ALL SAINTS

ACADEMY PLYMOUTH

31 December 2020

Dear parents/carers,

Ref: Online learning for years 7-11 from Tuesday 5 January

I am writing to inform you of the online learning expectations for your son/daughter over the next 2 weeks. Although we will not be able to work in our normal way the staff at All Saints Academy are working extremely hard to ensure all students can continue to make great academic progress using online learning through Google Classroom.

We continue to have very high expectations of students and expect them to log in every day and complete the work set to the same high standards as we do when in school.

It is important that students understand that these days are not an extension of the Christmas holiday and we thank you for your support in helping them to get into the correct routines for completing their school work at home.

What should students do each day?

- Wake up bright and early and follow their normal school day routine
- Go to www.classroom.google.com and sign in using their school-based Google account
- Take the Online Morning Register before **9am** (more information about this can be found below)
- Look at their timetable for the day and check those classrooms on Google
- Complete the work that has been set by teachers, sticking to their school timetable
- Submit the work using the 'turn in' button at the end of each lesson

Please ask your son or daughter to check their school Google login before Tuesday 5th January.

The majority of students have logged into Google Classroom on several occasions during the autumn term and should know their passwords.

If they need any support with their login, please contact your Head of Year by email on Monday 4th January

Year 7 - Mr Lucas - mlucas@asap.org.uk
Year 8 - Mr Gilchrist - egilchrist@asap.org.uk
Year 9 - Mr Pike - apike@asap.org.uk
Year 10 - Mrs Pengelly - lpengelly@asap.org.uk
Year 11 - Mrs Pengelly - lpengelly@asap.org.uk

If students require any subject support please use the stream function within the subject classroom to ask teachers questions about the work and to get help if they are stuck.

We understand that not having access to IT equipment such as laptops can make remote learning more challenging. If you need support with this, we have a limited amount of equipment which we may be able to loan to you. Please email kplant@asap.org.uk with your request.

Full written and video guidance for pupils about how to use Google Classroom can be found on the school website: https://www.asap.org.uk/covid-information/

Students not completing the morning registration before 9am or not completing the work set by their teachers will be contacted by their HoY/SSO.

If you have any concerns or are unclear about any information contained in this letter please do not hesitate to contact your child[ren]'s Head of Year. I have also included a brief Google Classroom Help Sheet with this letter.

Yours sincerely,

Paul Greenway

Assistant Headteacher
All Saints Academy, Plymouth

Google Classroom Help Sheet and School Expectations

How do pupils log in to Google Classroom?

To log in to google:

1. Go to classroom.google.com (or any other google website).
2. Click 'sign in' in the top-right corner. If you are already signed in to a Google account on that computer, click the initial instead.
3. If you are logging in for the first time on that device, enter your username and password. If you have logged in before, select your school Google account.
4. Whenever you are using Google for anything related to school, check that you are logged in to your **school Google account**.

If you are logged into a personal Google account, you won't be able to access any school work or the register. Google has a habit of switching between accounts, so if something doesn't work check that you are logged in to the right account first!

How do pupils take the Online Morning Register?

Go to your classes in Google Classroom.

Open your year group class. This class will be named Year 7, Year 8, Year 9, Year 10 or year 11 depending on the year group you are in.

At the top of the Class Stream, you will see a message about the register with a Google Form attached.

Click the form to open it.

Fill in your details and submit the form when done.

Will 'live' online teaching take place?

We expect that some 'live' online teaching will be used to deliver explanations of new content.

This will take place on Google Meet. Further details will be sent to the students in their classroom streams. It is important that students check these the night before to ensure they are prepared for the following day.

It is important that pupils follow the code of conduct for online lessons at all times:

Code of Conduct for Online Lessons

When taking part in an online lesson I agree to:

Before and after the lesson

- keep my login details and password safe and never share them with anyone else

During the lesson, at all times

- conduct myself appropriately and follow my teacher's instructions, in the same way I would in a real classroom
- be polite and show respect to my teacher and fellow students and never do, or help someone else to do, anything which could make them feel uncomfortable, threatened or unsafe, or disrupt the lesson in any way
- to the meeting being recorded, for everyone's safety
- leave my camera switched on and facing me so that my teacher can communicate with me
- mute or unmute my microphone if asked to so that I can communicate with my teacher
- never share my screen unless directed to by the teacher
- never display an inappropriate or offensive profile picture
- dress appropriately for the meeting. I won't wear pyjamas, anything revealing or anything with an offensive image or slogan.
- report any inappropriate behavior I see or hear to a member of staff
- work hard and be kind

At the start of the lesson

- have my camera switched on and respond clearly to the register so my teacher knows I am in the lesson
- mute my microphone once I've responded to the register

At the end of the lesson

- leave the lesson immediately when asked to by my teacher