Bridge Road West
Stevenage
Herts
SG1 2NU
Tel: 01438 216565
Email: admin@woolenwickjm.herts.sch.uk
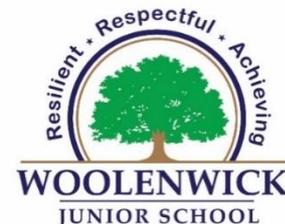
Acting Headteacher: Ms T.Koser, BA (Hons) QTS PGCE

5th January 2021

Dear Parents/Carers,

During this lockdown we will once again be asking those pupils who have to remain at home to use Google Classroom. All pupils have been shown how to login and use Google Classroom during one or more of their class lessons and for home-learning. Therefore, they should be able to login and access the materials straight away. Your child's school account with a secure password can be found written in the front of their reading record, as well as a class code to join the class once you are into the Google Classroom itself. If you are having issues, please check that you are not using an old class code from the Lockdown in March.

Please note that queries regarding Google Classroom are to be emailed to year groups (not the school office)

Year3@woolenwickjm.herts.sch.uk
Year4@woolenwickjm.herts.sch.uk
Year5@woolenwickjm.herts.sch.uk
Year6@woolenwickjm.herts.sch.uk

We have worked hard with children on establishing gaps from the last Lockdown and have woven the areas to target carefully into our curriculum. Our Google Classroom provision will mirror (as much as possible) lessons that we had planned to teach if the school had been open as normal. We appreciate, being at home you may not have access to some of the resources needed to work more practically, but we will do all that we can to facilitate learning that is accessible for all. Please look at the school website and the curriculum section, particular the ***Knowledge Organisers***, for further information if you are looking to further support children on their topics at home.

We must ensure that we maintain a connection between the staff and the pupils and we will be looking to offer remote check-ins for pupils with their class teacher, so that they can engage at a pastoral level too. A form to ensure parents are happy for children to engage and join remotely will be emailed out so that we have your permission to interact with the children at home. These sessions may well be to talk to the children in general at a pastoral level and share what we have been doing online or in the classroom, or for a teacher to deliver a lesson or input. We are aware that there are some siblings sharing devices and that we need to stagger any 'live' sessions. As a result, please expect a schedule of any live sessions to come out in the next few days. In addition to these, we are looking at how else to pre-record and send children work with the teachers recording their voices over power-points etc. Our aim is to stay in touch and do what we can whilst continuing to deliver teaching to our Key Worker and Vulnerable Pupils who are in school.

Please find attached some screenshots of how to access Google Classroom should you be new to this.

Kind regards,

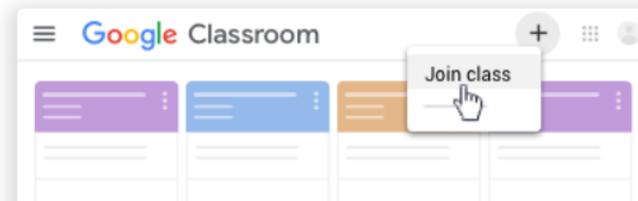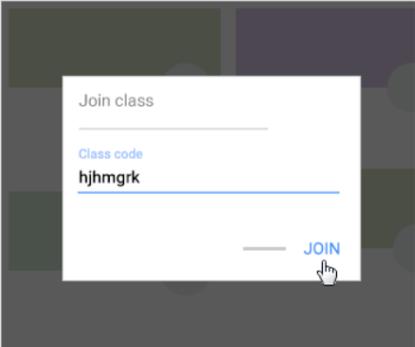*Ms Tasleem Koser*
Acting Headteacher

Joining Google Classroom

This is what you would need to do from a home desktop or laptop:

1. Go to **classroom.google.com**
2. Sign-in using the Woolenwick email account you have been provided
3. Enter password which will be a capital 'P'
4. Join class using the class code

From an Android/iPhone or iPad, download the Google Classroom App and then follow steps 1-4 above.

STEP 1	STEP 2
Join a class with a class code 1. Go to classroom.google.com 🔗 . 2. At the top, click Add ➕ > **Join class**. 	3. Enter the class code your teacher gave you and click **Join**. A class code consists of 6 or 7 letters or numbers. For example, **hjhmgrk** or **g5gdp1**.
STEP 3	STEP 4
If you have tried to join with a class code and this has not worked- email your teacher on the year group emails and let them know. They will invite you and all you have to do is accept. **Year group emails are:**	**Accept an invitation from your teacher** 1. Go to classroom.google.com 🔗 . 2. On the class card, click **Join**.
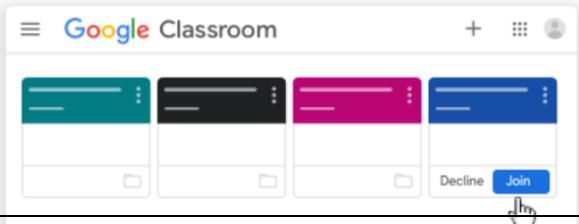
Trouble shooting:

If you are having any trouble with getting into the Google Classroom the URL is:

classroom.google.com

Check: Have you signed into Google using the school account?