

Parent and Pupil Guidance for Safe Remote Learning with Google Classroom



Order of Slides

Please be aware this Powerpoint has Audio. If you would like to hear this, use a PC or download Powerpoint for free onto your device.

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Google Classroom

In the event of whole or partial school closure, year groups will learn remotely from home, using **Google Classroom**.

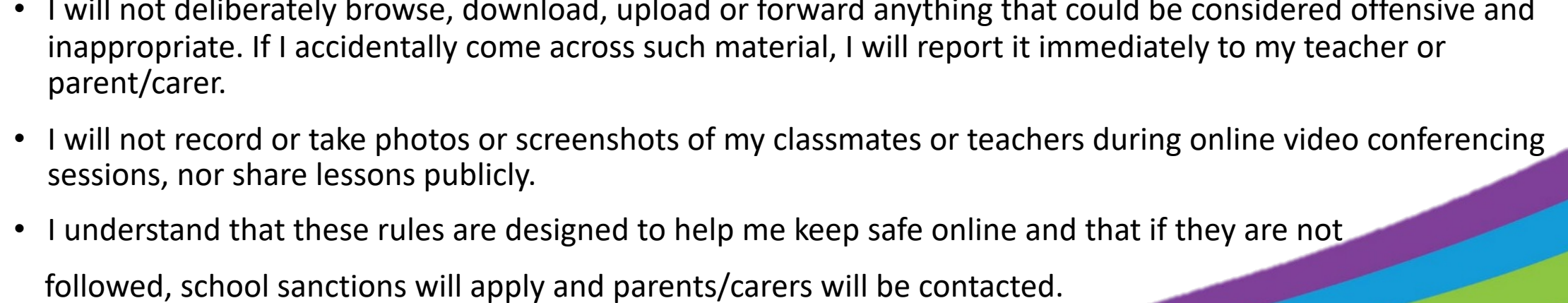
To ensure our remote learning is **fun, productive** and **safe** for all children and adults, there is some guidance that must be adhered to.

Please support your child in following the terms of this guidance.



Guidance and agreement for the pupils

Please read through and explain this guidance with your child/children.

- I will only use Google Classroom as directed by my teachers.
 - I will only use technology at home with the permission of my parent/carer.
 - I will not reveal my password to anyone unless it is my parent/carer or a trusted adult, who is helping me with my remote learning.
 - I will be responsible for my behaviour and actions when using technology, including resources accessed and the language I use.
 - I will ensure that all of my communication with other pupils and teachers using technology is responsible.
 - I will not deliberately browse, download, upload or forward anything that could be considered offensive and inappropriate. If I accidentally come across such material, I will report it immediately to my teacher or parent/carer.
 - I will not record or take photos or screenshots of my classmates or teachers during online video conferencing sessions, nor share lessons publicly.
 - I understand that these rules are designed to help me keep safe online and that if they are not followed, school sanctions will apply and parents/carers will be contacted.
- 
- A decorative graphic at the bottom of the page consisting of several overlapping, wavy bands of color. From top to bottom, the colors are purple, blue, green, yellow, and red, creating a rainbow-like effect that curves upwards from left to right.

Your wellbeing and safety remains a key priority, even when you are not at school. If you have any worries at all, please share them with an adult you trust.

Our eSafety Top Tips!

1

People
you don't know
are strangers.

They're not
always who they
say they are.



2

Be nice to
people
like you
would
on the
playground.



3

Keep your personal
information private.



4

If you ever
get that
'uh oh'
feeling,
tell a grown-up
you trust.



Guidance for Parents/Carers

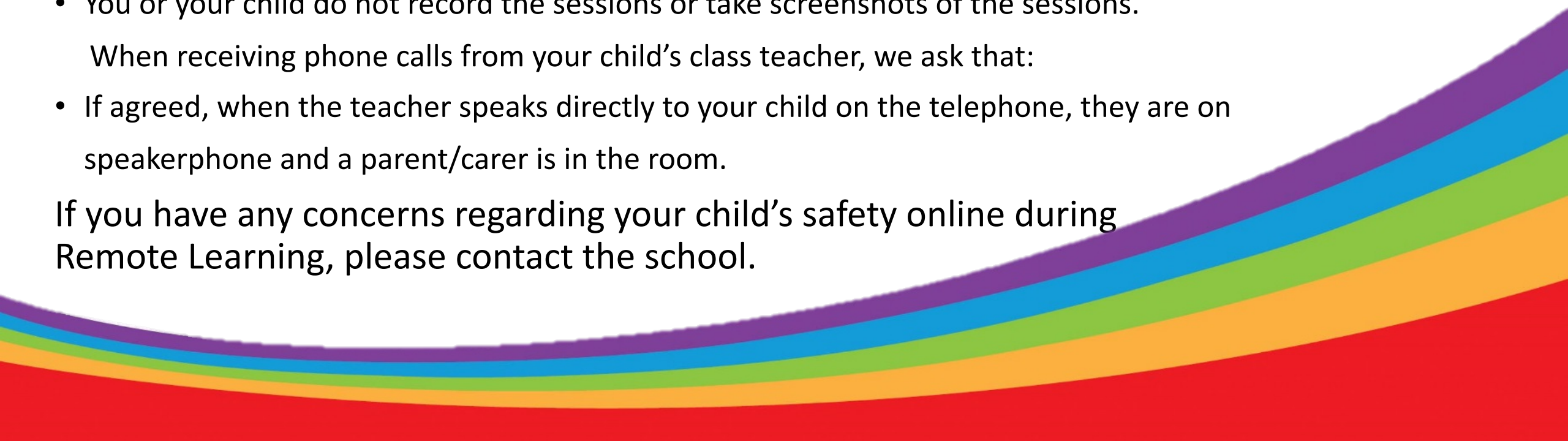
When using Google Classroom, we ask that parents and carers ensure the following:

- Your child's device is in an appropriate room where they can be supervised. During live sessions, the backdrop is as 'non-descript' as possible.
- Your child is dressed appropriately to be seen on video.
- Your child does not have a mobile phone nearby when engaging in online sessions.
- Your child understands that usual classroom behaviour is applicable.
- You or your child do not record the sessions or take screenshots of the sessions.

When receiving phone calls from your child's class teacher, we ask that:

- If agreed, when the teacher speaks directly to your child on the telephone, they are on speakerphone and a parent/carer is in the room.

If you have any concerns regarding your child's safety online during Remote Learning, please contact the school.



Isolation and Year Group Closure

In the event of a partial school closure, please see the learning offer that your child will receive during the following circumstances.

	Scenario	School offer
1	A child has to isolate for a period of time when they are waiting for a household test (usually between 24 – 72 hours)	<p>Parents will be directed to the school website at https://www.newbridge.bathnes.sch.uk/daily-learning</p> <p>Here, all of the Daily Learning plans, issued from 23rd March, are available. Parents can choose any days to follow, for their child's current year group. The learning on the Daily Learning Plans will not link with the learning being taught in class, but there will be a good range of English and Maths activities available which will be appropriate.</p> <p>Teachers will be in class teaching and therefore individual feedback will not be possible during these days.</p>
2	A child has to isolate for 10 - 14 days, for example, through being asked to isolate for 10 days through 'track and trace'	<p>As above, in Scenario 1.</p> <p>And</p> <p>Teachers will provide their weekly timetable with a brief overview of the learning objectives.</p> <p>And</p> <p>The teacher will phone the family once per week, from school, to ask about completion of learning and have a general well-being check in.</p>
3	A year group and direct contacts, including the teacher, has to isolate after instruction from Public Health	<p>Children will be emailed a 'daily plan' for two days' worth of learning. This will have been pre-prepared by teachers and the activities will be stand-alone activities; not linked to the current class teaching.</p> <p>From Day 3, the children will have access to learning on Google Classroom. This will include set learning activities, pre-recorded messages/activities, access to E books, etc. A typical day will include three lessons/activities, plus instruction to read/phonics and practise times tables, etc.</p>
4	The school is asked to close for a local/national/lockdown	Teachers will upload learning to Google Classroom, as above.

A guide for Parents/Carers for setting up their children on Google Classroom

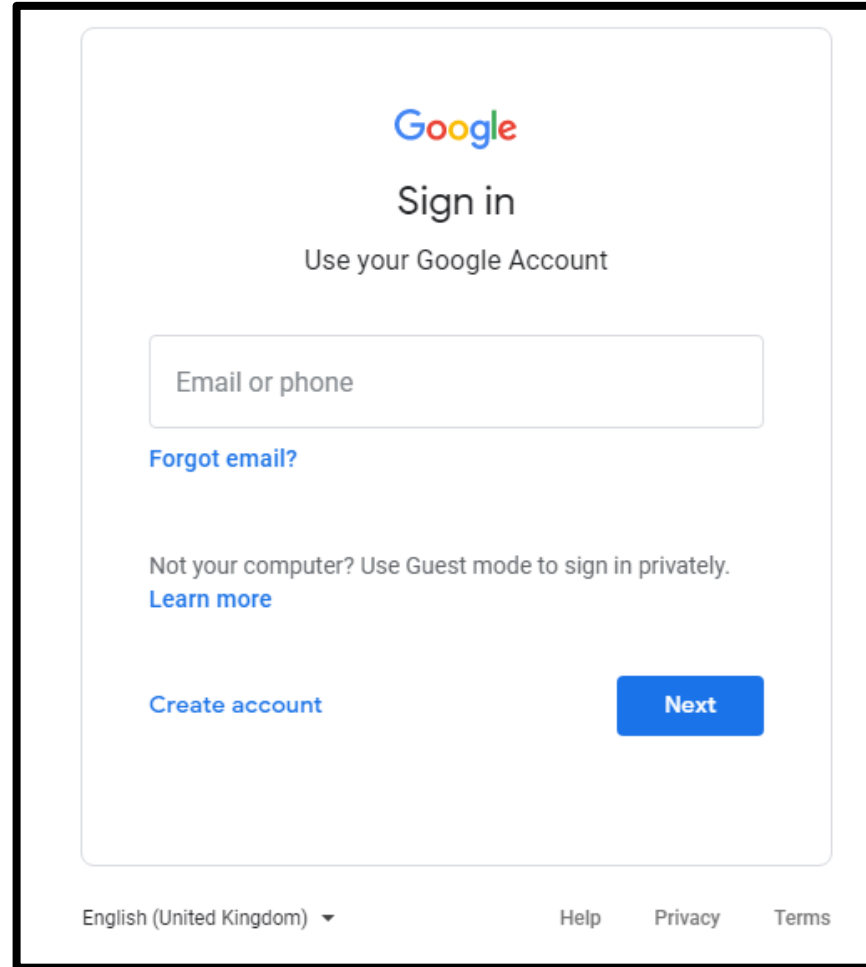
Please follow this guidance step by step to ensure that your child is set up correctly to begin their online learning.

