



Western House Academy

where every opportunity shapes a life



to question is to grow

Pupil Name:

Class:

Dear Children

From Friday 18th September you will be invited to join 'Google Classroom.' Previous classes have been archived and you will need to join your new class using the new class code. Passwords have also been reset.

Weekly homework will be issued through Google Classroom so you will need to log in at least every week to complete the tasks set. Your teachers will check your work when you have completed it. We will also use Google Classroom sometimes during Computing lessons in school.

You will be able to talk to your teachers through Google Classroom but we have disabled comments and posts on the feed so you concentrate on your school work rather than chat. You can still add comments to your own work. Remember, whatever you write will be seen by your teachers as well as Mrs Snowden, Mrs Pearce, Mrs Kearney, Mr Jones. If you need help with something you can send a private message to your teacher.

It is important that we use Google Classroom safely and respectfully. Here are our rules:

1. All our WHA Values apply online as they do in the playground or in school.
2. Use kind words, to each other and to adults. Do not write anything offensive, rude or unkind.
3. Make sure that what you write is respectful and appropriate. Only write down things you would be happy to say to your teachers and friends if you were in school. Don't write private things that you do not want everyone to know.
4. Double check and re-read everything you write before you press 'send', 'post' or 'hand in'.

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5. If you see anything that you think breaks the rules then you must report it your teacher.
6. Only you are allowed to use your account - do not give your details to anyone else.
Remember to log out from your Google account when you are finished your work.
7. Remember it is fine to make mistakes - that's how we learn. Be honest and complete tasks according to the instructions.

If you break the rules, your teacher may block you and restrict the apps available to you. If you continue to break the rules or if you write something rude or offensive, we will have to call your parents to let them know.

You will also be able to use the Google tools and apps available including docs, sheets, slides, drive etc., but not Gmail. Your Google account and email address can only be used within the WHA school domains and addresses ending **@whatpfat.com** and **@theparkfederation.org**

If you are worried about anything during this time and you need to talk to someone, here are some things you could do:

1. Tell an adult at home how you are feeling
2. Send your teacher a private message through Google Classroom
3. Send an email to Mrs Pearce at deputyprincipalwha@theparkfederation.org
4. Call Childline on 0800 1111 or visit their website <https://www.childline.org.uk/>
5. Further help and guidance is on offer here: <https://www.internetmatters.org/>

To join your Google Classroom visit www.classroom.google.com and login with your school account details below:

Email:

Password:

Class Code:

Click continue and select 'I'm a student' then click on the + and 'join class'. Enter your class code and join. *Please note: you only need to use the class code once, not every time!*

Remember to log out of Google when you have finished your work. This is especially important if it is a shared computer.

We look forward to seeing your work on Google Classroom.

From all the staff at Western House Academy