



All Saints CE Primary School & Nursery

Nurturing, Resilience and Achievement for all!

Headteacher: Mr Philip Asher, BMus(Hons), PGCE, ARCO, NPSQL

Dear Parents,

Here at All Saints we use Google Classroom for children in Y1 to Y6 to support our remote learning.

This is an online learning and social space for the children to use at home. It also links directly with work in school, so anything the children save to their Drive will be accessible in school when we re-open.

To access the space at home, please follow the simple guide below. You will need internet access. A tablet or laptop/desktop computer is best, but it can be viewed on a phone. If you already have a google account please make sure you log out before following these instructions.

1. <https://accounts.google.com/login/signinchooser?hl=en&flowName=GlifWebSignIn&flowEntry=ServiceLogin>
It may open straight into the login page, if not click login.
2. The children use their school username: e.g.12johns@allsaints.herts.sch.uk
 - The username is a two-digit number, followed by first name, then surname initial. This is followed by '@allsaints.herts.sch.uk'
 - PLEASE NOTE – it looks like an email address, but isn't!
 - The two-digit number depends on the Year Group:
 - Y1 = 19
 - Y2 = 18
 - Y3 = 17
 - Y4 = 16
 - Y5 = 15
 - Y6 = 14
3. Type in the password: allsaints
 - * **FIRST TIME:** you will be asked to 'Accept' the Terms and Conditions. You can't go any further if you don't!
 - * **FIRST TIME:** Please then click 'I'm a Student' to go to your classroom. It knows you're not a teacher, so you may find your account doesn't work properly if try to pretend to be one!
4. **You will see your class.** Click 'Join' to enter.
5. **The rest should be self-explanatory.**

General rules for use

- Follow our eSafety code of conduct!
- Agree home eSafety rules based on this code of conduct. Our younger children may need help using it.
- Please treat each other with respect and kindness. If you type and post, it can be seen by everyone.
- You should only post things that you would be happy to share with everyone in your class. Try to avoid posting nonsense comments. (Teachers can see deleted comments too...!)
- If you have a problem, please report it to your teacher via Google Classroom. Parents can email the school office admin@allsaints.herts.sch.uk if you require a personal conversation with the class teacher.
- Use of Google Classrooms is entirely at the user's risk. Please note All Saints School can't accept responsibility if a file download causes problems on your computer at home. Please take all the usual precautions before opening/downloading files to your personal computers.
- Parents should ensure there are appropriate filters/safeguards in place on home networks/devices. Please contact your Internet Service Provider for help with doing this.

Apps

The account we've set up allows access to the following Google apps:

- Docs – similar to MS Word
- Drive – an online cloud storage space. It is secure and encrypted.
- Sheets – similar to MS Excel
- Slides – similar to MS Powerpoint
- Classroom – the main learning area. Children can reply to teacher comments, upload work and ask questions.

Parsonage Lane, Bishops Stortford, CM23 5BE

T: 01279 836006 E: admin@allsaints.herts.sch.uk

www.allsaints.herts.sch.uk

 @AllSaintsPriSch





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There are also a number of features that we are unable to control due to the nature of a Google Account. One of these is the YouTube app. We have restricted it as far as possible, however sometimes the level of restriction is dependent on the browser being used.

Some features may still appear, but we have deactivated them since they are not appropriate for how we aim to use this.

Email

This function is deactivated by default for our system due to age restrictions. The children may still get an option to email each other, but it will direct them to a page requesting assistance. We have no intention of activating the email function as yet.

Home Learning

We will use the Class Pages to upload assignments and home learning. There will be a minimum of three assignments per day and a daily Google Meet. Assignments should be turned in once completed.

Final note

Make sure the children Log Out when they have finished. Computers have a habit of keeping them logged in even if they are switched off or the browser window is closed. This system is provided for use by All Saints Children only. It is not intended for other family members. Sorry!

We hope you enjoy using this space. It will hopefully help the children keep in touch with each other.

Take care, keep safe and wash your hands!

Yours sincerely,

Mr Philip Asher
Headteacher

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