Step 1

In Google, search for Google Classroom Login, or follow this link.

<https://classroom.google.com>

Your page should look like this:

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". Under the field is a blue link "Forgot email?". Further down is the text "Not your computer? Use Guest mode to sign in privately." with a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next". The footer contains "English (United Kingdom)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

If you are using a Chromebook, you will need to download the Google Classroom app from the Web Store.

If you are using an iPad or other tablet or smartphone, please download the free Google Classroom app from the App Store.



Logging in

These are your log in details.

Your child's email address will be:

firstname.lastname@newbridge.bathnes.sch.uk

(e.g: joe.bloggs@newbridge.bathnes.sch.uk)

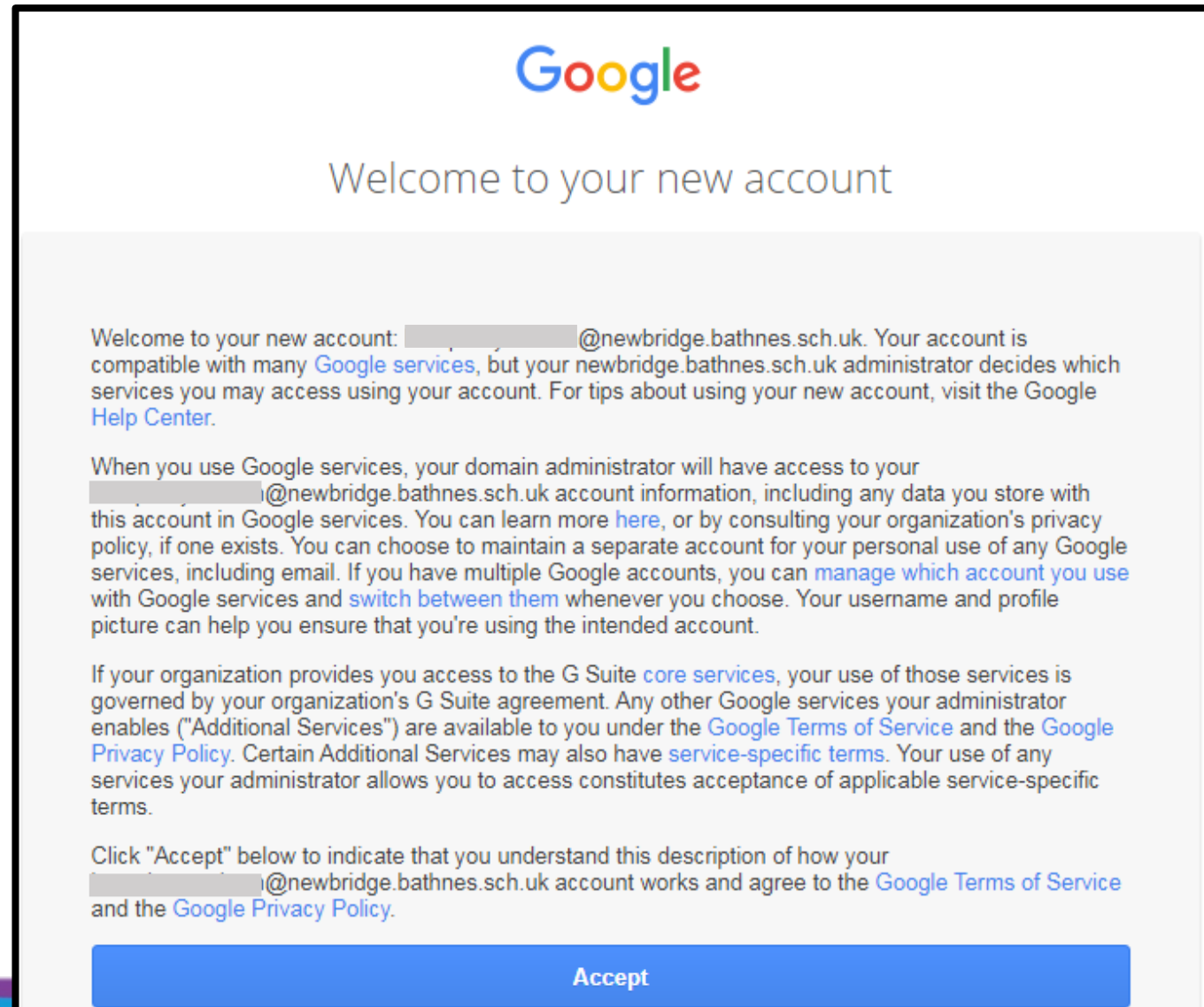
Your child's Password will be: Your child's date of birth and initials.

For example, if Joe Bloggs' birthday is 20th January 2010, the password would be **200110JB**.

Please enter these details and press 'Next'.



Once you have clicked next, your page will look like this. Please read this carefully before continuing.



The screenshot shows a Google account welcome page. At the top is the Google logo. Below it, the text "Welcome to your new account" is centered. The main content area has a light gray background and contains three paragraphs of text. The first paragraph welcomes the user to their new account at newbridge.bathnes.sch.uk and mentions compatibility with Google services. The second paragraph explains that the domain administrator has access to account information and provides links to learn more or manage accounts. The third paragraph discusses G Suite core services and additional services under Google Terms of Service and Privacy Policy. At the bottom, there is a blue button labeled "Accept".

Google

Welcome to your new account

Welcome to your new account: [redacted]@newbridge.bathnes.sch.uk. Your account is compatible with many [Google services](#), but your newbridge.bathnes.sch.uk administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your [redacted]@newbridge.bathnes.sch.uk account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

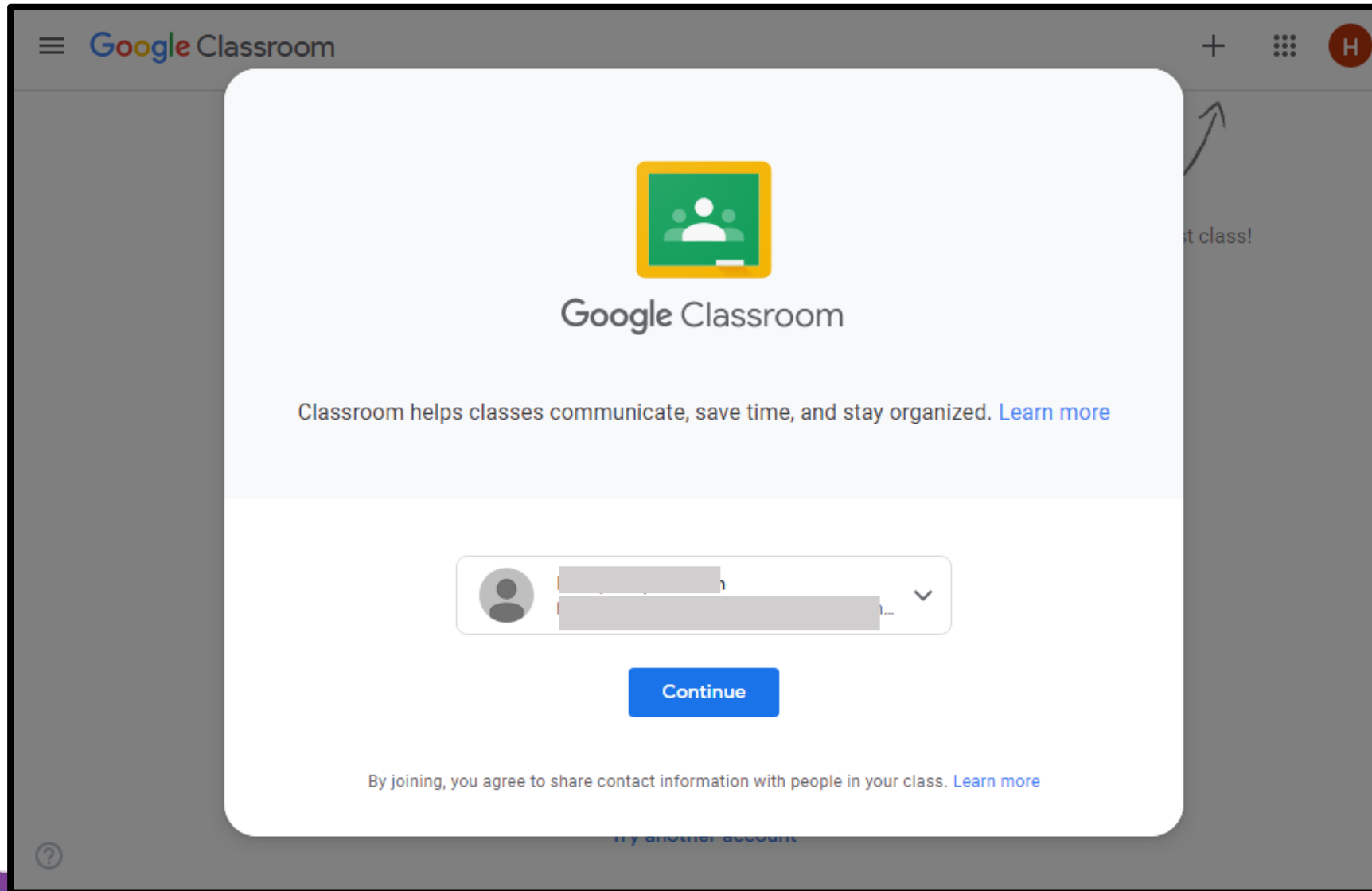
If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your [redacted]@newbridge.bathnes.sch.uk account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

