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*Saint*GREGORY'S
Bath

Parents & Carers Guide

September 2020

"In Christ we flourish"

Parent & Carer's Guide to Google Classrooms

This guide is intended for parents to assist their children with Google Classroom at home.

If you have any further questions regarding Google Classroom please feel free to email the IT Technical Team, using ITSupport@st-gregorys.org.uk.

What is Google Classroom?

Classroom is a free web service for schools. Classroom makes it easy for students and teachers to connect - inside and outside of school. It allows for better organisation and enhanced communication and feedback. Teachers will use Google Classroom to set work and / or homework as required. During periods of remote learning we aim to use Google Classroom as our main digital teaching platform. We will also continue to use Microsoft Teams where appropriate. There are limitations to all of these online platforms however, in providing a blend, we aim to establish a rounded offer for our students.

Google Classroom is a key part of our teaching and learning strategy, supporting students in their studies.

Google Classroom uses the same login credentials as students' Office 365 school email accounts. Any password changes need to be done via Office 365 first which will then replicate to Google Classroom. Students ONLY need to change their password in Office 365 and the others will automatically update.

Before students can gain access to Google Classroom they will need to change their Outlook 365 password. Please support your child in doing this. Instructions on how to do this will be provided to students before they are required to access Google Classrooms; they are also to be found as an Appendix to this document.

Weekly Parent Email

A feature of Google Classrooms is the ability to report to parents via email on a weekly basis. This email will detail the homework and/or classwork that has been set on Google Classroom in the previous week, the work that is due to be handed in during the coming week and any work that is now overdue.

Parents will be unable to click on anything within this email and it will not provide any of the attachments or work specifications that the teachers have provided to their students. It is a summary report intended to inform parents of the work that has been set and may prompt a conversation between parents and their children. If parents would like to see the attachments, the children will be able to share these with them.

More information about the weekly email can be found in the link below:

https://support.google.com/edu/classroom/answer/6388136?hl=en

An example of this weekly report is shown on the following page.

Student work

Missing from last week

U.S. History — due Jul 26

My top five influential figures in American History

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

English and American Literature — due Jul 27

What is the Harlem Renaissance? Who started it?

Due next week

U.S. History — Due Aug 9

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Marine Biology — Due Aug 13

Aquarium Investigation Project

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

Class activity from last week

U.S. History
Kristen Gould

Assignment — Due Aug 9

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your words.

Posted Aug 5

Question

What document ended the War? What were the major components of the document?

Posted Aug 5

Assignment — Due Aug 16

Birth of a Nation

List out the strengths and weaknesses that the British and colonists' possess during the revolution. For the weaknesses listed, please provide a paragraph on some ways that it could be avoided.

Posted Aug 5

How do students access Google Classroom?

We recommend using "Google Chrome" as a web browser as this tends to work best with Google Classroom.

There are many ways of accessing Google Classroom, but we would suggest using one of these three methods.
* Via classroom.google.com into your web browser
* Via the school website, www.st-gregorys.org.uk
* Via the Google Classroom App, downloadable from your App provider (information provided below)

Once you have navigated successfully to Google Classroom you will be met with a Google login page:
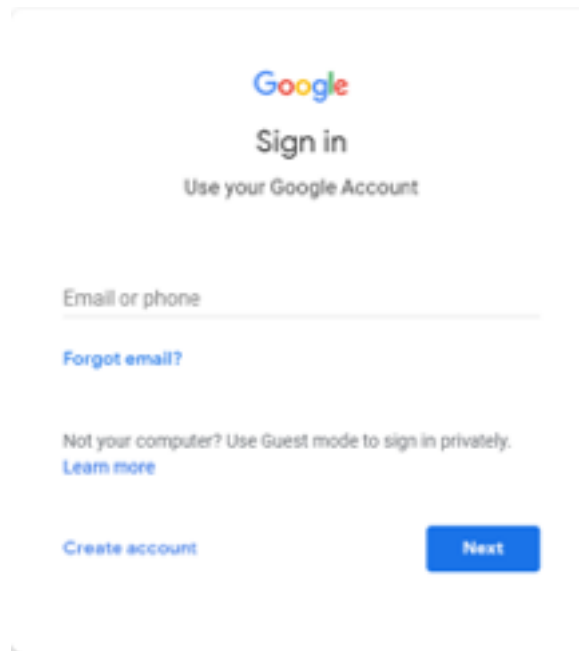
All of our students have their own personal login which is also their school email address and is in the format of:

