



Howard Primary School

16-09-2020

Dear Parents / Carers,

Re: Introducing Google Classroom

This academic year has raised several challenges for all of us however it has also allowed us to make improvements to some of the systems we currently use in school. One of the key changes to the way we continue our remote learning facility this academic year will be the introduction of **Google Classrooms** to Howard Primary School.

The Department for Education has requested that all schools provide a remote learning system for pupils to use in the event that they cannot be in school for any reason. We have chosen Google Classroom as the platform for Howard Primary and we are excited to share this with all of you.

The sign-up process is simple. All pupils will be given a unique **username, password and class code** by their class teachers to access the platform **by the end of this week**. To get started, simply sign into google following the steps in the Howard Parent Guide which is attached. You can also use this link to Google's own classroom help page that can help you if you encounter any problems.

<https://support.google.com/edu/classroom/?hl=en#topic=6020277>

Of course, a member of staff will also be more than happy to help if you need it.

Google Classroom will be used to provide a remote learning platform for your children but we will also be using it to set homework from now on. In the future, Google Classrooms may also be used to hold parents evening sessions remotely if we continue to be restricted in allowing parents into the school building.

As you would expect, with any online system involving children, we must operate very strict safety and conduct guidelines. Our ICT and internet acceptable use policy is available to view on our website and can be accessed via this link:

<https://www.howard.croydon.sch.uk/wp-content/uploads/bsk-pdf-manager/2020/09/DRAFT-ICT-acceptable-use-Policy-GG-29-06-20.pdf>

In addition, we would ask all parents and carers to follow these specific guidelines when allowing their child to access Google Classrooms:

- 1. Please ensure that your child is supervised at all times when using Google Classrooms.**



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- 2. Please remind your child that Google Classrooms must not be used in the same way as social media. They must only post comments, photos or videos that are directly related to the work that has been set. Any child found to be using the platform inappropriately may be temporarily blocked from the service and may receive a sanction in line with our behaviour policy upon their return to school.**
- 3. Please do not use Google Classrooms for parent / teacher communication. All year groups now have a direct email address where issues can be raised with the Year Group leaders.**

We hope that this new resource will offer our pupils a robust and secure home-learning environment for the foreseeable future. Whilst uncertainty has unfortunately been the theme of the past few months, we will continue to do our best to provide the best opportunities for your children at all times.

Yours sincerely,

Governors and Senior Leadership Team

Howard Primary School