

# Aspire, Safe, Trust, Respect, Kind, Proud



Winnington Park Primary School and Nursery,  
Firdale Road,  
Winnington,  
Northwich,  
Cheshire  
CW8 4AZ  
Telephone 01606 74371  
Headteacher Jane Dale B.Ed. Hon, NPQH  
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Dear Parents and Carers,

## Remote Learning using Google Classroom

Thank you for giving permission for school to set up a Google account for your child. These have now been completed and you must access your child's account, change their password and join their Google classroom. You will find that our weekly homework is being posted in the classroom .

All the children's account usernames follow the same pattern and have the same Winnington Park domain. For example:

[joe.bloggs@winningtonpark.cheshire.sch.uk](mailto:joe.bloggs@winningtonpark.cheshire.sch.uk)

All passwords are: Winnington2020

By default all new accounts are set to have this changed during the first log on. Passwords will have to meet a set criteria and this should be explained during this process.

To join your classroom, follow the instructions overleaf using each class's unique code (below).

Mrs Allen	wamzrt6
Miss Hope	ibczvlh
Miss Poole	z7sw7t
Miss Lewis and Mrs Worsley	x6pldsz
Mrs Hainsworth and Mr Cole	zeux32l

Mrs Hall	2xwkfei
Mrs Barnes	uerp6ij
Mrs Flackett and Mrs Mitchell	oxqonyn
Miss Scott	um7zllu
Mrs Coot	ikbyj2h

Please remember that to keep your child safe when using the internet and accessing Google classroom, we advise you set age-appropriate parental controls on your digital devices and use internet filters to block malicious websites. These are usually free, but often need to be turned on. Change your child's account password to something very secure with a combination of letters, numbers and special symbols.

Yours sincerely,

*Jane Dale*

(Headteacher)



## Smartphones and tablets: download the free Google Classroom app

Android devices	iOS devices (iPhones, iPods, and iPads)
<ul style="list-style-type: none"><li>&gt; Open the Play Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Install'</li></ul>	<ul style="list-style-type: none"><li>&gt; Open the App Store app</li><li>&gt; Search for 'Google Classroom'</li><li>&gt; Tap 'Google Classroom'</li><li>&gt; Tap 'Get'</li></ul>

Once the app has downloaded, open it.

Then, your child needs to:

- > Log in to their G Suite for Education account
- > Tap the '+' icon (in the top-right corner), then 'Join class'
- > Enter the class code that their teacher has provided, then tap 'Join'

## Computers and laptops: log in to Google Classroom

Your child needs to:

- > Go to [www.classroom.google.com](http://www.classroom.google.com)
- > Log in to their G Suite for Education account
- > Click the '+' icon (in the top-right corner), then 'Join class'
- > Enter the class code that the teacher provided, and click 'Join'

## How to get and hand in work (computers and laptops)

Your child needs to:

- > Go to Google Classroom (see link above)
- > Click 'Classwork'
- > Click on an assignment, then 'View assignment'
- > On the right-hand side of the page, click 'Add or create'. Follow their teacher's instructions on how to complete their work
- > Once they've finished, click 'Hand in', then 'Hand in' again to confirm

**Made a mistake?** Click 'Unsubmit' to return the work, and follow the last two steps to resubmit it.

## How to hand in work (mobile devices – Android or iOS)

Your child needs to:

- > Open the Google Classroom app
  - > Tap on their class, then 'Classwork' (at the bottom)
  - > Tap on an assignment, then the arrow at the bottom
  - > Tap 'Add attachment'. Follow their teacher's instructions on how to complete their work
  - > Once they've finished, tap 'Hand in', then 'Hand in' again to confirm
- Made a mistake?** Tap 'Unsubmit' to return the work, then follow the last two steps to resubmit it.

## Once work has been marked, your child will be told by email

They can find their returned work by following the steps below.

### On a computer or laptop

- > Go to Google Classroom, then click 'Classwork'
- > Click 'View your work'
- > Click 'Returned with grade' on the left-hand side

### On a mobile device (Android or iOS)

- > Open the Google Classroom app
- > Tap on their class, then 'Classwork'

Once they've found the assignment, click or tap on any attached files to see the teacher's feedback.