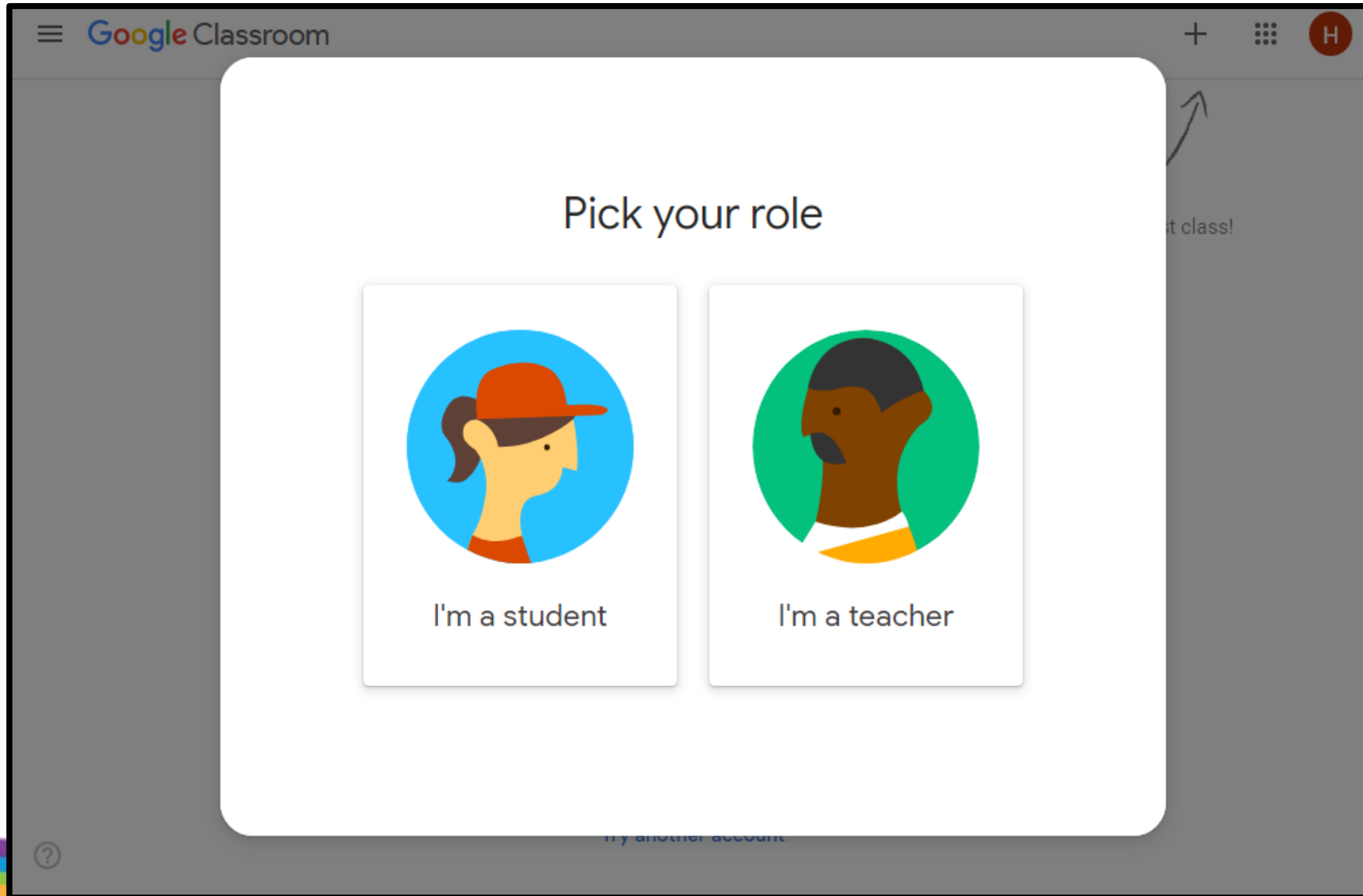
Accept



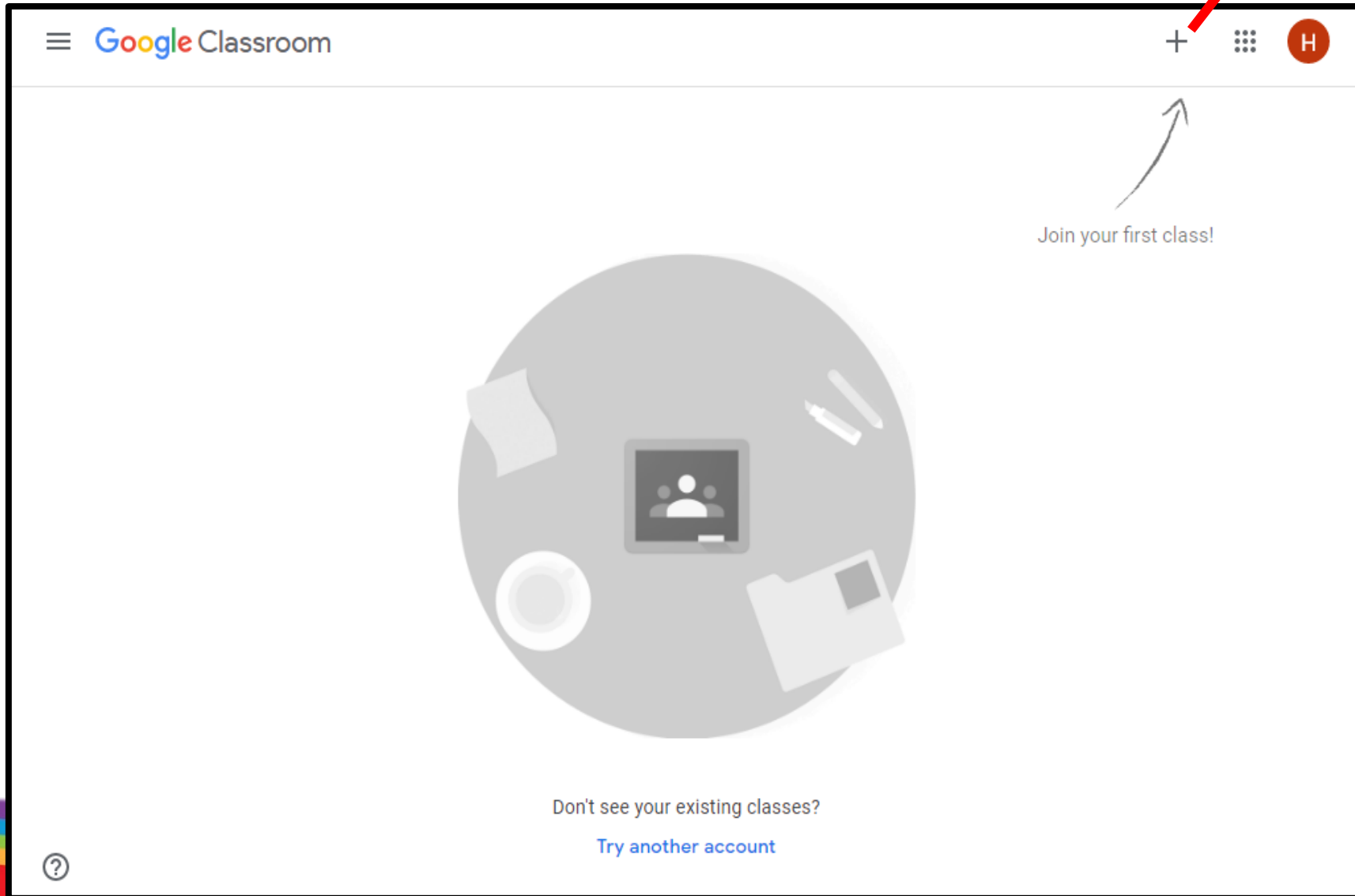
Read and click Continue



Please choose 'I am a student.'





You will then see this screen. Please click '+' to join your new classroom.



You will need your class code which will have been sent to you via email. Please enter it here. Then click 'join'.

× Join class Join

You're currently signed in as

  Switch account

Class code

Ask your teacher for the class code, then enter it here.

