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TO ALL PARENTS AND CARERS

7 January 2021

HOW TO JOIN A CLASS GOOGLE MEETING IN GOOGLE CLASSROOM

Dear Parents and Carers

So children can communicate with their teachers and classmates, two Class Google Meetings will be set up every Monday and Friday between 9.00 and 10.00am, starting TOMORROW on Friday 8 January. During these meetings you and your child can ask any questions you may have about remote learning. Google Meetings are a safe way of communicating between teachers, parents and children because they can be accessed only through the children's school Google account. To join their Class Google Meeting, children and families should follow these steps:

1. If you are using a computer, laptop or Chrome Book, open your web browser and go to <u>classroom.google.com</u>. If you are using a smart phone or a tablet device, you will need to download the Google Classroom application and tap on the <u>Classroom icon</u> in your device. This application is available both for Android and iOS devices.



2. Use the children's personal logins to sign in to Google Classroom. Please note that you cannot join the meeting if you sign in through a personal Google account.

3. Once you are in your Google Classroom, click on <u>Stream</u>. This is where class teachers make announcements for their classes.





4. Scroll down the page and find the announcement that links to **Class Google Meeting**. Below there is an example of how this <u>announcement</u> might look. This link will appear on the Stream at 9.00am every Monday and Friday morning.

Upcoming	Announce something to your class	4 4
Due Monday Music assignment Spring		
View all	Yiotina Achilleos 11:35	:
ck here to	Hey 6B! We're having our first Online Google Classroom session on Friday at 9am. I hope to do is click on the link at the correct time. The meeting will be between 30 minutes to an hou	see you all there! All you need to ir long and it's an opportunity for
cess the	me to see how you're getting on at home, with your google classroom activities and in gene questions. Make sure to get your parents to check their emails as i'll be sending weekly em-	eral and to check if you've got any ails where you can also respond
	and ask me any questions you might have via email instead. Anyway, enough from me, see	you on Friday at 9! MISS A. :)
	Class video meeting https://meet.google.com/loo	
	Add class comment	

6. Finally, you will see a message asking you to use your camera and microphone. This message will look different depending on your device. On most devices, you can click on <u>Allow</u> to enable the application to use your device's camera and microphone.



To find out more information about the features of Google Meetings follow the link below: <u>https://support.google.com/edu/classroom/answer/9777280?co=GENIE.Platform%3DAndroid&hl=en&oco=</u> <u>1#classroom&invitation&nickname&calendar&gmail&hand</u>

If you have any questions or if you would like any further support to access Class Google Meetings please contact me via the School Office email: <u>office@brunswickpark.southwark.sch.uk</u>

Yours sincerely

Thomas Moudiotis Deputy Head Teacher