[Year student started Year 7] [Surname] [Initial of Forename] @st-gregorys.org.uk

For example, "David Johnson" who started Year 7 in September 2018, would have a login and email address of: 18johnsond@st-gregorys.org.uk

Each student should be aware of their password and are expected to remember it and to keep it private, i.e. not to share it with their peers. This will be the password that students will use to access ALL school portals including Google Classrooms, Microsoft Emails and Show My Homework.

If a student is unsure of their login details, they should try and reset their password via www.office.com and then use the 'Forgot Password' prompt or, if in school, they should ask a teacher or visit the IT Technical Team before school, at breaktime or at the start of lunchtime (when back in school). They will always be happy to help remind people of their details.

If you have any further questions regarding Google Classroom please feel free to email the IT Technical Team, using ITSupport@st-gregorys.org.uk.

Google Classroom Homepage

Once a student has successfully navigated to classroom.google.com and signed in, they will be met with a screen that looks similar to the one below. Each coloured box represents a different class, and in the white space underneath each coloured block will be the title of any piece of work which is due to be handed in within the next week.
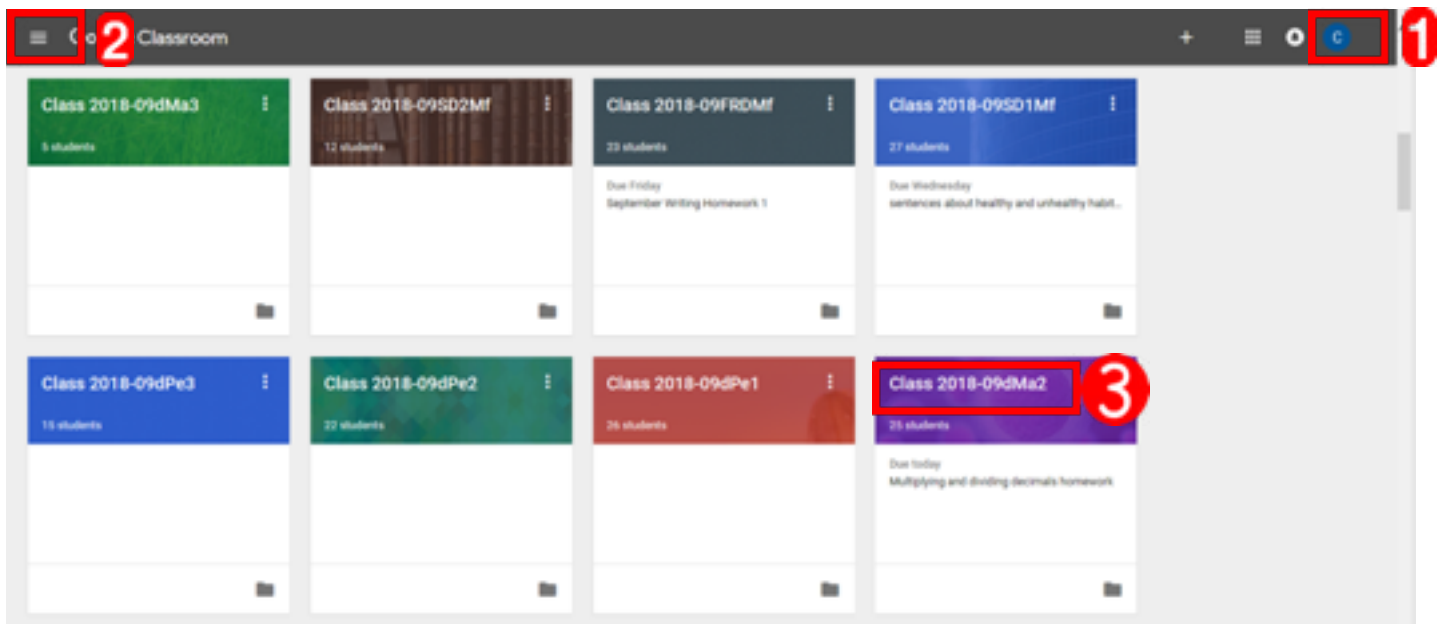
1. This is where your child's name or initial will be displayed. By clicking on this they can log out of their account.