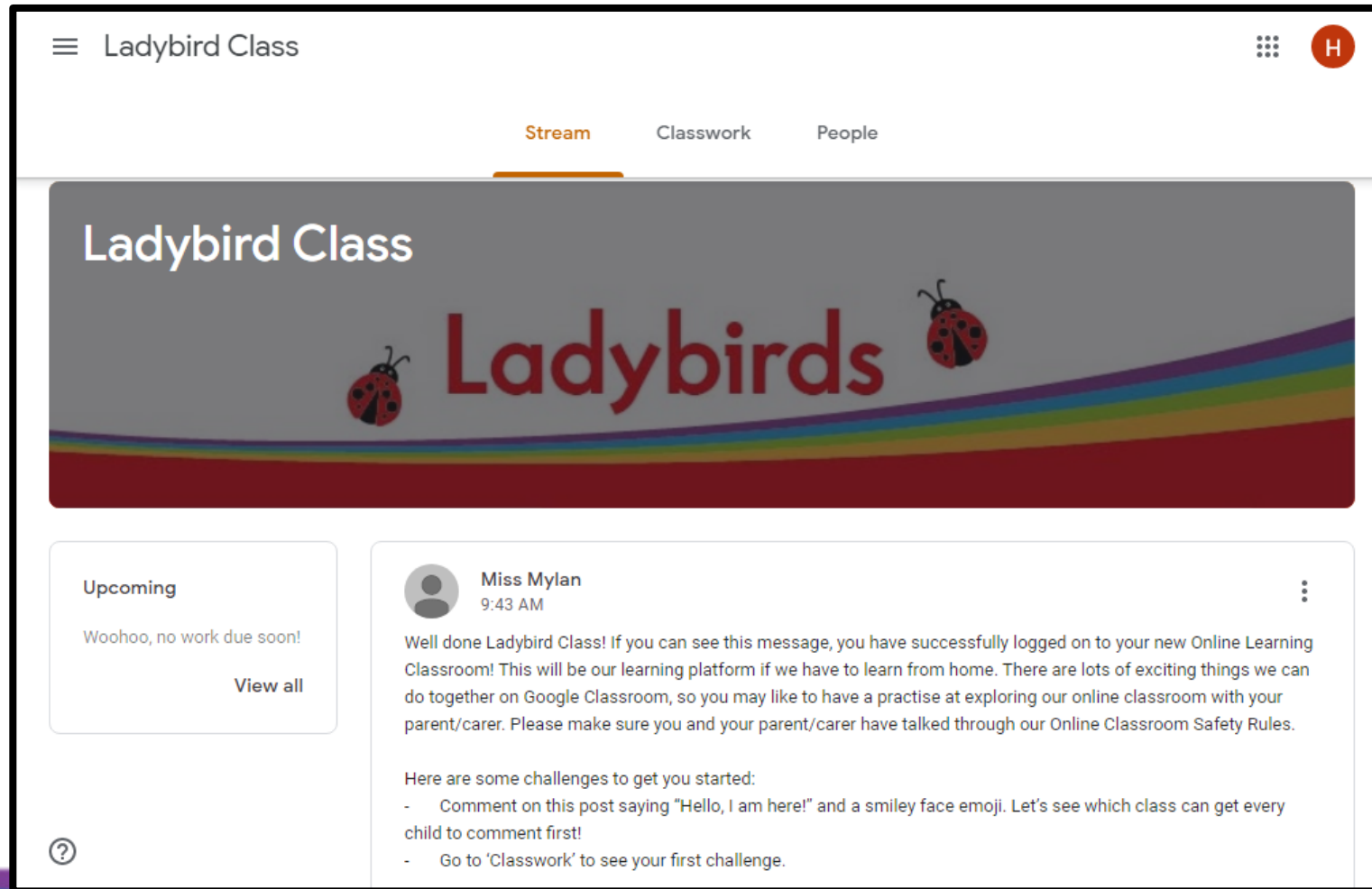
To sign in with a class code

- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Center article](#)

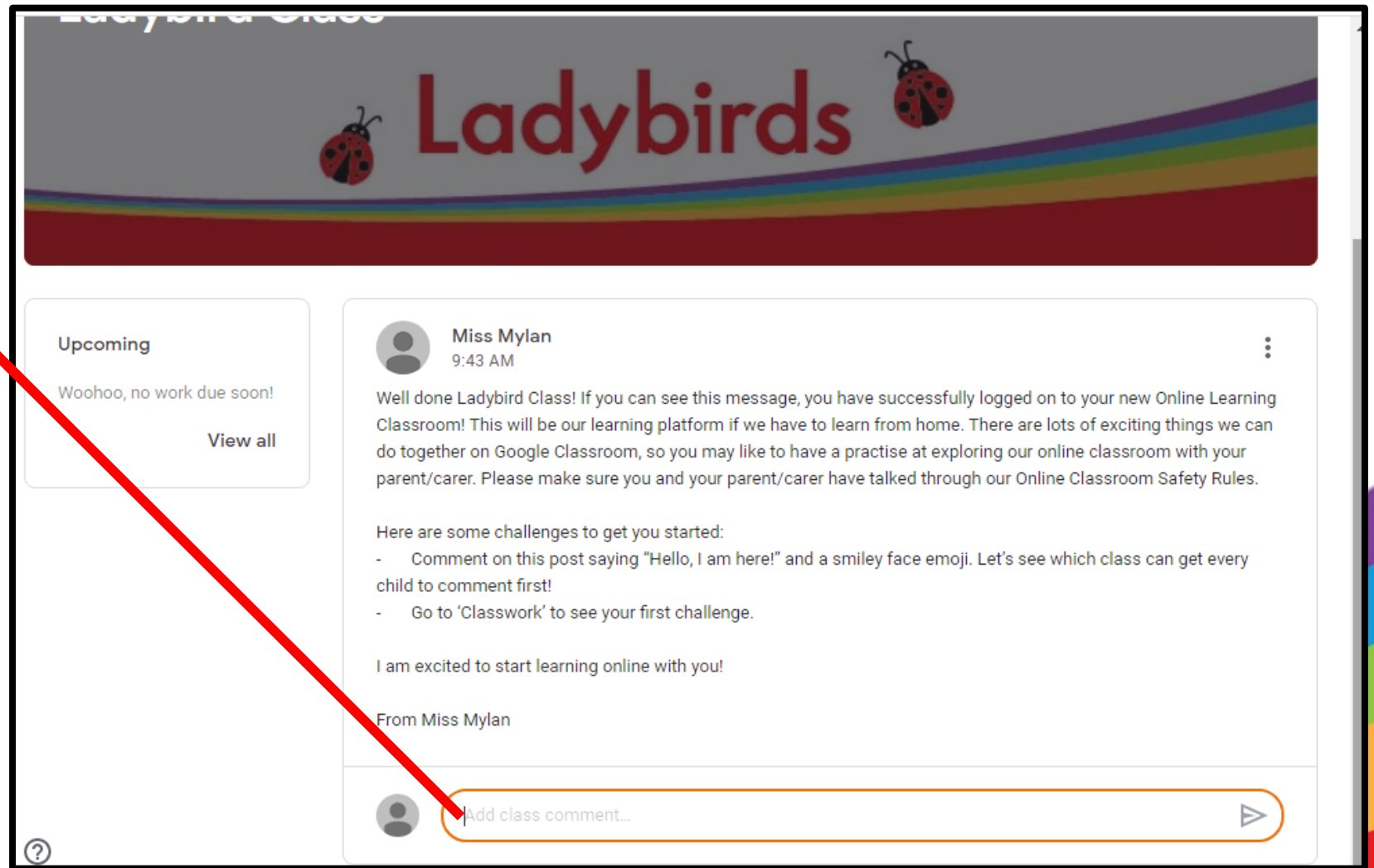


This is your class stream. For demonstration purposes, this is from the perspective of a Ladybird Class parent/carer/child.

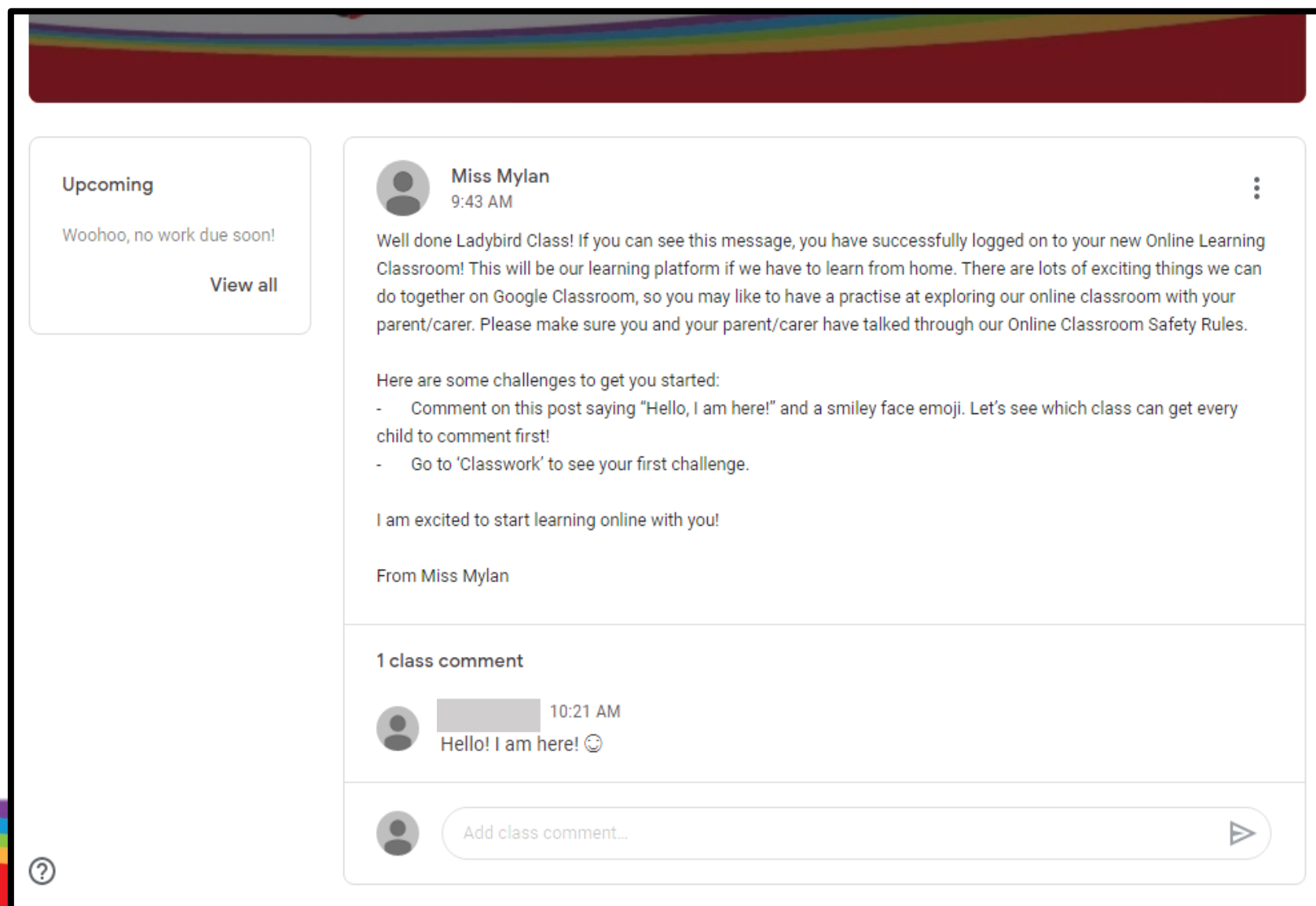


This is your class **Stream**. This is where your class teacher will post daily updates, Ms Kennaugh will post messages and there may be visitors who post exciting messages/activities too.

You can add a comment to a post here. We would love your child to respond and engage with our posts, but please do not allow your child to post more than one comment per post. Please monitor your child's commenting to ensure it is appropriate and responsible. Multiple comments will need to be deleted.



Once you have commented, it will be visible to all other members of your class.



