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Dear Parents/ Carers,

Our online home learning system for children in Years 4, 5 and Year 6 is Google Classroom. This will be used for daily home learning tasks whilst the children are at home, due to the current COVID-19 National Lockdown and subsequent school closure.

It is very important that you support your child to access their Google Classroom as this will be how teachers can continue to teach the curriculum whilst your child is at home. It is essential that all children complete their learning on a daily basis.

Children who do not complete work will miss out on their learning and be disadvantaged when they return to school closure.

Please follow the instructions below to help your child get access to their Google Classroom at home -

Smartphone or Tablet Access

If your child will be using a smartphone or tablet to complete the work, you will need to carry out the following steps before they are able to do so -

- Download the Google Classroom and Google Docs apps from your Appstore. They are completely free to use.
- Your child will then be able to log into their Google Classroom on the app, using the login details provided by their teacher (see attached card).

Laptop Access

If your child will be using a laptop to complete their work, you must follow these steps before they are able to do so -

- Open the Google Chrome internet browser – if you do not have this already installed you will need to download it.
- Click 'File' at the top of the page and select 'New Incognito Window' to open a new page.
- On the Incognito page you will need to type classroom.google.com into the URL bar at the top of your page.



- Once on the Google Classroom website, your child will be prompted to sign in – they will need to use the login details provided by their teacher (see attached card)

Signing in to Google Classroom

We have created Google accounts for children in school to use to access their home learning (please note, these end with @forestpark.org.uk not @gmail.com). Please use the login details attached to this letter to find your child’s username and password. Enter these when prompted on the Google Classroom website or on the App.

It is important that you help them to access Google Classroom **every day** to complete their home learning. Each day, new work will be available for children from 9am. Children can then complete their work online and submit the completed tasks to be checked by their teacher.

We expect all pupils to complete work on a daily basis unless they are ill themselves. If children do not complete the home learning, then we will be in contact with parents to support you to ensure this work is done. It is important that the disruption to your child’s education is minimised and that work is completed at home as it would be done in school.

The children have all been shown how to use Google Classroom in school so should be familiar with how to find their home learning and submit completed tasks. If you have any difficulties accessing the Google Classroom for your child then please use the relevant email address below to contact the teachers.

Children in Year 6	year6@forestpark.org.uk
Children in Year 5	year5@forestpark.org.uk
Children in Year 4	year4@forestpark.org.uk

There is a video as well as a crib sheet to help guide you on this available for you on our school website to support you with how to use Google Classroom.