2. This will open the main menu where students can access their classes, a to-do list and the calendar which summarises the work they need to do and the date in which it is due. This menu can be used as a quick way to navigate between classes and is accessible from any page throughout Google Classroom.

3. This is the name of the class as it appears on your child's timetable (unless a teacher has edited it to make it clearer). To enter the classroom for that subject, simply click on the name of the class.

The Class Page

Each class page will look similar to the one below:

Each class page has three sections: Stream, Classwork and People. Students will generally use the Stream and Classwork sections the most.

Stream & Classwork

In the Stream section two main things are shown. On the left hand side you will see any upcoming assignments and when they are due. In the middle of the Stream you will see announcements and assignments from your child's teacher.

The Classwork section looks similar to the Stream but is grouped by topics, and only lists assignments and questions. This is useful if the teacher has posted a lot of material in addition to the assignments such as announcements.

Announcements

Announcements are messages that the teacher has sent to the whole class. These are Announcements that students do not necessarily need to respond to on Google Classroom but may be a reminder of something they need for their next lesson or the work that has been set.

Assignments

Assignments are pieces of classwork or homework that the teacher has given to the class. An Assignment will look slightly different to an announcement. To open the Assignment, click on the title of the piece of work.

Assignments

Once the student has clicked on the title, they will be taken to the Assignment page:

1. This is the Assignment information, including the due date, teacher, title and instructions for the Assignment.

2. Any attachment the teacher has included will be shown here. To open the attachment, simply click on the title (NB not all Assignments will have attachments included).

3. This area allows the student to upload any work that they have completed as part of the Assignment. It works in a similar way to attaching a document to an email.

4. This button is used to hand the finished work in for marking. **Note: As in this example, an instruction might be given for work to be completed in books or on worksheets. If this is the case, this button will still need to be clicked otherwise the assignment will always show as 'overdue' or 'outstanding'.** Please also note that if a student presses 'Mark as Done' without having done the work, the teacher has the ability to 'Return' the assignment which means that it will show as being 'outstanding' again.

5. This gives the opportunity for the student to ask the teacher a question about the assignment. This comment will only be visible to the individual and the teacher. The teacher will get an email when a comment is made, as will the student when the teacher replies.

People

This section of the Classroom page allows students to see all of their classmates and their teacher. Each person in their class has a link to send an email. This would be useful if they are stuck on homework and need to ask a friend for help, or wish to email their teacher directly.

It is worth reminding everyone at this point that all parents and students will have signed the ICT Acceptable Use Policy, one part of which governs how our students use their school email account to communicate with other members of the school community.

For a reminder about what this says, please visit www.st-gregorys.org.uk and click on:

Parent Information > Key Documents & Policies > E-Safety at Saint Gregory's > Acceptable Use Policy for Students.

Alternatively, you can click on the following link: http://www.st-gregorys.org.uk/parent-information/key-documents/

Google Classroom for Smartphones and Tablets

Both Android and iOS smartphones and tablets have Google Classroom apps which are free to download. You just need to search for Google Classroom in the relevant App Store.

The login details for the app are exactly as described previously. The advantage of using the app is that you remain logged in for a significant period of time and therefore have all the details of assignments, announcements and so on much more readily available. You can also use the app on more than one device, so for example Classroom can be signed into the student account on both the parent's and student's device.

