

## Parent and Student Guidance: Using Google Classroom

The following guide will support students and parents to assist in managing their learning and provide guidance how to best use Google Classroom.

Parents can help with creating the correct environment for using Google Classroom, supporting with the organisation and monitoring engagement and completion of work.

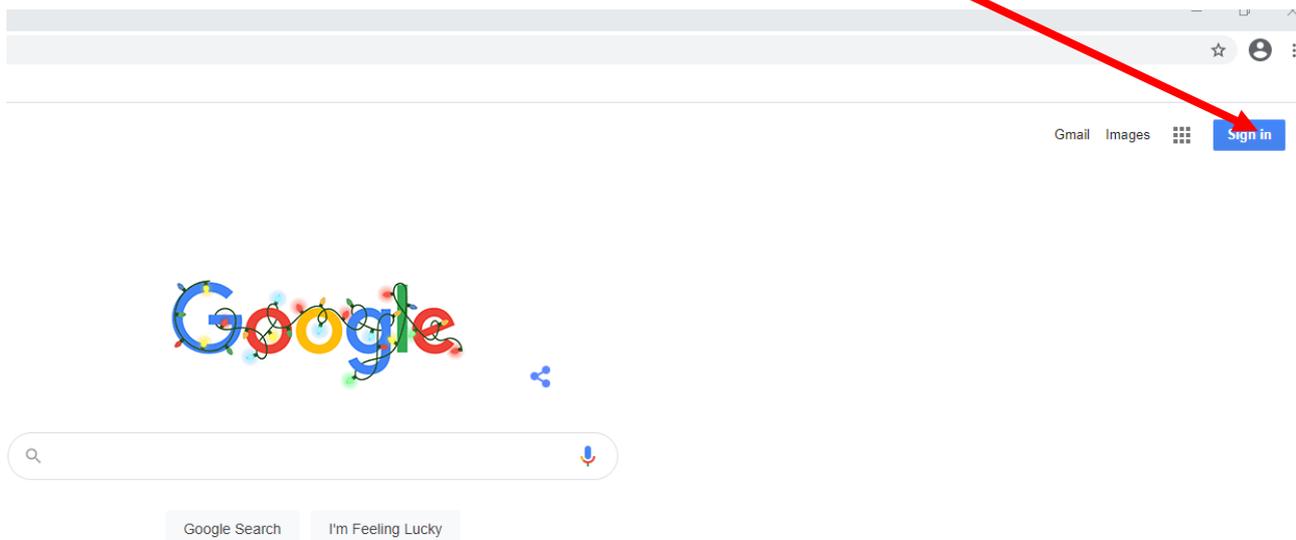
### Guidance

1. Try and create a quiet area for students to work. If mobile phones are not required for online learning it may be beneficial to have a mobile free zone for a few hours.
2. Parents could help by supporting students to follow their usual timetabled lessons
3. Check the Google Classrooms 'to do' list with your child, so that they know what work has been set and what they have to do each week

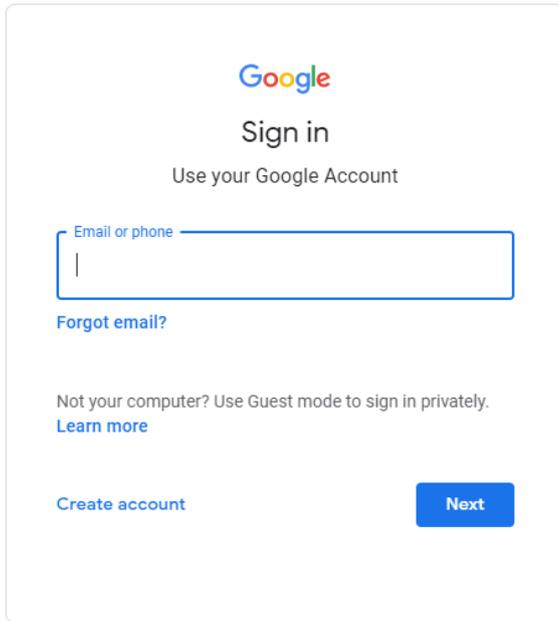
### Q & A- Google Classroom – Student and Parent Help Guide

