



Remote Learning – Google Classroom

Dear Parents & Carers

In its most [recent guidance](#) the government has now made it an expectation for all schools to ensure they have a strong contingency plan in place for remote education provision by the end of September. This planning will be particularly important to support a scenario for example where large numbers of children are required to remain at home.

The guidance states that:

“In developing these contingency plans, the government expect schools to:

- *give access to high-quality online resources and teaching videos that are linked to the school’s curriculum*
- *select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback.”*

This letter outlines how we will ensure your child continues to receive their full curriculum should it be necessary for remote learning to begin. The school received widespread praise for its provision of home learning whilst the school was closed to the majority of children. Having listened to our families, one aspect many children requested was for feedback and increased communication with their class teacher. Therefore, from September 2020, Meridian will be using Google Classroom as its platform to share home and remote learning with the children.

There are two main reasons we need all children to become familiar with using Google Classroom:

1. To ensure they have access to high quality online resources should they be required to remain at home.
2. To provide home learning tasks as a way of consolidating content taught in school which will target gaps as a result of missed learning.



Google Classroom

Please can we ask that you find a bit of time to support your child get setup if they need help. Google Classroom is best accessed via Chrome when using a PC or laptop and via the **Classroom** app available on smart phones and tablets.

Supporting Videos – *click the links to watch a short video explaining what you need to do.*

[Logging in and joining a class](#)

[Accessing the activities](#)

Logging in for the first time

1. Go to <https://classroom.google.com/h>
2. Sign in to your Meridian google account

Your child's username has been created as follows:

Username: firstnamesurname@meridiancps.com

Password: FirstnameSurname

e.g. Marcus Rashford

Username: marcusrashford@meridiancps.com

Password: MarcusRashford

Please use the name(s) you used on the admissions form when your child arrived at the school.

For hyphenated names please remove the hyphen

e.g. Jane Smith-Cook would become janesmithcook@meridiancps.com

If you have more than one first or surname do not leave any spaces

e.g. Jo Jo Smith Cook would become jojoesmithcook@meridiancps.com

If you have any trouble logging in please email the school office with 'Google Classroom login' in the subject.

We recommend you **change the password** the first time you login and keep a note of this somewhere safe. This can be done by clicking on the menu icon in the top left corner and scrolling down to **Settings** followed by **Manage** account settings to change your password.

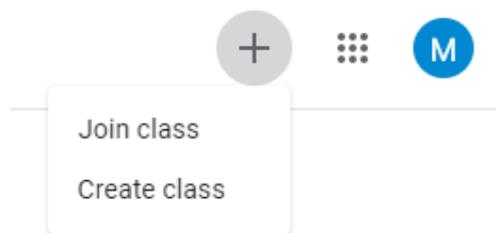
Children have all been instructed that they are not to share passwords with each other.

Join your child's class

Once logged in click on the **+** symbol in the top right corner.

Select **Join class**

Enter the class code into the box when prompted.



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

Class Codes

Nursery	Nur - Miss Duffy	smcct7y
Reception	RE- Miss East	5vhzj62
	RRW – Mrs Reffell & Mrs White	oy7wnse
Year 1	1HS – Mrs Halls & Mrs Sagar	5s4wvr5
	1T – Ms Treglown	ybadbe2
Year 2	2M – Mrs Mackay	pce7ebv
	2P – Miss Platt	awhmdil
Year 3	3B – Miss Butcher	ajfv7zp
	3De – Miss Dew	3ndskdv
Year 4	4M – Miss Moffat	sqfrgrj
	4PS – Mrs Passingham-Smith	ujo5ucx
	4Y – Miss Yates	edbhftx
Year 5	5JB – Mrs Jackson & Ms Baldrian	bvobhki
	5P – Miss Puelleine	2vuci76
Year 6	6dP – Mr de Panama	xdx2nd
	6H – Miss Howell	alwnq47
	6RD – Miss Roberts	dosd4uw

Please note that only children with a valid Meridian email address will be permitted to join a class. You will not be able to use personal email accounts. You will only be allowed to join your child's class. If you accidentally join a different class then that teacher will unenroll your child.

Getting to know your way around.

☰ Meridian Demo Class

Stream

Classwork

Stream

Tasks, activities and announcements from your child's teacher will appear in the Stream. Any feedback and comments from your teacher will appear here and enable you to click on them to read.

Classwork

Click on Classwork to access the tasks which have been set by your teacher. Google Classroom calls these **Assignments**. Your teacher might have saved some instructions, images, files or videos for you to watch. We will now explain how you complete a task set by your teacher.

