure.

Interaction with teachers

Each class group have a Classroom Stream and they can post questions and comments and receive answers from teachers. This gives teachers a very simple way to respond to pupils queries. There will also be opportunities to meet with the class teacher and other pupils using the Google Meets facility.

Access to resources

Pupils will see resources on Google Classroom, for example teacher chosen Oak Academy sessions. We can set work for pupils to do, post material to support that work and set quizzes and questions for pupils to tackle.

Opportunities to receive feedback on the work set

The work that teachers will assess will be submitted through Google Classroom. We are then able to comment on work and return that to pupils. We will expect that pupils hand in work that is of their best ability. If work is not handed in on time or is not of a good enough standard then this will be followed up with the pupils on Google Classroom. We understand that younger children may need more supervision from their adults. If there are continued problems, then we will contact home to seek your support in getting the pupils to complete the work. Obviously if they are having problems they can post questions to their classroom stream so it will be very easy to seek help. Class teachers will use their expertise and knowledge of the pupils to determine the best means of ensuring that pupils make progress.

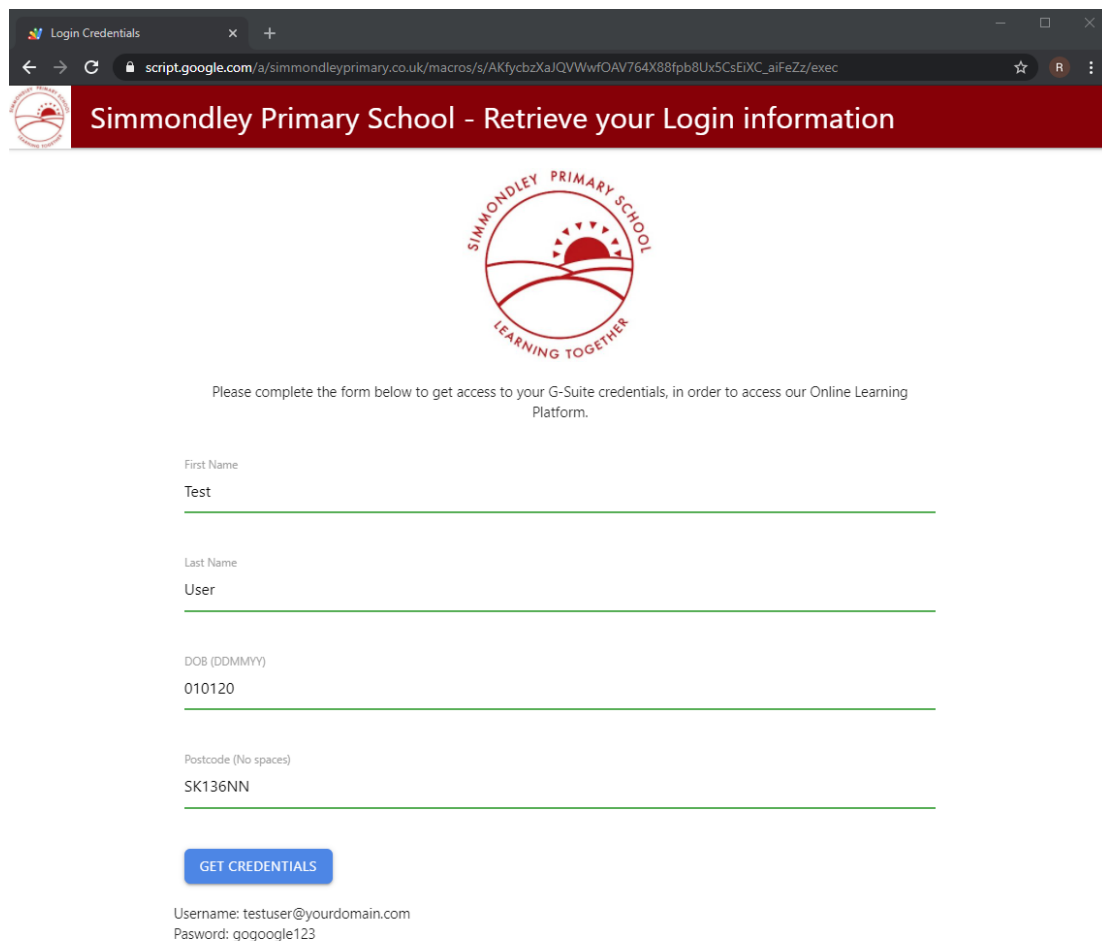
Safeguarding and parental consent

One of the reasons for implementing Google Classroom as our online learning platform, is that it may only be accessed by pupils from within our school. We are satisfied that it provides a safe and secure learning environment. We are revising our Safeguarding Policy to reflect the use of Google Classroom and this will be published on the school website in the usual way. Google Classroom will be the normal means of providing education during any period of remote learning.


How will pupils log in?

Your child will need to log on to our hub with their own username and password, so will probably need your support in setting this up. They will need to **access their password** by following the instructions below:

1. Click on;
https://script.google.com/a/simmondleyprimary.co.uk/macros/s/AKfycbzXaJQVWwfOAV764X88fb8Ux5CsEiXC_aiFeZz/exec
- (NB DO NOT ENTER YOUR CHILD'S ACTUAL D.O.B. SEE INSTRUCTIONS BELOW)
2. Fill in the form following these instructions carefully:
 - a. **First name (in full)** - e.g. Samuel and not Sam (**must start with a capital letter**)
 - b. **Last name (must start with a capital letter)**
 - c. 'Assigned D.O.B' - this is the same for **ALL children** and should be entered as **010120** with no spaces, slashes or dots