#### How do I log onto Google Classroom?

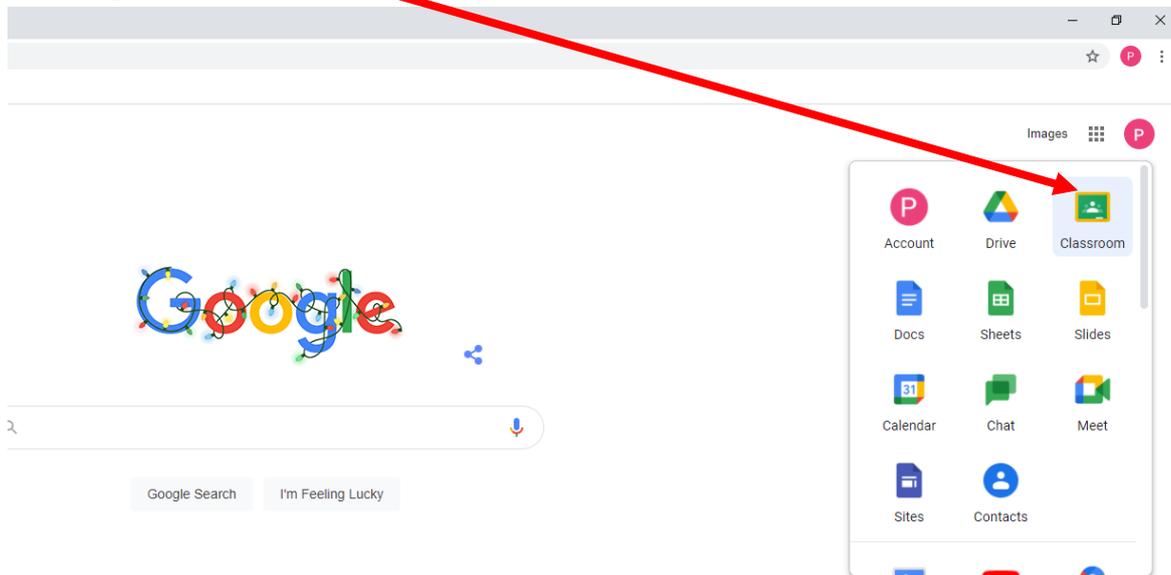
Open Google and find the 'sign in' button in the right-hand corner



You can then sign in using your AHS username and password (all students have been given these and have used them this academic year, to log into the school system)



