John Spence

COMMUNITY HIGH SCHOOL

18 November 2020

Dear Parent/Carer,

Information was recently sent out to you outlining our intention to use the virtual platform '**Google Classroom'** as a means of communication for remote learning. We aim to use this platform to publish all homework and classwork.

We will also use Google Classroom to provide work for students who are self-isolating in order to ensure they have access to the lessons which are taking place within school. In the event of a year group bubble having to self-isolate, we aim to provide students with their work for the timetabled lessons on the platform (potentially through live stream or pre-recorded talk through).

We are now in a position to begin the process of ensuring every student in the school has access to their individual 'classes' and 'classwork' and that they are able to communicate with their subject teachers. This afternoon (November 18) students are leaving school early and should use this time to log on to their Google Classroom account in order to familiarise themselves with it.

Accessing Google Classroom
The easiest way for students to access their Google Classroom is for them to visit our website www.johnspence.org.uk and press on the G Suite icon to log in.
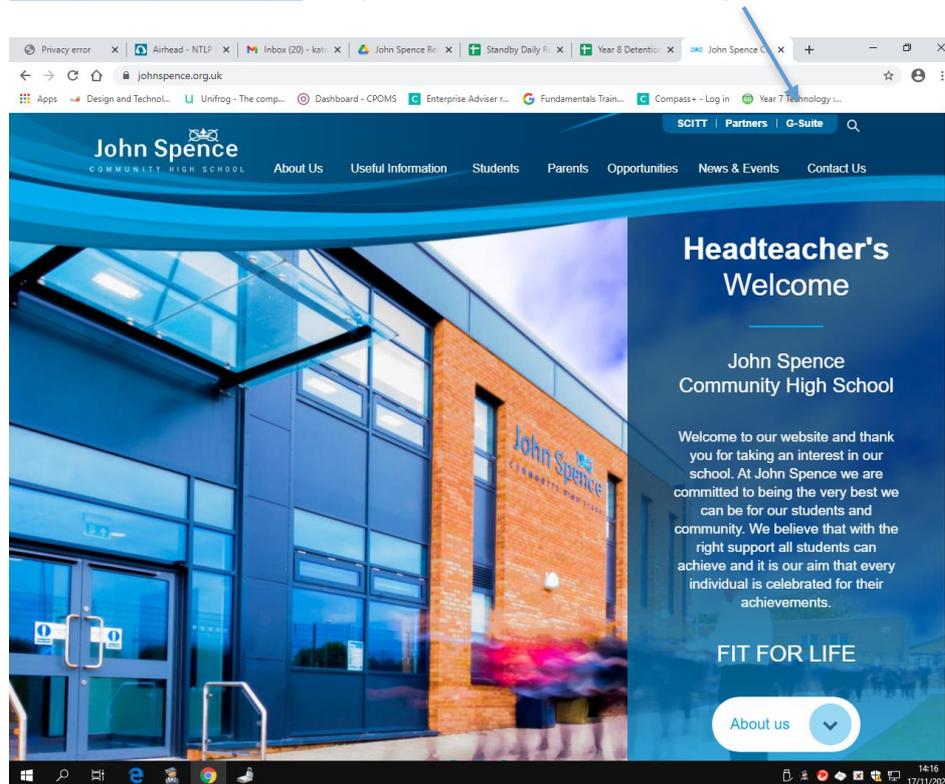
This will take them to the G Suite Menu page. To log in they will need their new email address and password:
**Gmail address:** firstname.surname@johnspence.org.uk   **Password**: password

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Students will be prompted to enter a new password. They must make this something easy to remember, for example surname and year of birth (smith08). **Please ensure they have recorded their new password somewhere safe.**

Once your child has logged in and clicked on the Google classroom, they should be able to see all of their classes, including their teachers' names:
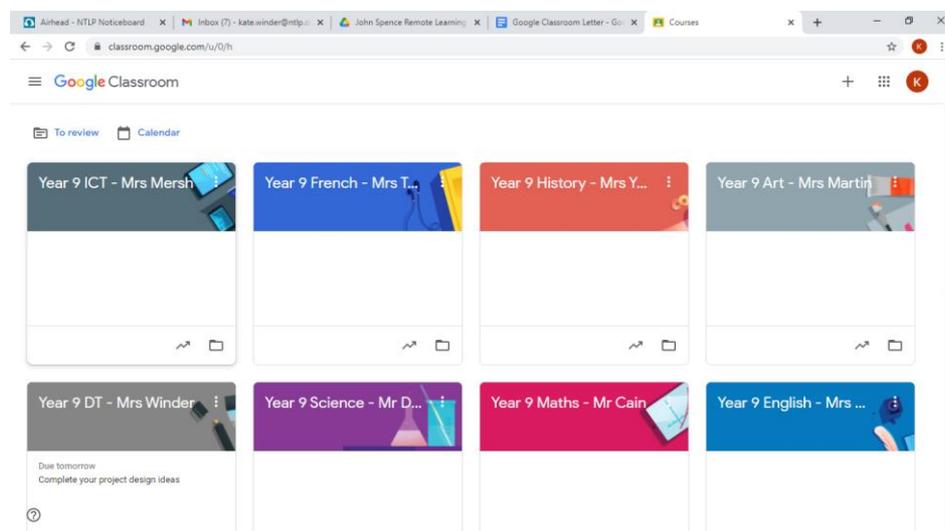
We would like your child to check that each of their classes are present, and they have been attached to the correct teacher. We would also like them to use the afternoon to explore each classroom, send their teacher a message, and familiarize themselves with the 'to do' list.

Using the App
If your child has a smartphone, we would encourage them to download the Google Classroom app. Once downloaded, in order to join each classroom they will need a joining code. They can get this from subject teachers, and can use their google classroom online, to put a message on the class 'stream' requesting this code. They can also ask their subject teachers for the joining codes via show my homework or email if necessary.

We realise some students do not have access to appropriate technology and appreciate that accessing work may prove challenging for these students. In this instance, please attempt to log in via a smartphone if at all possible. We have been generating a log of students for whom technology is an issue and do hope to be able to provide support to these students over the coming months.

If your child has any difficulties accessing their Google Classroom, or any of the details therein are incorrect, they should inform their form tutors upon their return to school the following day.

For more information on how to use Google Classroom, please refer to the presentation on our website. If you have any questions regarding this, please do not hesitate to contact myself at kate.winder@ntlp.org.uk or your child's Head of Year.

Yours faithfully,

Mrs K Winder
Careers Lead