The screenshot shows a Google Classroom interface. On the left, a sidebar contains a section titled 'Upcoming' with the text 'Woohoo, no work due soon!' and a 'View all' link. The main area displays a post from 'Miss Mylan' at 9:43 AM. The post text reads: 'Well done Ladybird Class! If you can see this message, you have successfully logged on to your new Online Learning Classroom! This will be our learning platform if we have to learn from home. There are lots of exciting things we can do together on Google Classroom, so you may like to have a practise at exploring our online classroom with your parent/carer. Please make sure you and your parent/carer have talked through our Online Classroom Safety Rules. Here are some challenges to get you started: - Comment on this post saying "Hello, I am here!" and a smiley face emoji. Let's see which class can get every child to comment first! - Go to 'Classwork' to see your first challenge. I am excited to start learning online with you! From Miss Mylan'. Below the post, it says '1 class comment' and shows a comment from a user at 10:21 AM: 'Hello! I am here! 😊'. At the bottom, there is a text input field with the placeholder 'Add class comment...' and a send button.

Upcoming

Woohoo, no work due soon!

[View all](#)

Miss Mylan
9:43 AM

Well done Ladybird Class! If you can see this message, you have successfully logged on to your new Online Learning Classroom! This will be our learning platform if we have to learn from home. There are lots of exciting things we can do together on Google Classroom, so you may like to have a practise at exploring our online classroom with your parent/carer. Please make sure you and your parent/carer have talked through our Online Classroom Safety Rules.



Here are some challenges to get you started:


- Comment on this post saying "Hello, I am here!" and a smiley face emoji. Let's see which class can get every child to comment first!
- Go to 'Classwork' to see your first challenge.

I am excited to start learning online with you!

From Miss Mylan

1 class comment

  10:21 AM
Hello! I am here! 😊

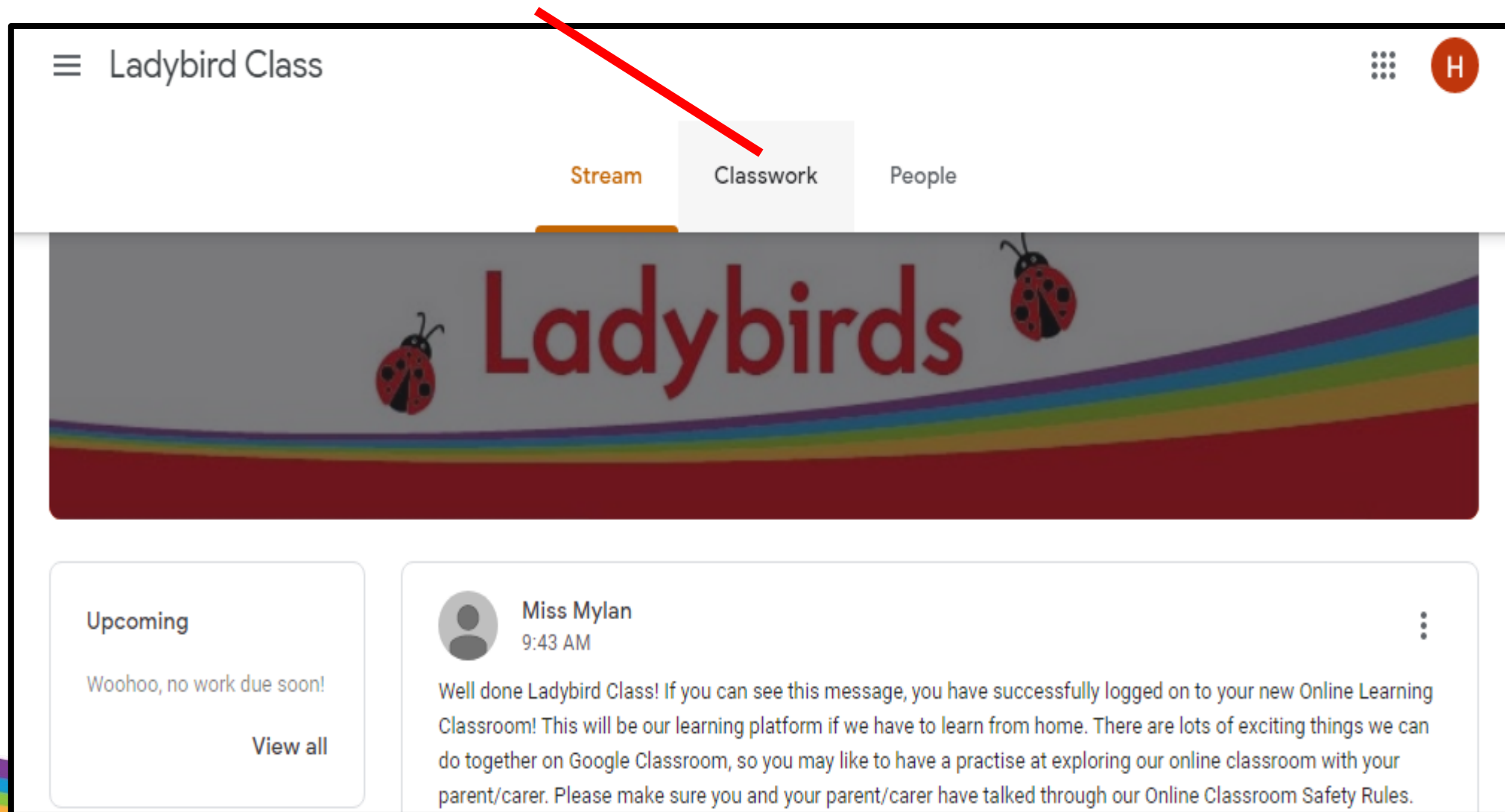


Your teacher will often post a Powerpoint, with audio, to explain your learning for the day.

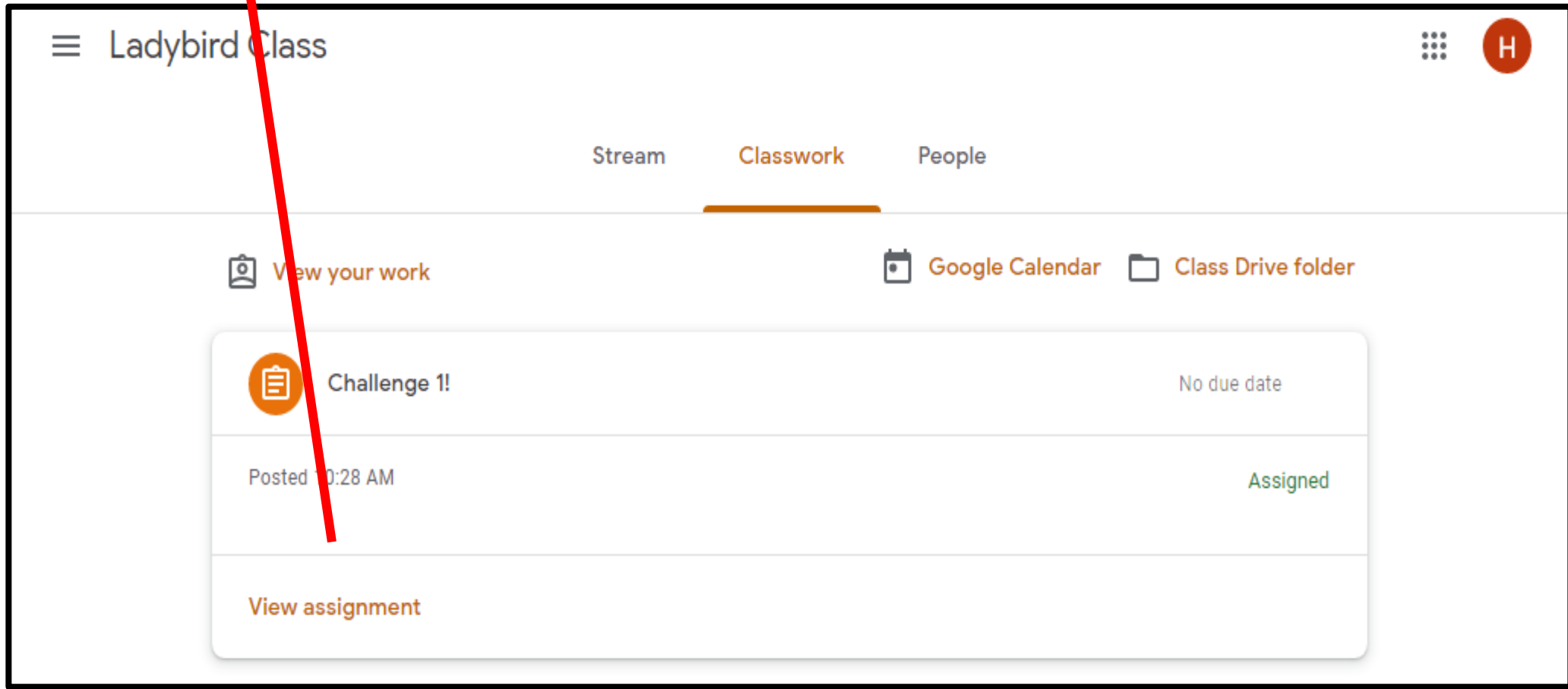
- This means you will need to download the Powerpoint and Word App from the App Store if you are using a tablet, iPad or phone.
- This application is free.
- You can then open the Powerpoint in this app to listen to the audio



To see classwork that your teacher has set, please click 'Classwork' at the top of the page.



This is where your learning will be set. Click 'View Assignment' on 'Challenge 1!' to have a practise.



The screenshot shows the Google Classroom interface for a class named "Ladybird Class". At the top, there are tabs for "Stream", "Classwork", and "People", with "Classwork" being the active tab. Below the tabs, there are links for "View your work", "Google Calendar", and "Class Drive folder". The main content area displays an assignment card for "Challenge 1!". The card includes a clipboard icon, the title "Challenge 1!", and the text "No due date". Below the title, it says "Posted 10:28 AM" and "Assigned". At the bottom of the card, there is a button labeled "View assignment". A red line is drawn across the screen, pointing directly to the "View assignment" button.