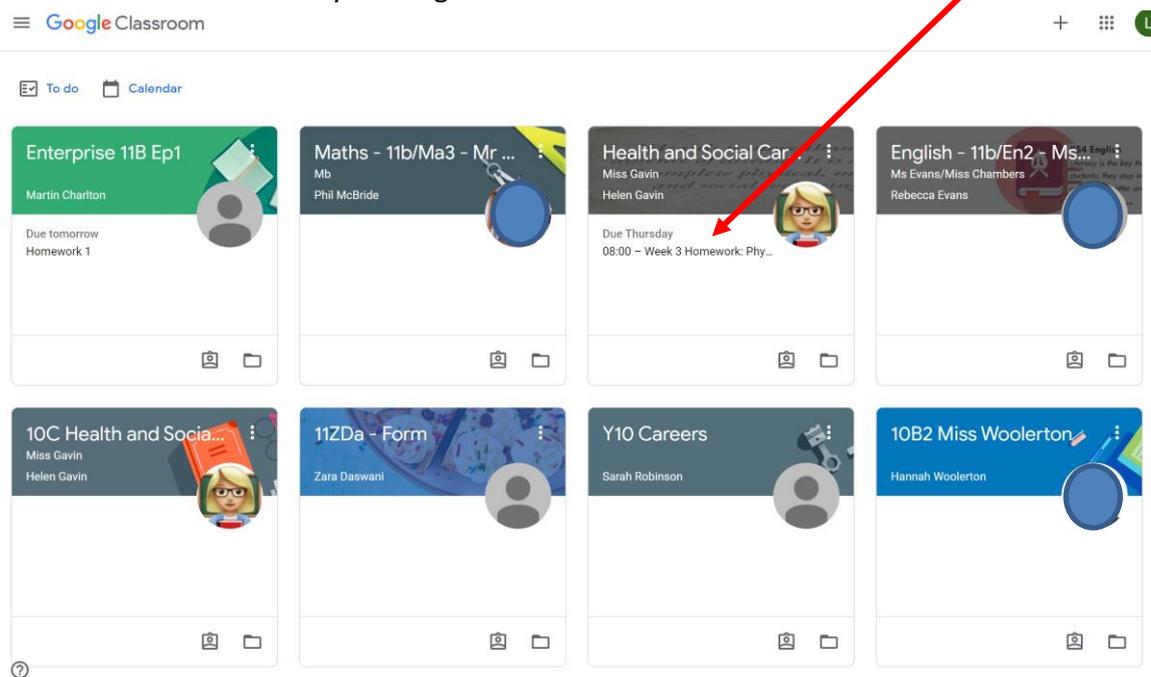
Once you have signed in, you can then access Google Classroom by clicking on the grey grid and then selecting 'classroom'



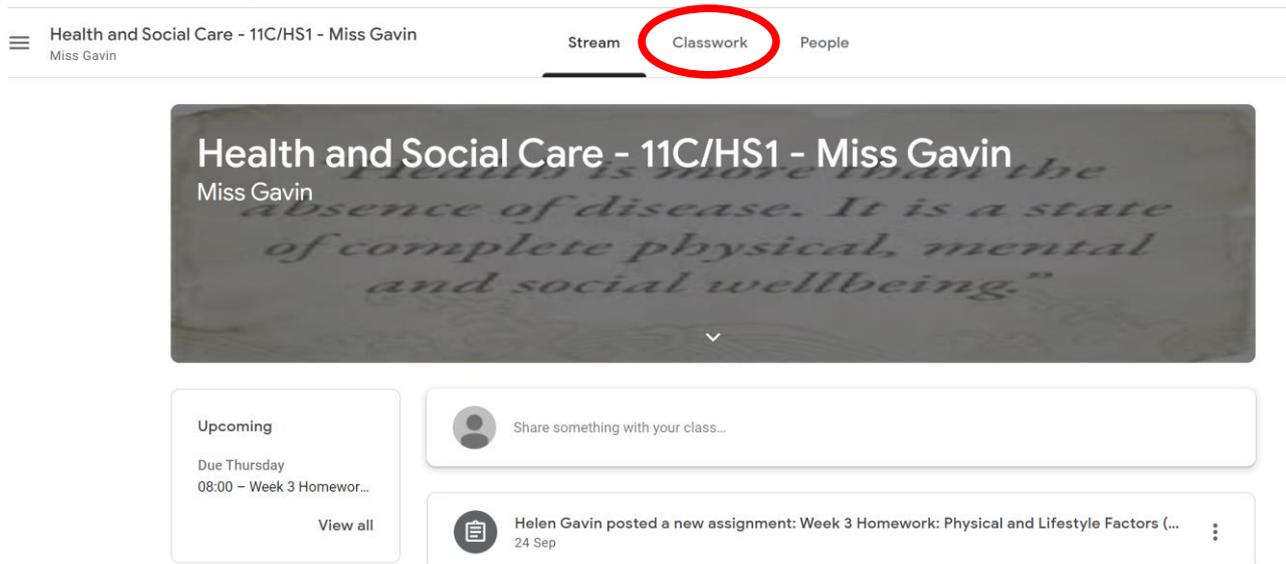
## How do I know if new work has been set?

When your child logs in to Google Classroom, it will look like this – each square represents a ‘classroom’.