 - d. **School postcode** written in capitals and with **NO** spaces **SK136NN**



Simmondley Primary School - Retrieve your Login information



Please complete the form below to get access to your G-Suite credentials, in order to access our Online Learning Platform.

First Name
Test

Last Name
User

DOB (DDMMYY)
010120

Postcode (No spaces)
SK136NN

GET CREDENTIALS

Username: testuser@yourdomain.com
Pasword: gogoogle123

The username and password will appear just under the 'Get Credentials' button.

3. Go to <https://hub.simmondleyprimary.co.uk> to log in. You should change this password as soon as you log in.

Also note that although this username looks like an email address (i.e. user@simmondleyprimary.co.uk), email is not provisioned on any of our accounts at the moment, so it is simply a username.

For any Google Meet session (live session) that is hosted by a member of staff, pupils will need to comply with the following rules and expectations or they will be removed from the lesson. If a pupil is removed from a lesson we will contact home to discuss their behaviour with you. Pupils should:

- Be ready to log-in 5 minutes before the start time of the Google Meet
- Be appropriately dressed and sitting upright – not lying on a sofa for example
- Enter the lesson with their audio off.
- Remain engaged in the lesson, be polite to others and not mess around with their video or audio settings
- Not share the meeting link with others
- Not capture or record the screen
- Only use the “Chat” function to ask a question if they need clarification on something that they do not understand. Anything inappropriate will be communicated to parents

Can parents use Google Classroom?

We would encourage you to talk to your child about their work and to support them if they have any questions. Google Classroom is not, however, for communication between parents and teachers and if you have any questions please continue to direct them through:

enquiries@simmondley.derbyshire.sch.uk

If your child is unable to complete work or attend lessons due to illness or other family circumstances, please let school know so that we can make teachers aware. Equally please let us know when they are able to resume work. This will prevent pupils being chased up when it is not required.

We believe that the new systems will support pupils learning and will also be helpful to us as teachers in delivering the best education possible for your child. We are currently developing a Remote Learning Policy which we will communicate to you, week beginning 5th October.

Thank you for your continuing support.

Yours faithfully,

Mrs Ellison and Mrs Greaves