Assignment	Due Date	Status	Action
Challenge 1!	No due date	Assigned	View assignment



We will not reveal the assignment on here, as we would like you to have a try at accessing it yourself, but when it is complete, click 'Mark as done'. This is how you will indicate to your teacher that you have completed the learning. If you need to upload a file as part of your learning, click 'Add or create' and upload your file. This may be a picture, a word document, a link or a Powerpoint.

The screenshot shows a digital classroom interface. At the top, it says 'Ladybird Class' with a menu icon on the left and a user profile icon with the letter 'H' on the right. Below this, there is a section for 'Challenge 1!' with a clipboard icon, indicating it was assigned by 'Miss Mylan' at '10:28 AM' for '100 points'. Underneath the challenge details is a 'Class comments' section with a text input field and a submit button. To the right of the challenge details is a 'Your work' section with the status 'Assigned'. This section contains two buttons: '+ Add or create' and 'Mark as done'. A red arrow points from the top right towards the 'Add or create' button. Below the 'Your work' section is a 'Private comments' section with another text input field and submit button. The interface is decorated with colorful, wavy borders at the bottom corners.

≡ Ladybird Class

⋮ H

Challenge 1!

Miss Mylan • 10:28 AM

100 points

Class comments

Add class comment... ➤

Your work Assigned

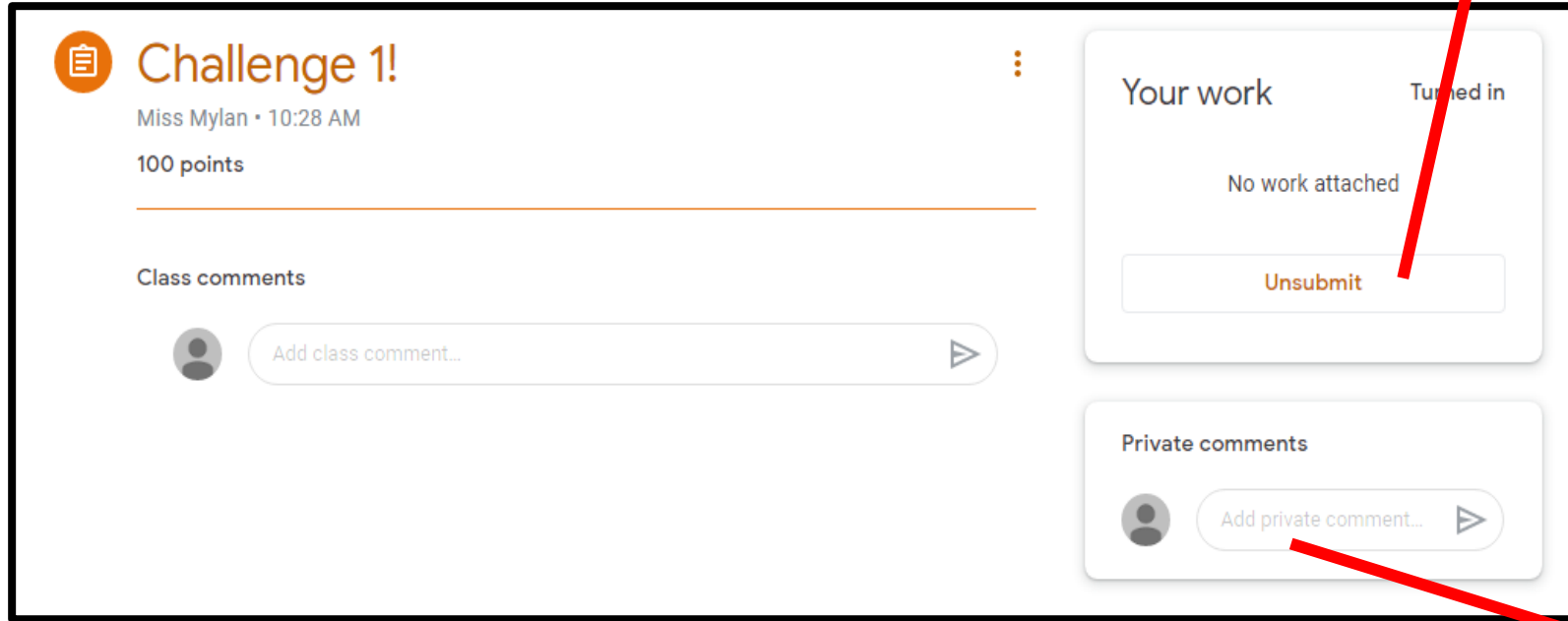
+ Add or create

Mark as done

Private comments

Add private comment... ➤

If you change your mind and would like to 'unsubmit' the learning, you can do this by clicking here.



The screenshot shows a user interface for a challenge. On the left, under the heading 'Challenge 1!', it says 'Miss Mylan • 10:28 AM' and '100 points'. Below this is a 'Class comments' section with a text input field labeled 'Add class comment...' and a submit button. On the right, there is a 'Your work' section with the status 'Turned in' and the message 'No work attached'. Below this is an 'Unsubmit' button, which is highlighted by a red arrow. Further down is a 'Private comments' section with a text input field labeled 'Add private comment...' and a submit button, also highlighted by a red arrow.

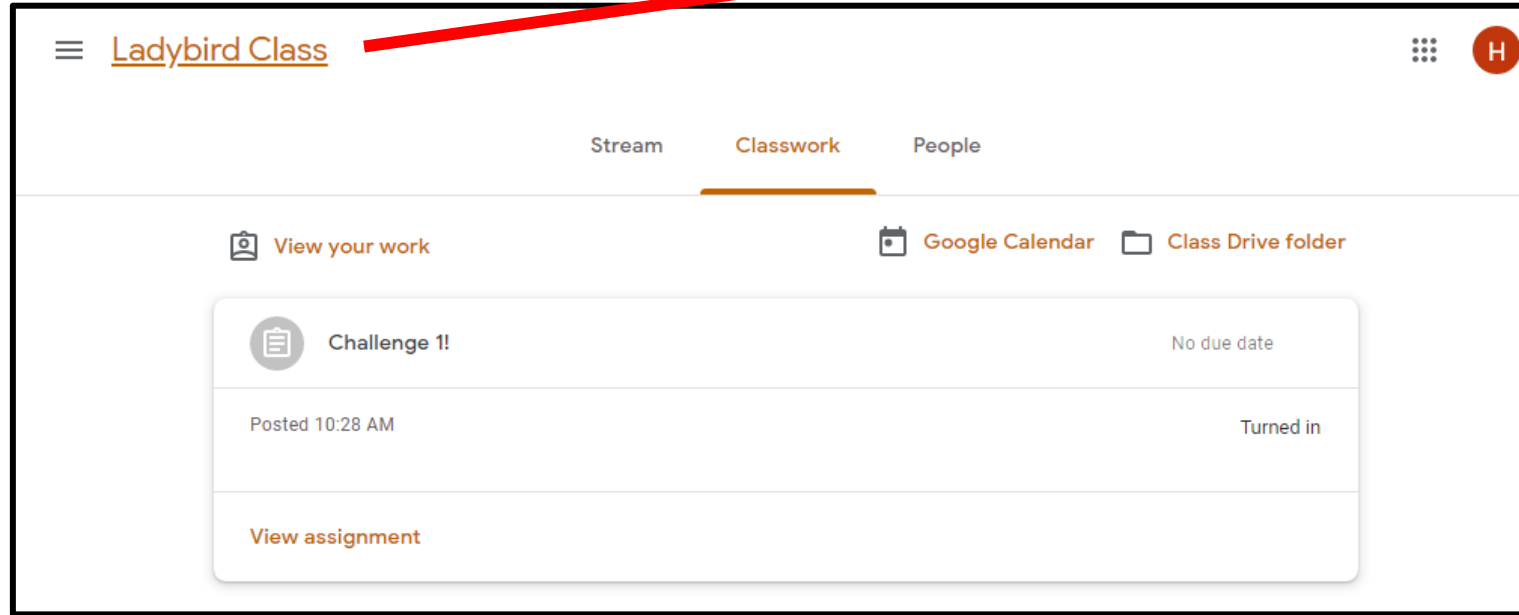
If you are unsure about the learning set, you can add a private comment for your teacher here.



- Morning greetings and learning will be posted by 8.40am every day.
- Your teacher will be available for any questions between 9:00am and 11:00am, and 1:00pm to 3.00pm.
- Teachers will detail which pieces of learning will receive feedback.



To get back to the stream, simply press your class name at the top of the page.



Please ensure you check your classwork page regularly for new tasks that have been set.



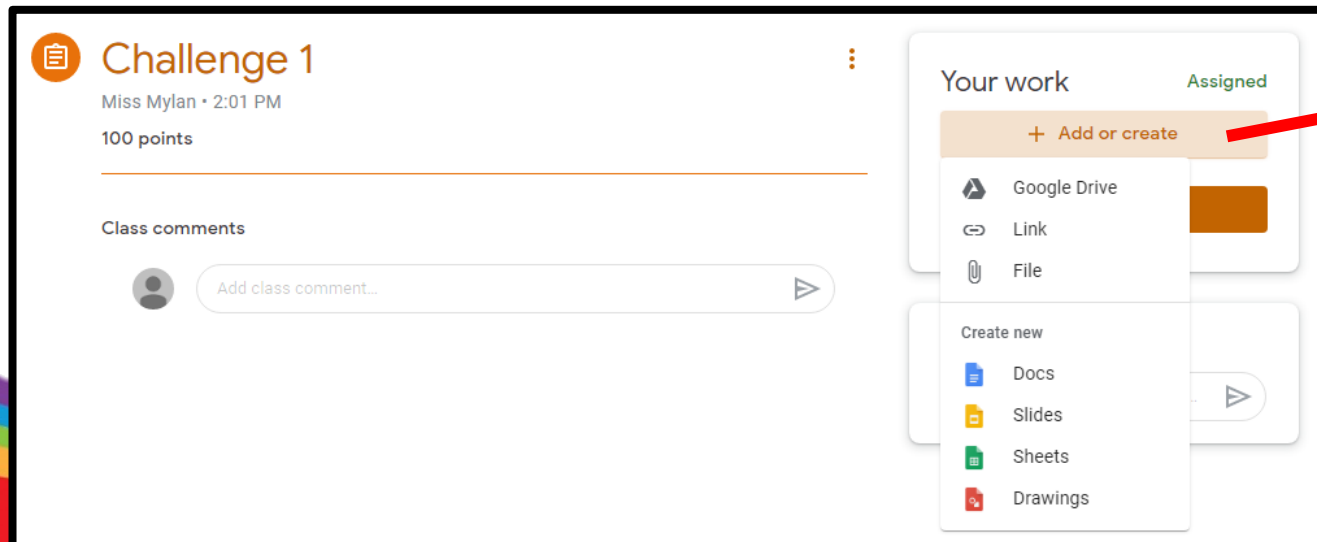
How to...

