

7th May 2020

Dear Parents and Carers,

As of Monday 11th May, school work will be uploaded onto Google Classroom. It provides a safe way for us to connect, share content, access homework, participate in discussions and receive class information.

Using Google Classroom allows your child to have access to course work at any time through the Internet. It is accessible online and through any mobile devices with Internet capabilities such as laptops, PCs, Smartphones and Tablet devices.

Google Classroom is used as an educational tool and will be used strictly for educational purposes only. Guidelines for using Google Classroom are as follows:

- Students will be required to use appropriate grammar instead of texting language
- The site will be used to discuss school-related content only

Every student has been assigned to each subject in their timetable and will start to receive work directly from subject teachers. To log on, students need their school email address and password they use in school.

- Go to the school website <https://www.thewestleighschool.co.uk/>, then click on Students → Google Classroom. For Smartphones and Tablets, you can download the Google Classroom App free of charge
- Type in their school email address e.g. 18jbloggs@westleigh.wigan.sch.uk
- *The next option may ask for them to choose between G-Suite account and Personal Google Account. Choose G-Suite. If the option is not there, skip this step*
- Enter their school password. If your child has forgotten their password, please email enquiries@admin.westleigh.wigan.sch.uk with your child's name and year group



We have tried to provide appropriate school work over the last few weeks but moving forward, we hope that Google Classroom will provide your child with a better learning experience. Whilst tasks via Google Classroom will be the first priority, our website will still contain the PiXL activities for students to direct their own learning and the link to the Bitesize Daily Lesson will also remain.

This is a very new situation for us all and we thank you for your support and for being part of our implementation of technology to enhance your child's learning. If you would like to speak to someone about this, please ring school on 01942 202580 between 9am and 2:30pm to speak to a member of the Senior Leadership on duty.

Keep safe



Mrs J Coleman

SENIOR ASSISTANT HEADTEACHER