



St. Jérôme Church of England Bilingual Primary School

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To: Parents / Carers Year 2 and Year 3

16th June 2020

Dear Parents / Carers,

Introducing Google Classroom

In order to better meet the needs of the children who are unable to attend school during the current pandemic, we have set up a Google Classroom for Year 2 and Year 3 pupils to access.

This will enable them to interact with home learning and access any additional materials they might need. Work can be completed on the documents sent or on paper. A photo of work on paper can be uploaded. Pupils will also be able to post comments on the class page, ask for help from a teacher, comment on a piece of work or message their class mates.

The messages will be accessed by teachers each morning. At other times messages will be posted by each individual class teachers. Please do not expect an instant response. Mr Wade and Miss Reynolds are currently leading our provision for critical workers so Miss Dear and Mrs Clarke will be providing support across both classes in their year groups.

The Google accounts are on a closed domain so children will not be able to email anyone outside of the school environment. All emails can be retrieved and read by the class teachers should the need arise. All comments made via the Google Classroom can be seen by the teacher and removed if misused.

Please follow these instructions to obtain your child's Google Classroom Login

Copy and paste the link below into a browser to obtain your child's individual password. You will be required to enter Pupil First Name / Last name / Date of Birth

bit.ly/StJerome-Login

Please note these details are case sensitive and if your child has a double barrelled surname or first name a hyphen is required between the name e.g. Anna-Nicole.

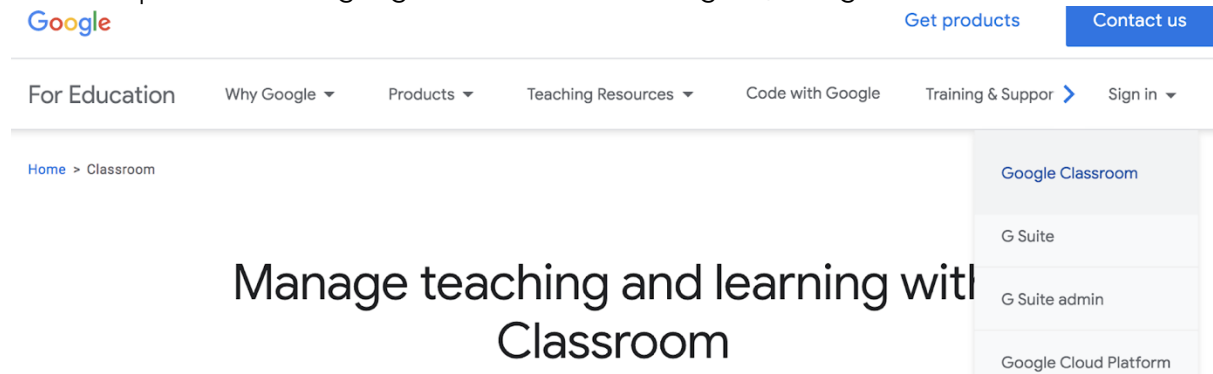
The page will then display your child's individual user name and password. These credentials can then be used to login on classroom.google.com For information and updates please visit portal.stjeromebilingual.org

Any problems at all please email: homelearning@stjeromebilingual.org

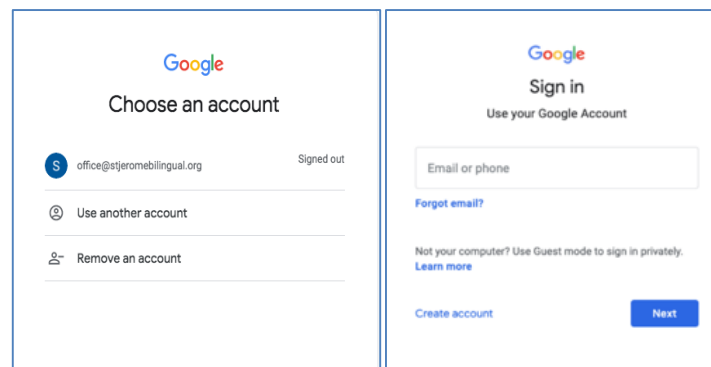
Once you have the login details specific to your child please follow the details below to access the Google Classroom.

