



# Brunswick Park Primary School

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Head Teacher: **Susannah Bellingham**

*Learning for living through respect, support and challenge*

## TO ALL PARENTS AND CARERS

7 January 2021

### HOW TO JOIN A CLASS GOOGLE MEETING IN GOOGLE CLASSROOM

Dear Parents and Carers

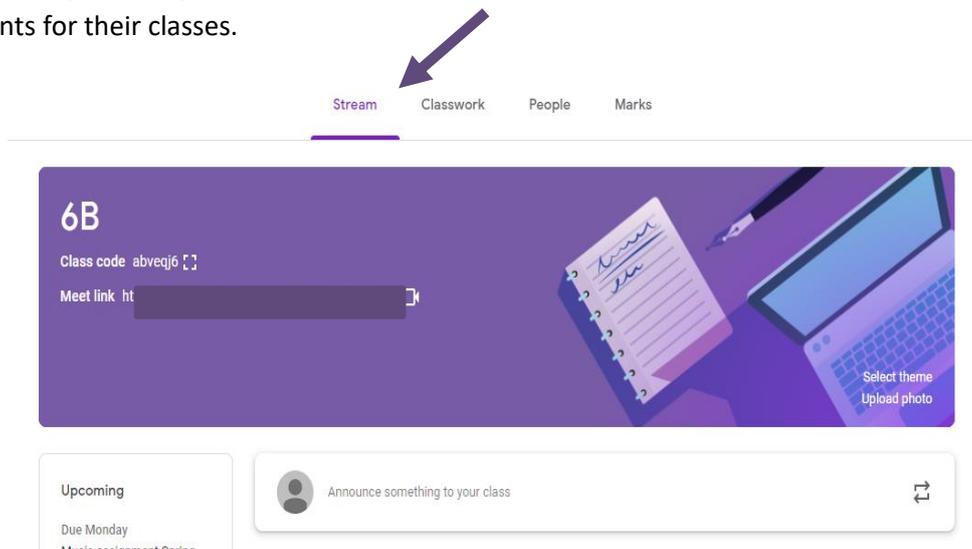
So children can communicate with their teachers and classmates, two Class Google Meetings will be set up every Monday and Friday between 9.00 and 10.00am, starting TOMORROW on Friday 8 January. During these meetings you and your child can ask any questions you may have about remote learning. Google Meetings 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 [classroom.google.com](https://classroom.google.com). **If you are using a smart phone or a tablet device**, you will need to download the Google Classroom application and tap on the **Classroom icon** in your device. This application is available both for Android and iOS devices.



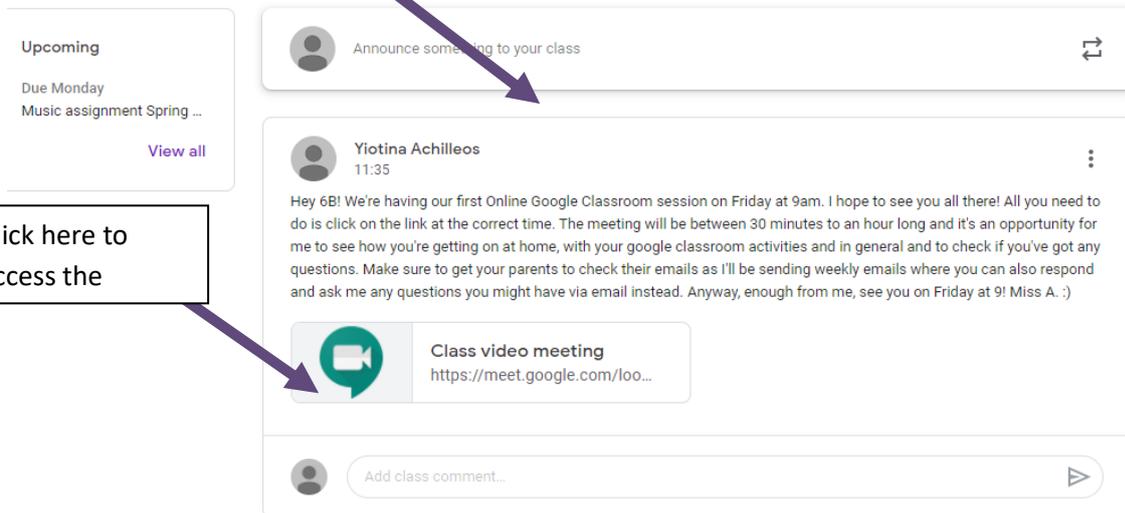
2. Use the children's personal logins to sign in to Google Classroom. Please note that you cannot join the meeting if you sign in through a personal Google account.

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





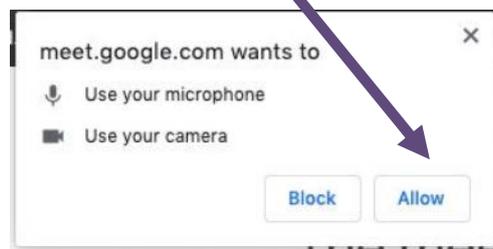
4. Scroll down the page and find the announcement that links to **Class Google Meeting**. Below there is an example of how this announcement might look. This link will appear on the Stream at 9.00am every Monday and Friday morning.



5. When you see this message click on Join now.



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 Allow 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:

<https://support.google.com/edu/classroom/answer/9777280?co=GENIE.Platform%3DAndroid&hl=en&oco=1#classroom&invitation&nickname&calendar&gmail&hand>

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: [office@brunswickpark.southwark.sch.uk](mailto:office@brunswickpark.southwark.sch.uk)

Yours sincerely

Thomas Moudiotis  
Deputy Head Teacher

