



Alameda Middle School

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15th May 2020

Google Classroom – An introduction for Pupils

Dear Alameda pupils,

I hope you are well and coping with the lockdown. It is great news that some things are beginning to look like they will return to “normal” in the coming weeks and that plans are starting for some of you to be able to return to school in the next few weeks. We are busy making plans so that we can do this safely. Your teachers have missed seeing you and all send their very best wishes. They are looking forward to seeing you again.

Since school closed to the majority of you back in March, my main concern has been about you feeling safe, being healthy and well, both physically and mentally. Your learning is still important though, which is why we have been encouraging you to try some learning at home. I know that most of you have been doing this and it has been great to see some examples of what you have been doing. We have been working to try to continue to improve the way we set activities and provide feedback for you and our latest improvement has been to introduce Google Classroom. This is something that we will be able to continue to develop further and use more once we are back at school.

Your teachers are currently learning about how Google Classroom works and so I ask that you are patient with them. Mr Beavis is helping them and they are learning from some teachers in other schools. Mr Beavis is also able to help you (or your parents) and can be contacted via email at ithelp@alamedamiddleschool.org.uk.

Important bit about log in details and changing your password

We had hoped to be able to set up Google Classroom using your existing password, but unfortunately this has not been possible, so you have to change your password as soon as you log on. Please do this as soon as you possibly can so that your account is secure and only you (and Mr Beavis) can access it. If you can't access your account or notice any issues, please contact Mr Beavis immediately via email or get your parents/carers to do so or to call the school and we will be able to help you.

Your log in will be the same as for your school account, using your initial and surname name and the format below (obviously replacing j blogs with your own details)

Year 5: 19jbloggs@alamedamiddle.org.uk

Year 6: 18jbloggs@alamedamiddle.org.uk

Year 7: 17jbloggs@alamedamiddle.org.uk

Year 8: 16jbloggs@alamedamiddle.org.uk

Your temporary password: **Password1**

Please change this as soon as possible to a suitable, secure password. As always, avoid names and things that are easy to guess.

We hope that the attached guide will be useful. We are going to continue with the activity overview guides for now while we all get used to the new system.

To keep things as simple as we can, we want to set up classes as whole year groups – e.g. Year 8 science, rather than having all set up in individual sets and form groups. An exception to this is maths for years 7 and 8 where the year is split into groups. Your work will be set by the subject leader but your class teacher will be able to go in and check your work/responses to the activities and provide some feedback. You will need to accept the invitation to join each of the classes.

**** There has been a problem with the way in which the groups have been synchronised and the system has set up in individual classes, which is not what we wanted to happen. Mr Beavis is sorting this out and this will be resolved early next week. Please bear with us and we apologise if you are initially unable to access all of your activities. Use this time to log in and change your password.** You can also access activities from the overviews for now.

If you have any feedback, you and your parents/carers can contact me at school. You and your parents/carers should have also received a call, email or postcard from your form tutor by now, and will continue to receive more communication from them and are encouraged to discuss this and any other concerns with them. You and your parents should contact your subject teachers or subject leaders about any subject specific queries as you already have been doing.

While Google Classroom at Alameda has been set up for this unusual time while you are mostly not at school, you will continue to work this way when you return on occasion and should expect to do so at Redborne too.

There is a quick guide attached to help you get started, but please do not worry if you are struggling to submit your work. We are not being as strict about deadlines as we would usually be and just want you to try to access the activities and continue your learning. Your wellbeing is the most important thing right now!

I hope you enjoy using Google Classroom. Do not forget to look for assemblies and other things on Alameda TV on YouTube too. Make sure you continue to find time for doing things to help you relax and stay healthy, physical exercise is really important. Remember to take care of the people at home with you too.

Stay Safe

Yours sincerely

Miss M Warner
Headteacher