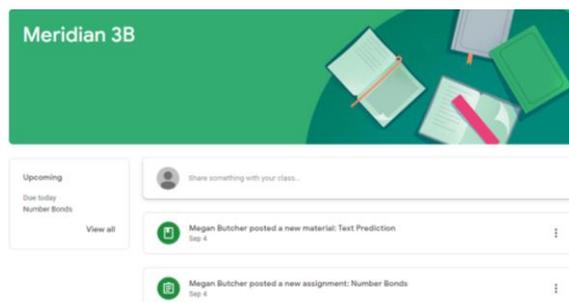
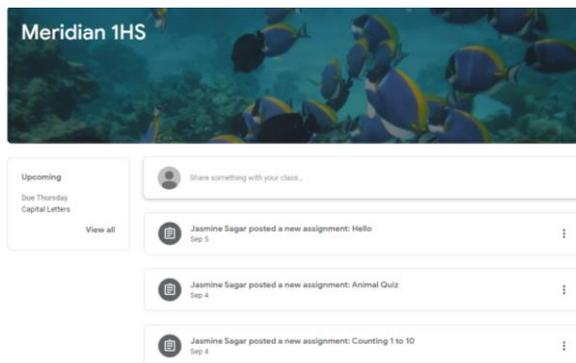
Each week your child's teacher will be setting one activity for them to complete.

Google Classroom calls activities and tasks **-assignments**.

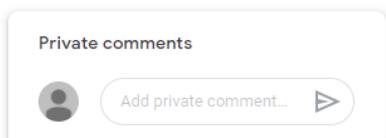
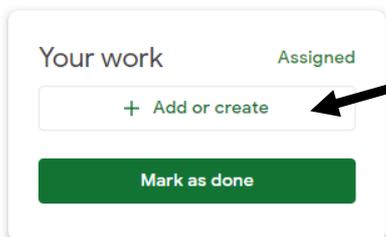
To access assignments click on **Classwork**.

Any activities your child needs to complete will be listed here. Click on an activity to find out what you need to do.

Your child's teacher will have modelled how to access these assignments. Instructions can be found by clicking on any links which are attached.



Submitting work

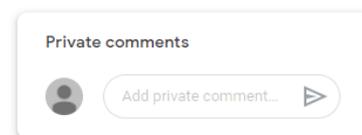
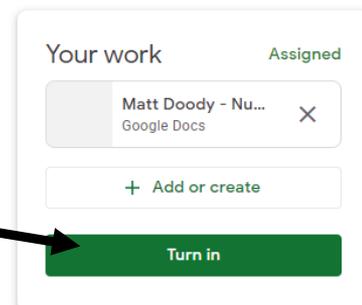


To send your work to your teacher click on + Add or create.

If you want to write something (which will usually be the case) choose Docs. It will allow you to type or paste ideas. Whatever you write will automatically be saved in your child's area on the classroom.

To upload other things such as photos or Word documents you've created elsewhere select 'File'.

When you're finished click 'Turn In' and it will be sent directly to your teacher.



Using Google Classroom responsibly

All children are responsible for the content they post online. As part of our ongoing work in online safety all children understand that anything they post has an electronic footprint which even when deleted can still be seen by others. Please talk with your child about what this means.

Any unkind or disrespectful behavior towards staff or children will not be tolerated and dealt with in line with the school's behavior policy.

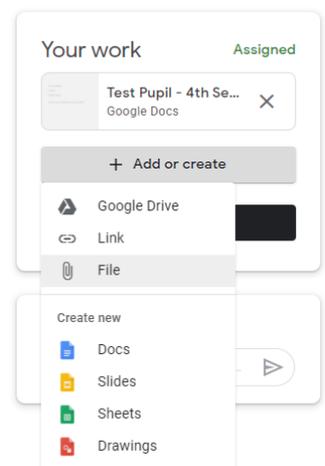
From the week beginning Monday 21st September, teachers will begin setting a weekly task. Assignments will be live every Friday and due back no later than the following Wednesday. This is an opportunity for children to become confident in using Google Classroom and provide support with any misconceptions or gaps which may have emerged as a result of the school closures.

If you have any comments please speak with your child's teacher in the first instance as they will be in the best position to support you.

Accessibility

If your child has difficulty accessing the learning it is perfectly acceptable to complete the work in partnership with them. For example, if they struggle with loading the documents or typing written answers then we would encourage parents and carers to type what their child is saying.

Alternatively, your child could write/draw their learning on paper and then an adult can take a photo and upload to send to their teacher. This can be done by clicking on **+ Add or create** when in an assignment and then upload your photo by clicking on **File**.



We will continue to review our provision for remote learning but in the meantime if you have any comments or questions please do not hesitate to contact the school office. Meridian is committed to protecting the privacy of our children. For information about what data has been processed and how we are ensuring Google Classroom is compliant with GDPR regulations please [click here](#).

Best wishes

Matt Doody

Deputy Headteacher