To access the Google classroom children will need to log into Google using the instructions below:

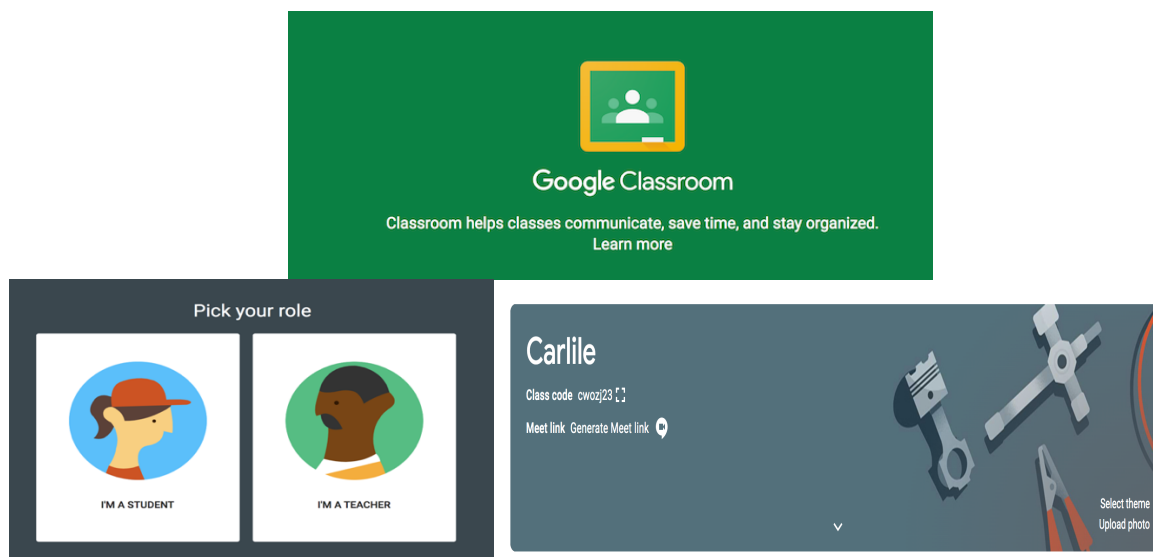
Go to: <https://classroom.google.com> and click on 'Sign in, Google Classroom'



Begin signing in to your child's account by choosing it from the list. If it does not appear, click 'Use another account' and type in the email address we gave you above. Click 'next'.



Now enter the password. Click 'Next' again. Once you are logged in you will see a welcome message with terms and conditions. Please read and accept. Click 'continue' to agree to communicate with people in your class. Next, pick the role of student. Finally, you will see your child's class and click join. There should be a prompt to change the password on initial log in. Passwords need to be 8 characters long but no other requirement i.e. upper / lower case or numbers.



Once you have joined you will see the 'Stream' (messages to all and work posts), 'Classwork' (documents for you to look at) and People (where pupils can email each other via Google mail). Please remind your child(ren) that the teachers can read everything and that they can only email within the school domain. You should find that the teacher has left a question for all children to answer in the Stream. In the Classwork you will find a short quiz to complete and return to the teacher.

Finally, you will need to make your child aware of the User Agreement, which is included with this letter. We would ask that you confirm that you have done so by completing the following google form [Confirmation of User Agreement](#)

We look forward to saying hello, hearing what the children have all been up to and sharing learning resources with you.

We will be arranging weekly google 'meet' video conferences and these will take place each Tuesday (from 23rd June) at the following times:

Bonheur - Class 9.30am

Le Brun - 10.30am

Beale – 12.45pm

Carlile – 1.45pm

We hope to see you there!

Kind regards,

Mrs Clarke and Miss Dear

On behalf of The Home Learning Team @ St. Jérôme

Google Classroom User Agreement - Pupil Requirements

As this will may be the first time that pupils have used this technology and to assist users to understand the school's expectations, we have set these out below:

- Video meetings with children will always be attended by a minimum of two school staff.
- Please ensure your child is dressed appropriately as they would be for a non-uniform day in school.
- Please be aware of what you have on display behind you, we suggest that your child is not in their bedroom but in a communal living area.
- Staff will expect all children to follow the school values and codes of conduct during a video meeting and show respect and understanding for each other.
- Please ensure that only the child invited to attend the meeting does so and only 1 responsible adult supervises i.e. no children from other year groups. The meeting link must not be shared under any circumstances. Uninvited participants will never be permitted to join the meeting.
- By attending a video meeting you and your child agree to the recording of the meeting. This will be retained until the end of their primary education.
- As in school, we would not expect children to be eating during the meeting but will allow a bottle of water.
- The teacher will be responsible for muting users as appropriate and in most instances only one participant will be allowed to speak at a time.
- No individuals are to take any screenshots, or any photographs of attendees attending the meeting, the only recording should be the official one.
- If your child or anyone in view is acting inappropriately, please ensure your child leaves the meeting immediately and that they know how and when to do this.
- Please remind your child to speak with you if anything happens on the video meeting that upsets them and that you will inform the class teacher of your concern.
- When the meeting has ended please ensure your child knows how to leave the meeting.

To confirm that I have read and understood the above, that I have discussed the contents with my child and that they will adhere to the requirements, I have completed the google form as requested:

[Confirmation of User Agreement](#)