

# Hayle Academy

03 June 2020

Dear Parent/Carer

As part of the development of our home learning provision, I am very pleased to share with you details of how your child can now access **Google Classroom** with immediate effect.

## **How to log into Google Classroom**

To logon to Google Classroom, your child will need to go to this website: <https://classroom.google.com>

Your child's username for Google Classroom will be their school email address, which many of our students already use as their Show My Homework username. Their school email address will be formatted in the following way: **first [name.surname@student.hayleschool.net](mailto:student.hayleschool.net)**

Their password when accessing it for the first time is ***Password***

If you experience any difficulties with the school email address when logging into the account, please do contact [caroline.beare@hayleacademy.net](mailto:caroline.beare@hayleacademy.net) for support.

Once logged in, they will be asked to confirm their role: please click on 'I am a student'.

## **Support materials**

To help to support your child, I highly recommend that your child watches a short video with the following link that shows how to log into and hand work in through Google Classroom: <https://www.youtube.com/watch?v=k-O4q8rEay8&feature=youtu.be> This has been created and shared by one of our Trust secondary partnership schools.

There is an additional sheet that is attached with this letter to show how to log in and to join a class.

Furthermore, a student guide on how to link to Google Meet via Google Classrooms is also attached. Google Meet through Google Classrooms will be used to enable the 'live' tutorials later this month, so it is important to become familiar with these steps.

## **Further information**

Once your child has logged into their Google Classroom account, they will then be able to join the classes that their teacher has asked them to join, using a class code that will be published on Show My Homework as part of the work assignment set.

Students are able to submit work without the need to upload any documents or photos. The document will be live in their Google folder and teachers will be able to see this directly.

They can type straight onto the worksheets or type on a blank Word document, for example. They will also benefit from real-time feedback—teachers can view, comment, and edit student work in real time.

All students will need to be logged into Google Classrooms **by Friday 12<sup>th</sup> June** to enable them to access the work that an increasing number of teachers and subjects will be setting over time. They will be invited into their classrooms by their teacher through the class code, and it is through this 'virtual' classroom, that will be linked to Google Meet, that students will be able to access the 'live' tutorial sessions when they begin in Geography and History in the first instance in mid-June. Further details to follow with the next timetable to be implemented from the 15<sup>th</sup> June.

### **Student School Email Accounts**

In addition, students are able to access their school email account to receive invite links from their teachers to join Google Classroom classes. They can access their student school email account by visiting **mail.hayleacademy.net**. They will need to log into their account by using their school email address and by using the password that they use when they log onto the computers in school.

Thank you for your continued support as we launch this platform to continue to further enhance our home learning provision for all of our students. There is a lot of information contained in this letter. If you need any further advice or if you experience any technical issues, please do not hesitate to contact the school through [enquiries@hayleacademy.net](mailto:enquiries@hayleacademy.net)

Best wishes

Mrs Melissa Lock  
Assistant Headteacher  
[Melissa.lock@hayleacademy.net](mailto:Melissa.lock@hayleacademy.net)

Highlanes, Hayle, Cornwall, TR27 4DN  
enquiries@hayleacademy.net  
www.hayleacademy.net - 01736 753009  
Executive Headteacher: Mrs Jan Woodhouse  
Head of School: Mr Dan Mather

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