Hand in and return your completed assignments:

- The simplest way to complete the learning online is to open the attachment and complete your assignment in this document. When you are finished, click on the MARK AS DONE button.
- You will be able to see feedback and any comments made by the teacher when you log in to Google Classroom. You can see where your teacher has commented back in the same place that you submitted your assignment. You should also get a notification to tell you that work has been commented on by your class teacher.

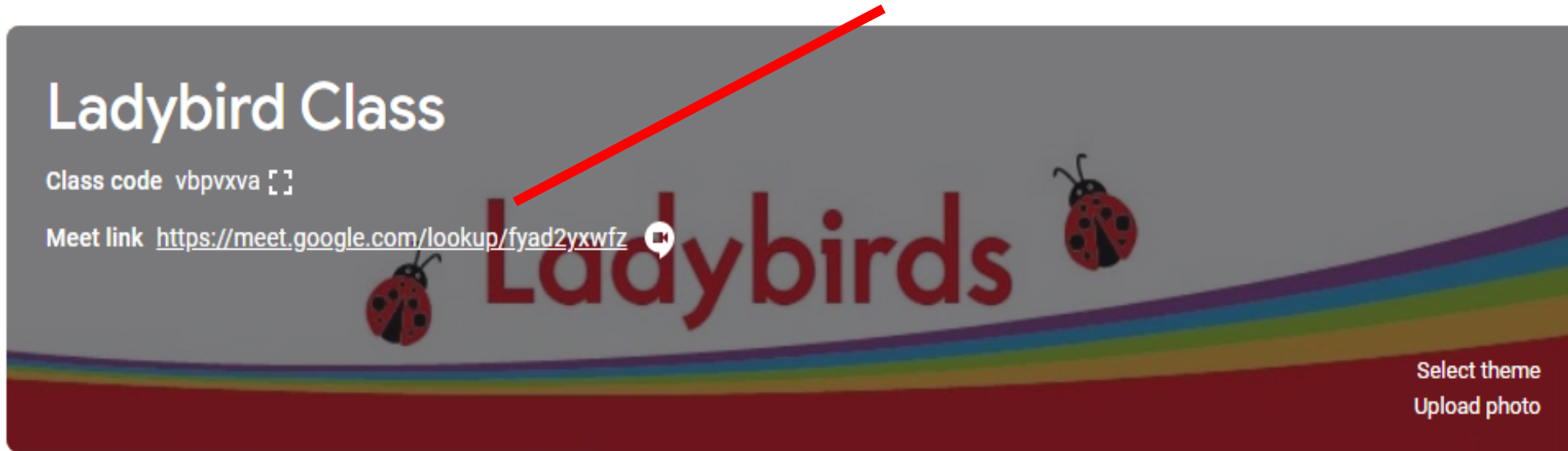
Upload a photo to a Classwork Assignment:

- You can even add your own attachments to your submission, such as photos, audio clips, videos, etc. You can do this by clicking this button in your assignment and uploading your file.

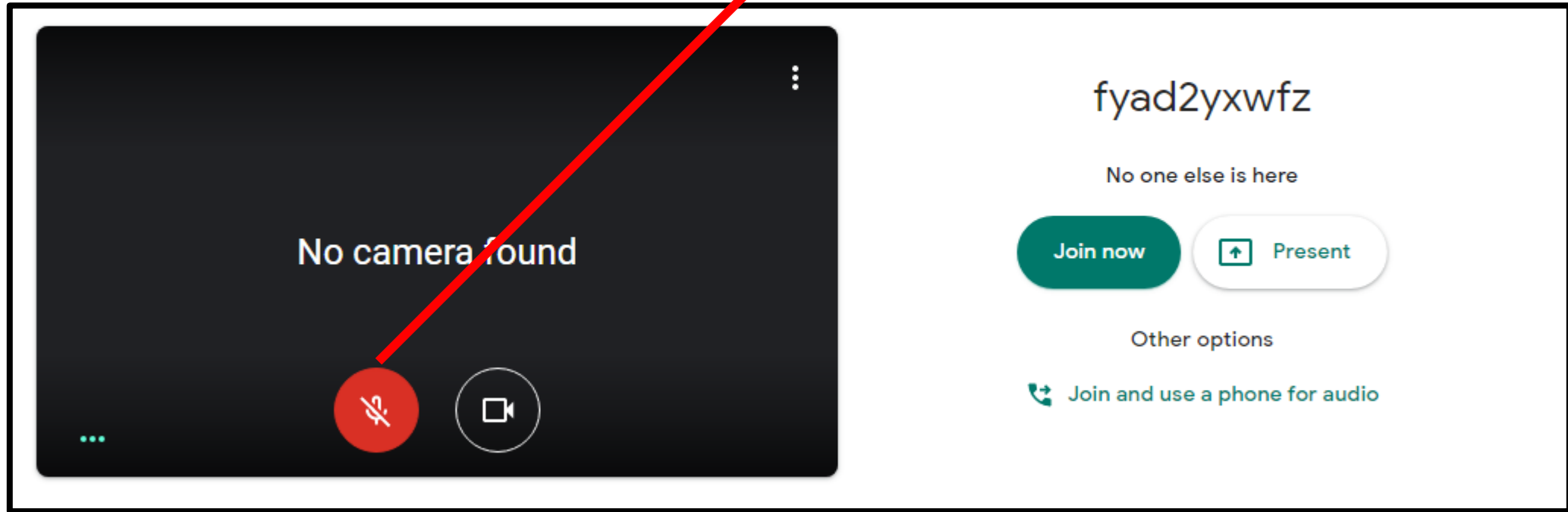


How to join a 'video meeting'

- It might be that your teacher will hold a 'live teaching session'. Your teacher will have posted about when this will be. When it is time for the session, you can join by clicking this link on your class banner:



Then click 'join now'. Please allow your camera but disallow your microphone until your teacher asks you to turn it on.

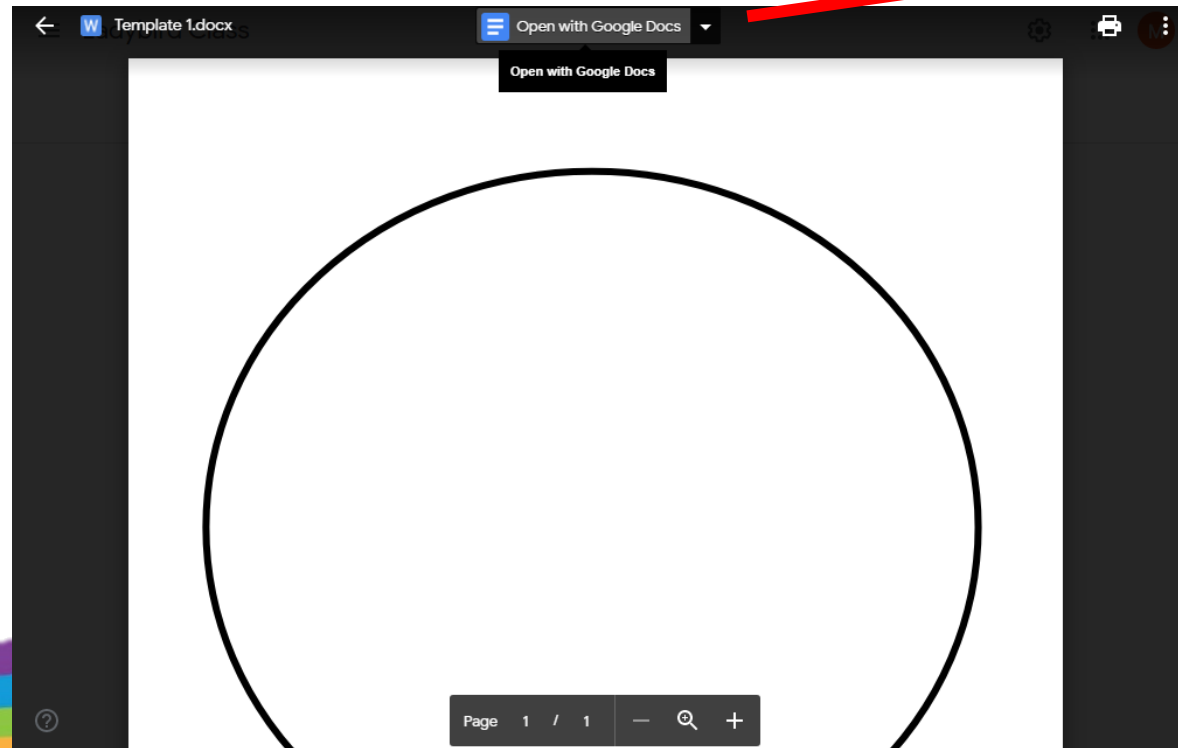
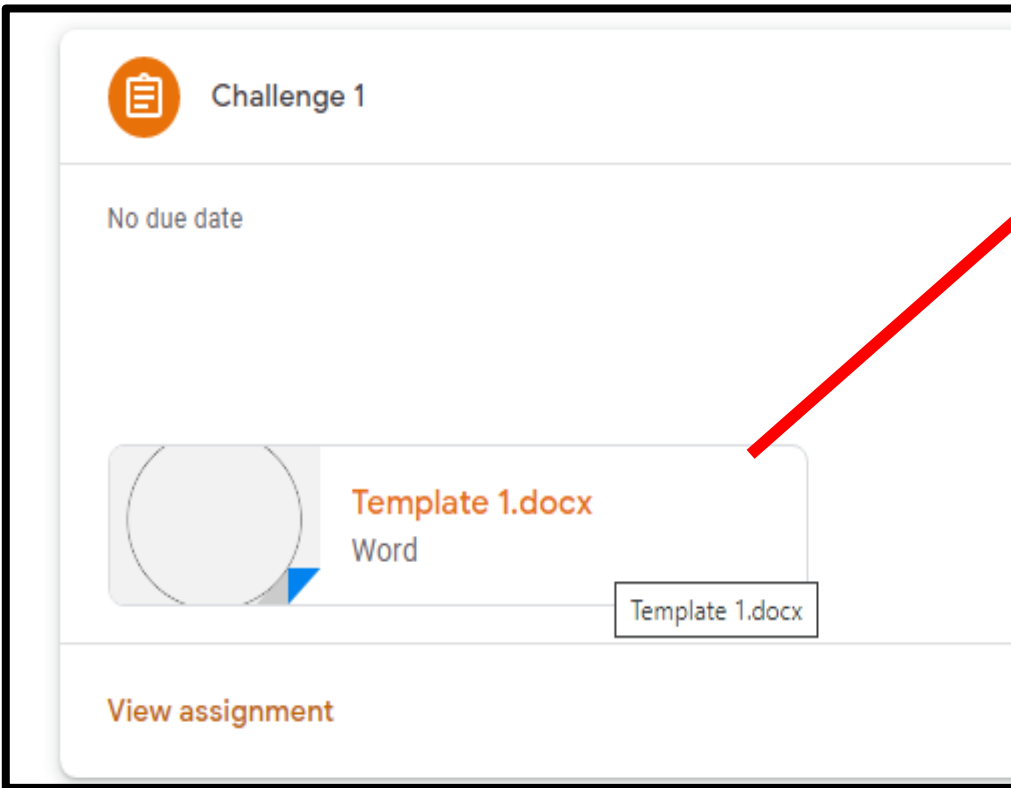