You will be able to see any coming ‘due dates’ for work here



Once you click into the classroom, you can view the class stream, with comments from the teacher. To view classwork set, click on the ‘classwork’ tab



In the classwork section you will be able to see work that has been set for your child to complete

 View your work

 Google Calendar

 Class Drive folder

## Component 3: Learning Aim A (Factors) ⋮

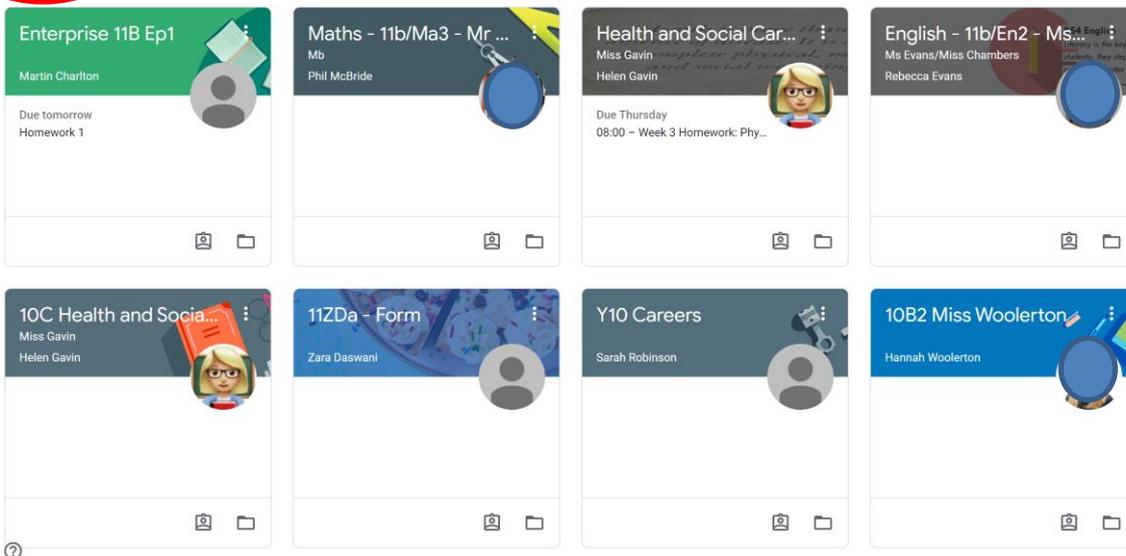
	Week 3: Lesson 2 - Substance Use	Posted 23 Sep	⋮
	Week 3 Homework: Physical and Lifestyle F...	Due 1 Oct, 08:00	⋮
	Week 3 (w.c 21st Sept) - Lesson 1: Exercise	Posted 21 Sep	⋮
	Week 2 (w.c 14th Sept): Homework	Due 24 Sep, 08:00	⋮
	Week 2: Lesson 2 - Ill Health	Posted 16 Sep	⋮
	Week 2: Lesson 1 (w.c 14th Sept)	Posted 15 Sep	⋮
	Week 1 - Lesson 1: Introduction and Definiti...	Edited 16 Sep	⋮

Using the 'To Do' list will also help to keep track of work that your child has been assigned



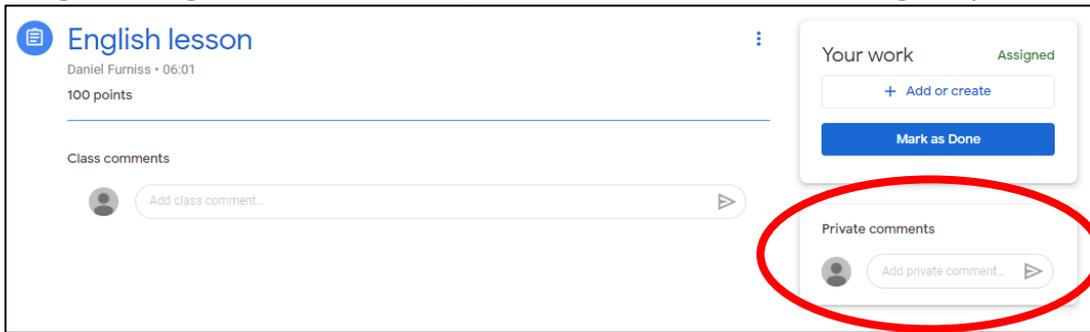
 To do  Calendar



The screenshot shows a grid of assignment cards in the 'To Do' section of Google Classroom. Each card includes the subject, teacher name, and due date. The assignments are:

- Enterprise 11B Ep1** by Martin Charlton, due tomorrow (Homework 1).
- Maths - 11b/Ma3 - Mr ...** by Phil McBride.
- Health and Social Car...** by Miss Gavin and Helen Gavin, due Thursday 08:00 (Week 3 Homework: Phy...).
- English - 11b/En2 - Ms...** by Ms Evans/Miss Chambers and Rebecca Evans.
- 10C Health and Socia...** by Miss Gavin and Helen Gavin.
- 11ZDa - Form** by Zara Daswani.
- Y10 Careers** by Sarah Robinson.
- 10B2 Miss Woolerton** by Hannah Woolerton.

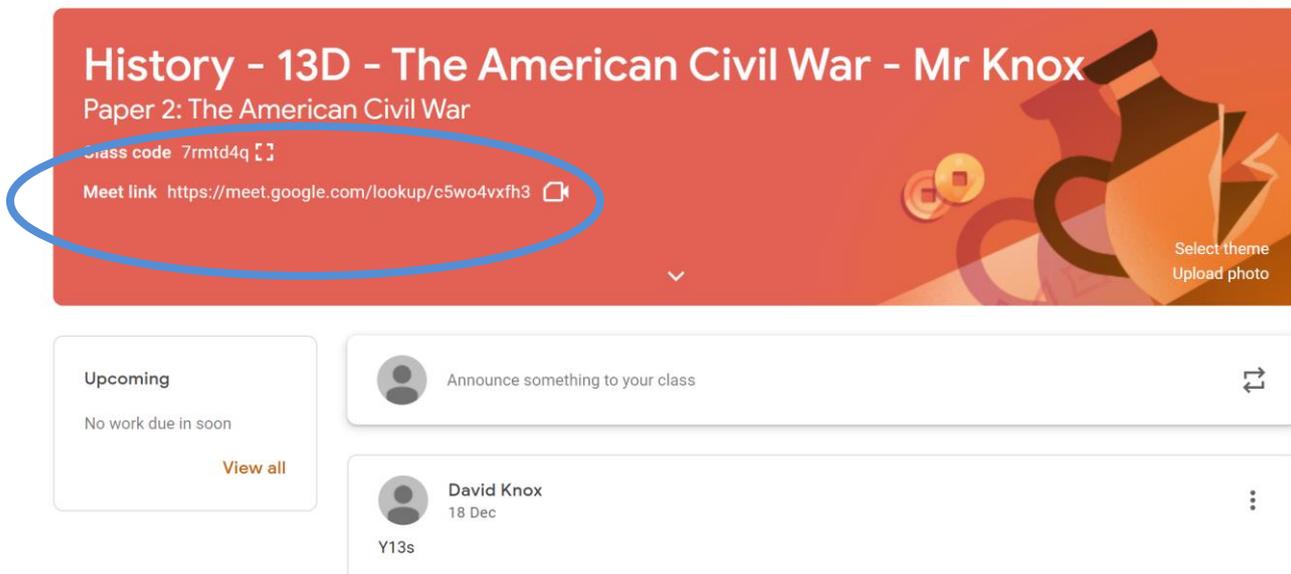
**What do I do if I need some help?** Teachers will be providing opportunities to ask questions, they will be available during each timetabled slot to support students online. Encourage your child to ask questions using the Google Classroom stream, as teachers will check in here regularly.