Please be aware that if you try to use the app and already have a personal Google account on your device, you will need to add the student Google account before you can see any of the classes.

Further information on using and setting up the Google Classroom App can be found in the link below:

https://support.google.com/edu/classroom/answer/6118412?hl=en

If you have more than one child using Google Classroom, you can add both accounts and view both students from the same site.

To add another account, click on the email address you see in the upper right corner of the dashboard, and select "Add account."

To switch between accounts, click on the email address in the upper right corner of the dashboard, and just select the account you would like to see.
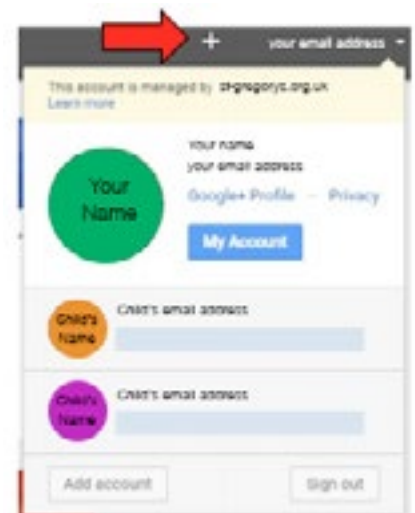
Remote Learning Policy

Students and parents/carers should familiariase themselves with the Remote Learning Policy for further information and support. This can be found on our website at www.st-gregorys.org.uk and click on:

Parent Information > Key Documents & Policies > E-Safety at Saint Gregory's > Remote Learning Policy

Alternatively, you can click on the following link: http://www.st-gregorys.org.uk/parent-information/key-documents/

Remote Learning Policy
Information for Students, Parents & Carers

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READY TO LEARN

★ You should follow a 'normal' school day and work during your timetabled lessons.
★ Make sure your equipment is charged overnight, ready for the morning.
★ Make sure you have access to equipment - pens, paper, calculator etc.

YOUR DIGITAL CLASSROOM

★ You should set up your digital classroom in a public part of your home - not your bedroom.
★ Dress appropriately, as you would for school on a non-uniform day - not pyjamas!
★ Switch other devices, including TVs, music, phones etc. off (if not being used for lessons) or to air mode.

GOOGLE CLASSROOM & MICROSOFT TEAMS

★ Your teachers will let you know in advance how to access your lesson and provide a link.
★ When entering a digital classroom, cameras and microphones are to be switched OFF.
★ Only switch cameras and microphones on if instructed by your teacher.

BEHAVIOUR & ATTENDANCE

★ Teachers expect the same standards of behaviour and e-safety as they would in a normal classroom.
★ You are expected to digitally attend scheduled online lessons and absences will be recorded as they would in school.

HOMEWORK

★ Students in Key Stage 3 will not receive separate homework tasks but we do expect you to try to complete all planned work tasks each week.
★ Students in Key Stages 4 & 5 may be set homework if necessary to support your GCSE or A Level studies.

CONTACTING YOUR TEACHERS

★ If you need support or wish to submit work, you may contact your teachers via Google Classroom or your school email address.
★ DO NOT use a personal email address to contact staff.
★ 1 to 1 academic or tutor meetings may be arranged with you and your parents if needed to support you and your studies.

STAYING ORGANISED

★ Check your emails three times a day for vital messages - before 8.30am, lunchtime and at the end of the school day are ideal.
★ Additional work or extra study may be set as part of your lesson. You should aim to complete this as best you can.
★ If you are struggling with the work or need help, please talk to your subject teacher.

CONTACT US

For general concerns, academic concerns, pastoral concerns, help with support please contact: **stgregorys_sec@bathnes.gov.uk.**

For IT related issues, please ask your teacher in the first instance.

SAFEGUARDING

If anyone within our school community has any safeguarding concerns whilst away from school, please email: **Talk2Someone@st-gregorys.org.uk**

@StGregorysBATH   **@SaintGregorysBath**