



The Skylark Federation

# Plumpton Primary School

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Google Classroom

Wednesday 30<sup>th</sup> September 2020

Dear Year 1 Parents and Carers,

In this letter, we explain how pupils can log into their Google Classroom portal at home and how we would like you to use Google Classroom to complement pupils' in-school learning when at home.

In recent weeks, at Plumpton Primary School, we have been working hard to ensure that our pupils and staff are safe *on-site*. However, we are also mindful that we may still be required to offer remote learning with little or no notice if we find ourselves subject to a localised or national lockdown.

To this end, as explained in last week's Newsletter, we have been working hard to prepare our remote learning offer using **Google Classroom**. Pupils in Year 1 have watched a demonstration, by their Class Teachers, explaining how to log into the portal and how to navigate the different screens.

However, given the age and understanding of pupils in Year 1, we would like your help in ensuring your child is securely logged onto their portal. Please visit: [classroom.google.com](https://classroom.google.com) and following the instructions below:

1. Log in using the username/password attached to this letter (for reference, this can also be found in your child's Reading Record);
2. The website will ask you to 'accept' a privacy policy. Please press 'accept';
3. When asked to select 'Student' or 'Teacher', select 'Student' as your 'role';
4. Select 'join' Lapwings;
5. You are now all set up! This is where you will be able to see work set.

Today, all pupils will come home with their Google Classroom log-in details. They will be attached to the front page of their Reading Record (alongside their Times Tables Rockstars/Numbots log-in) and will also be attached to a hard copy of this letter.

On Friday 2<sup>nd</sup> October – at the end of this week – we encourage you to log into the platform to find your child's first piece of homework set on G-suite. We have moved our homework from our blogs to this platform, in order to allow children, parents and staff additional opportunities to practise using the platform.

If you have any queries about our new online platform for offering remote learning, or, if you have any trouble logging in, please contact the office on [plumptonoffice@skylarkfed.education](mailto:plumptonoffice@skylarkfed.education) and help will be provided for you.

Kind regards,

Mr. S James  
Executive Head Teacher

[www.plumpton.e-sussex.sch.uk](http://www.plumpton.e-sussex.sch.uk)

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