How to download and edit a Word/Powerpoint/Excel Document

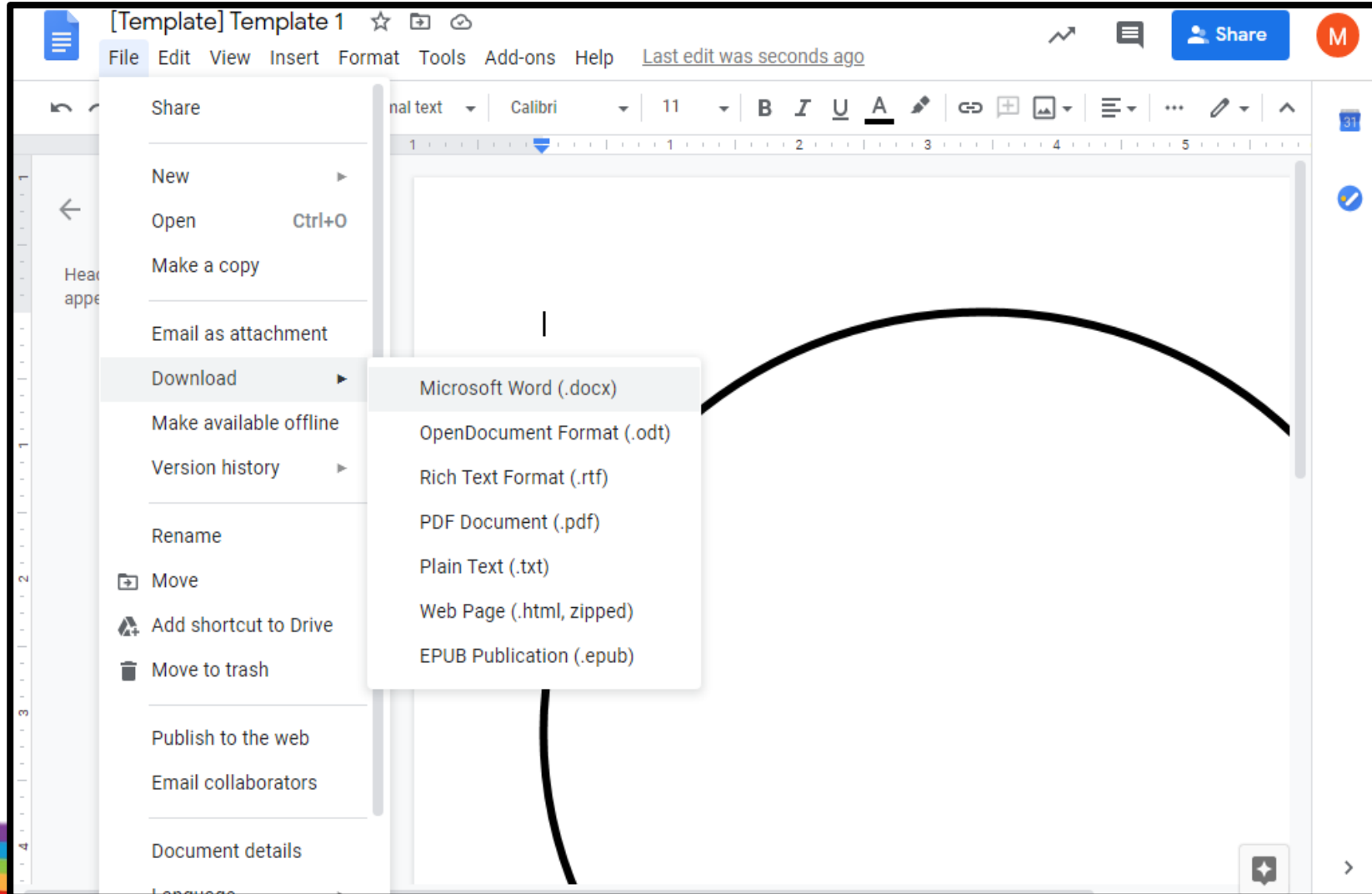
If you are using a tablet or phone, you will need to download Google Docs to edit your documents.

On a PC/Mac

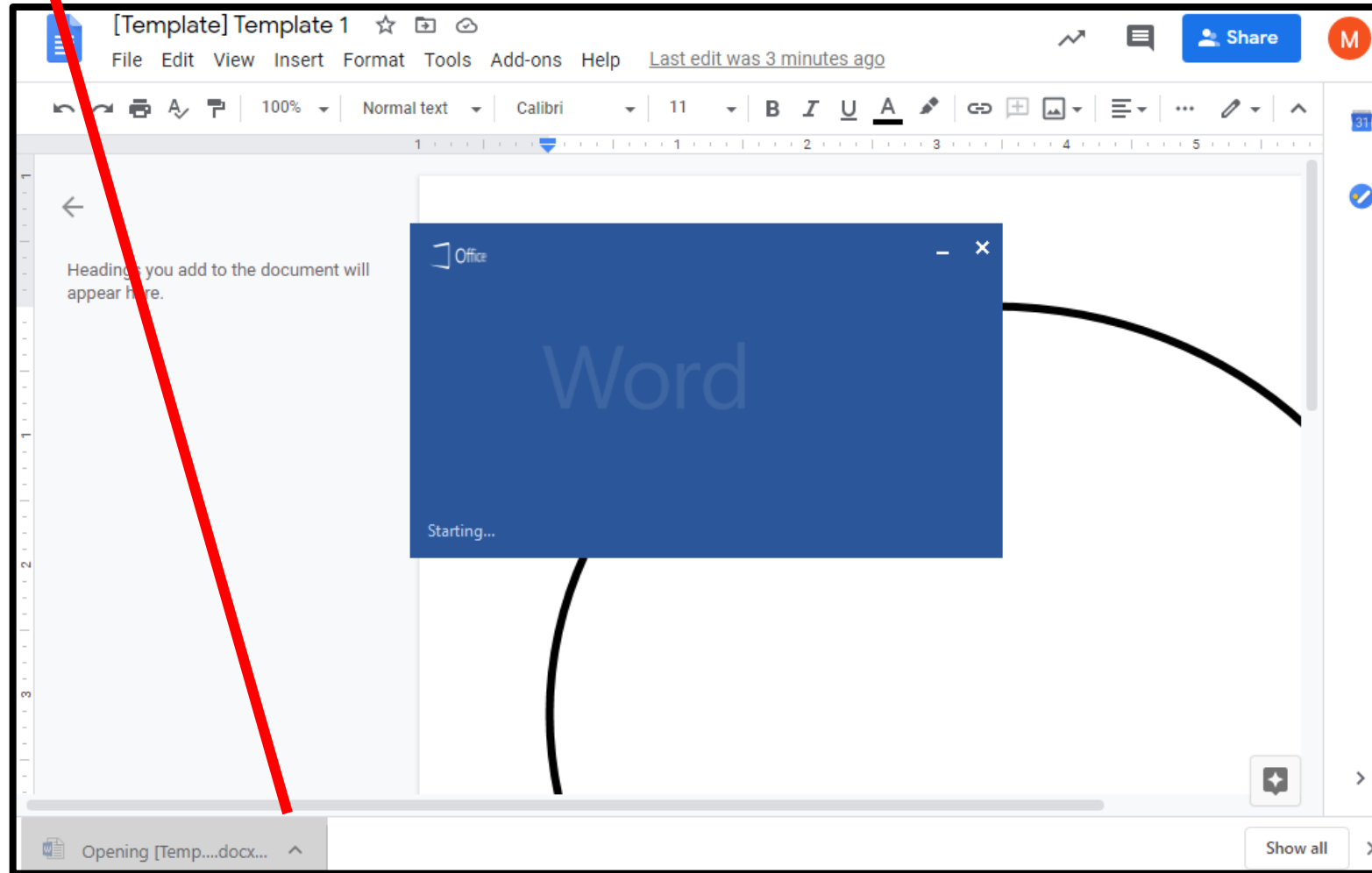
Click on the file. This should open in a new window, as shown below. Click 'open with Google Docs'.



You can edit the file from here, but if you would prefer to download and edit it in Word/Excel or Powerpoint, click 'File', 'Download', 'Microsoft Word'.



Click on the download at the bottom of the screen. It should then automatically open in Word/Excel/Powerpoint.





We hope you found this helpful.
Please contact the school on
newbridge_pri@bathnes.gov.uk
if you have any questions regarding
the setup of Google Classroom.