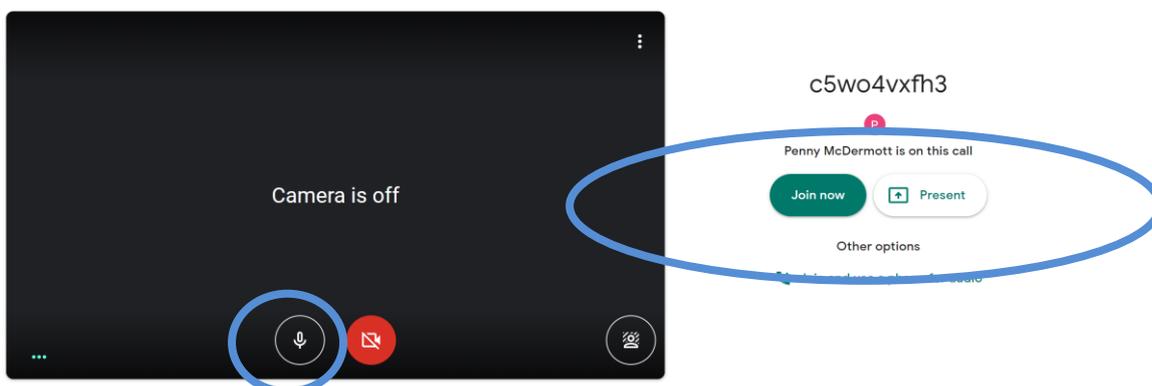
### Students in Years 10, 11, 12 and 13

Students in these year groups will have access to live teaching, using Google Meet on Google Classroom. Lessons will follow students' usual timetables (excepting Core PE and Year 12 Enrichment).

### How to join a Google Meet for a live lesson



Log into your Google Classroom for the subject you are due to have a lesson in. Click on the link circled above. This will then take you to a Google Meet – select 'join now' to enter the lesson.



Your teacher will let you into the lesson and show you the introductory slides (see below). You should keep your microphone on MUTE, unless you are contributing to the lesson, you can also use the 'raise hand' button to ask a question.

You will be shown these slides at the start of each lesson, which should make clear the expectations of you.



## Online Learning

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### PLEASE NOTE THAT ALL LESSONS ARE RECORDED

By staying in this lesson you are accepting the rules on the following slides that I will read to you before we begin.

We have very clear expectations regarding acceptable usage and conduct whilst students are working online. This is to ensure that all students can work in an environment that is productive, conducive to learning and upholds our high standards. By working online, and in collaboration with teachers and peers, students agree that they will:

### BE SAFE, BE RESPECTFUL AND BE RESPONSIBLE.

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## Online Learning

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- Follow the rules outlined by your teachers, listen and follow instructions from teachers at all times.
- Keep your microphone on mute unless you are contributing to the lesson.
- Answer questions when asked by 'unmuting' your microphone when your teacher asks you to.
- If you would like to ask a question or get your teacher's attention, you can raise your hand.
- Be sensible and considerate. This includes interactions with both teachers and peers.
- Display politeness when receiving work and/or help from teachers and peers; remember to use 'please' and 'thank you'.
- Use full and correct grammar when typing; informal language and 'text speak' is not appropriate. This includes interactions on Google Meet via the chat facility.
- Complete work to the best possible standard and to the deadlines set by teachers; submitting this when requested to do so.

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## Unacceptable Behaviour

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Behaviour and conduct which is not safe, respectful or responsible (not following the rules you have just been given) is considered completely unacceptable and **may result in you being removed from the online lesson and AHS's online community. This includes specifically:**

- Verbal abuse to teachers and students.
- Deliberately disrupting the lesson.
- Bullying of students.
- Posting or showing on your screen anything deemed inappropriate.

**Parents/carers will be notified of any unacceptable behaviour and consequences will follow.**

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## Finally...

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The Virtual Classroom provides a unique opportunity for us all to work together in a new environment.

**We hope that all students can respect the rules which will allow us to work collaboratively and maintain our school community and standards.**

**Enjoy the lesson!**

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