

Headteacher: Mr S Woods

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Upper Shirley High School  
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Dear Parent/Carer,

I am writing to make you aware that one focus of USH this year, is better use of mobile devices and online services. As part of our initiatives, we are officially launching Google Classroom starting in January. Our students have already been trained on using the system and it has been trialled school-wide for the past 3 months.

### What is Google Classroom?

It's a homework and resource management website designed by Google. It allows students, teachers and guardians to monitor homework and other resources in real-time.

### How does it work for students?

Teachers will log homework onto the website and announce it in class. Students will receive email notifications on their student emails and will also be able to monitor their homework on the Google Classroom Mobile App (for Android and iOS) or Webpage. They will have a page for each of their classes which will show when the homework is due and a description of what is expected of them.

Students will use their school email address to access Google Classroom (<http://classroom.google.com>) or their email ([www.gmail.com](http://www.gmail.com)). Their email addresses will be in the following format:

[Username@student.ushschool.org](mailto:Username@student.ushschool.org) – For example [16SmitJ1@student.ushschool.org](mailto:16SmitJ1@student.ushschool.org)

Their password will be the same as their school password and this will sync when they change it at school, if they experience any issues logging in, please send them to the IT Services office during school hours.

Once the homework has been submitted the students will receive a second email/notification with any relevant feedback/grade.

*Please note that teachers may choose to post useful information for students other than homework on class pages. The students will have access to a digital folder on Google Drive for each classroom with all the homework and resources posted by the teacher. More information on this available on request (contact details below).*

## How does it work for parents/carers?

As a guardian, you can receive email summaries showing your student's progress in classroom.

- You can choose the frequency of the emails, such as daily or weekly.
- You can unsubscribe or remove yourself from Classroom at any time.

Guardian email summaries include:

- Missing work—Work that's late at the time the email was sent
- Upcoming work—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)
- Class activity—Announcements, assignments, and questions recently posted by teachers

## How can I make the most of Google Classroom?

The first and most important step is to make sure the school has an **up-to-date email address** for yourself and any other member of the family you'd like to be informed of the students' homework. Please contact reception if you would like to change/update your email address.

## I'm concerned my child has limited access to IT resources

We appreciate that not everyone has access to a computer and internet at all times. If this is the case we have a couple options available to our students:

1. Discuss with the teacher setting the work if doing it on paper is an option – this might be the norm for some subjects.
2. Most of our departments have easy access to laptops and tablets so we encourage our students to ask teachers for the option to complete the work at social times or after school using our resources. This is especially important for work that must be completed on a computer (e.g. coursework). Homework club will continue running as before.

## What happens if we are having issues accessing Google Classroom?

We understand that electronic devices sometimes simply stop working. We strongly encourage all of our students to start the work early, leaving plenty of time before the deadline in case something goes wrong. While teachers will be happy to give extensions and alternative work (under their discretion) if a student's laptop is faulty, this might not be the case if the teacher is informed of this on the day before the homework is due.

Our behaviour policy will be applied as before and any missing work could lead to a catch up.

## What to do if you have any questions

If you have any questions about anything mentioned above please contact your child's tutor in the first instance. If you have questions about making the most of the system and how it fits in with our wider use of IT systems including access to other Google Services such as Google Drive please contact me at [andrei.stanescu@ushschool.org](mailto:andrei.stanescu@ushschool.org). Also, look out for a future date this term, when you will be able to come in and see Google Classroom being utilised and the opportunities it offers.

*Lastly please bear with us this term while we address any teething issues.*

Kind regards,

**Andrei Stanescu**

Google Classroom Coordinator