

Holy Trinity Lamorbey CE Primary School

Burnt Oak Lane Sidcup Kent DA15 9DB

www.holytrinitylamorbey.apat.org.uk

020 8300 3613

Academy Principal: Mrs. S. Dawes BA (Hons), PGCE, NPQH



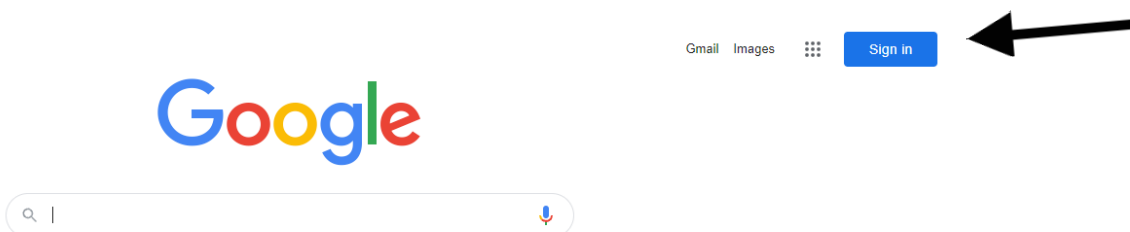
Dear Parents & Carers,

RE: Google Classroom

I am writing to update you on our use of 'Google Classrooms'.

Last academic year, while we were remote learning, we used 'Google classrooms' as a way to set and mark children's work and as a way of communicating with the children. We will be setting up these 'classrooms' again this year as a precaution in case of further remote learning.

To access the system, go to www.google.co.uk on any browser on any device. The system does work best on Google Chrome but any browser will be fine. At the top right of the screen there is a blue sign in button. Click the sign in button and enter your child's username and password.



If you had a log-in from last academic year then the username will be your child's first name, the first letter of their surname followed by @htl.org.uk

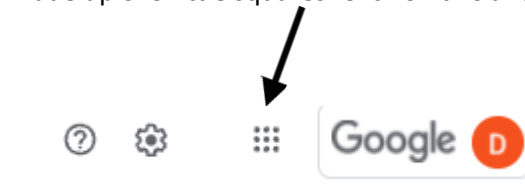
For example, Anne Other would be anneo@htl.org.uk

The password will be the one that you have previously set. If you are new to the school, then use the username as explained above. The password will be **school3613**

You should reset your child's password when you first sign in.

Below is a short guide to how we will use 'Google Classrooms' in case of remote learning;

Once you have signed in using your username and password, there is a small icon in the top right of the screen made up of 9 little squares. Click on this and select **Google Classroom**.



Once logged in, there are 4 tabs at the top of the screen. We will only be using the first 2, stream and classwork.

Stream is where pupils can request help from their teachers by posting comments or questions. This space is to be used for this purpose only. Any pupil misusing the space for chat or any inappropriate content will be blocked from using it as we do not have the resources to moderate it.

The second tab is **Classwork**. This is where you will find the work that the teacher has uploaded. The work is grouped into topics such as literacy, maths, Spanish etc. Within each topic there will be tasks for the children called 'assignments'. To complete an assignment, the pupil needs to click on it. There will be instructions for them to follow, resources for them to view and a task for them to complete. Some tasks might be online in the form of a document to write, some might be activities on Mathletics or SPAG.com. Others might be things for you to do at home.

In case of remote learning, further instructions will be sent home but we believe it is important to be prepared which is why we are setting up the classrooms as a precaution.

For the time being, all we are asking is that you sign in to your child's account to ensure that you are able to access it.

When you log-in you *may* be asked for a class code. If you do, please use the code below, relevant to your child's year group to gain access to your class.

Class codes;

Year Group	Code
Nursery	zbui4a
Reception	m4psrpx
Year One	li5amf5
Year Two	cuyaqa
Year Three	f6veksn
Year Four	6ayipbg
Year Five	vpkb53b
Year Six	xbpnv3r

If you have any problems, please email daniellamincher-casizzi@htl.org.uk

Yours faithfully,

D Mincher-Casizzi

Mrs D. Mincher-Casizzi
Year One Teacher and Computing Subject Leader