



Stanford Infant School

'Exploring and Learning Together, Inspiring Each Other'

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Dear Stanford Infant Families

We are delighted to announce that we will be moving our remote learning to Google Classroom, starting next week, 18th January. We hope that this Learning Platform will enable each class to communicate more effectively and have everything organised more efficiently. The remote learning will also continue to be posted on the School Website next week, to enable a transition phase, ensuring everyone has a chance to explore Google Classroom, and allow time for us to resolve any issues you may experience.

Each class will have a G Suite for Education account, which will allow you and your child/ren to access their learning. Each class google account is part of the Stanford Infants secure domain - there is no public access.

This letter should provide all the information necessary to get your child logged on and linked up to their class. **Each child has their own unique username and password.**

Logging in for the first time

1. Go to <https://classroom.google.com>
2. Sign in to your Stanford Infant School account

Your child's username has been created as follows:

Username: firstnamesurname@stanfordinfants.com

Password: FirstnameSurname

E.g. MarcusRashford

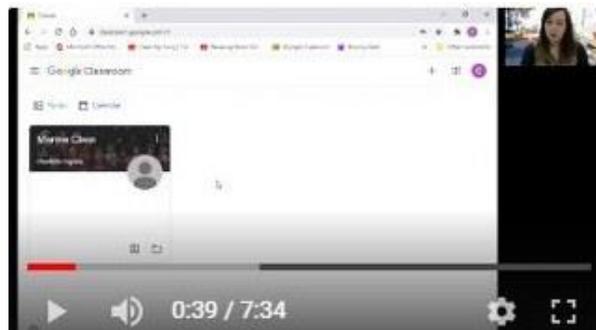
Username: marcusrashford@stanfordinfants.com

Password: MarcusRashford

There are no spaces or punctuation marks, where children have more than one surname, both are included. You will be prompted to change your password at login. In order to join your class, please click on the '+' button at the top right hand side. A window will appear where you will be able to input the class code you have received in your SchoolPing class message.

Details of how to login on a range of devices are shown on the next page. Once you have done this, you will be able to see the last two week's learning. Remote Learning will be set weekly. More information about our approach/expectation will be sent in a separate letter.

We have created a video to explain the set-up process for Google Classroom. This can be accessed by clicking on the link below:



As an Infant School, we are not eligible for the Government's Get Help with Technology Scheme; however, we have registered for the BBC 'give a laptop' scheme.

How to access Google Classroom using different devices



Google Classroom

Smartphone's and Tablets – download the free Google Classroom App

Android Devices



- ☺ Open the Play Store app
- ☺ Search for 'Google Classroom'
- ☺ Tap 'Google Classroom'
- ☺ Tap 'Install'

iOS Devices (iPhones, iPods, and iPads)



- ☺ Open the App Store app
- ☺ Search for 'Google Classroom'
- ☺ Tap 'Google Classroom'
- ☺ Tap 'Get'

Once the app has downloaded, open it, then:

Log in to their G Suite for Education account

Click on the **blue** 'join button to join your child's class

Computers and Laptops – log in to Google Classroom



- ☺ Go to www.classroom.google.com
- ☺ Log in to their G Suite for Education account
- ☺ Click on the **blue** 'join button to join your child's class

Please Note: Google Classroom works best in the Google Web Browser. You may wish to download it, if you haven't already got it, as it will be easier to use this way.

Xbox or PlayStation

Xbox



- ☺ Go to Home Menu
- ☺ Select My Games and Apps
- ☺ Scroll down to Apps
- ☺ Go to Microsoft Edge
- ☺ Type in Search for Google Classroom
- ☺ Select Go to Classroom
- ☺ Login as normal

PlayStation



- ☺ Turn on your PlayStation
- ☺ Use your controller to scroll to the far right of the bar with the games and select Library
- ☺ Use the search bar to type in Internet
- ☺ Select the Internet Browser App
- ☺ Start Internet Browser and press the triangle button on the controller to search
- ☺ Type Google Classroom and select the first link that comes up
- ☺ Select Go to Classroom then login using your normal details

If you have any trouble logging in please email the School Office with 'Google Classroom Login' as the subject.

What will Google Classroom look like?

When you access your Classroom, there will be three tabs at the top of the screen. 'Stream', 'Classwork' and 'People'.

The Stream is where your teacher can post messages to the whole class.

In Classwork, you will find all of the resources that your teacher has posted, broken down into weekly sections. Through this tab, you can also send any work you would like your teacher to see, directly to them. There is no expectation for specific work to be completed or a deadline set; however, the option is there should you want to. To do this, click the 'View your work' button just under the topics bar. You will see a weekly 'assignment' for learning, once you have clicked on the assignment, you will be able to 'Add or create work'. You can add multiple files of different types here. Should you want to add something in at a later date, simply click 'Unsubmit', add your extra files, then submit again. You can also add a comment, which only your teacher will see.

Using Google Classroom Responsibly

All children (alongside their families) are responsible for the content they post online. As part of our ongoing work in online safety, all children have a developing understanding 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 – there are Online Safety at Home Packs on the School Website – [click here](#) to view them.

Accessibility

If your child has difficulty accessing the learning, please let us know straight away. We are here to help and can offer resources and strategies as appropriate.

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**.

Stanford Infant School 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](#).

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. We will not be responding to any Google Classroom enquiries over the weekend; however, will respond first thing on Monday.

A reminder, that all remote learning is also posted on our School Website under School Life/Day to Day/Remote Learning – please click on your child's respective class.

Finally, we fully appreciate how difficult the current situation is and want to reassure you that we know that every family will have their own personal set of circumstances. We know there might be circumstances when children cannot access the learning (e.g. multiple siblings need to use one device); therefore, content is pre-loaded and pre-recorded, so that your child can access the remote learning when it is convenient for your family. We also know not everyone will feel comfortable accessing online provision, and we are happy to provide alternative resources for you to complete with your child.

The Staff at Stanford Infant School

