

Parent and Pupil Guidance to Safe Remote Learning

- Safe Learning
- Accessing RM Unify
- Google Classroom
- Uploading photos / documents to the Google Classroom
- Joining a video meeting
- Troubleshooting

Google Classroom



In the event of a whole or partial school closure, classes will learn remotely from home, using **Google Classroom**.

To ensure our remote learning is fun, productive and safe for all children and adults, there is some guidance that must be adhered to.

Please support your child in following this guidance.

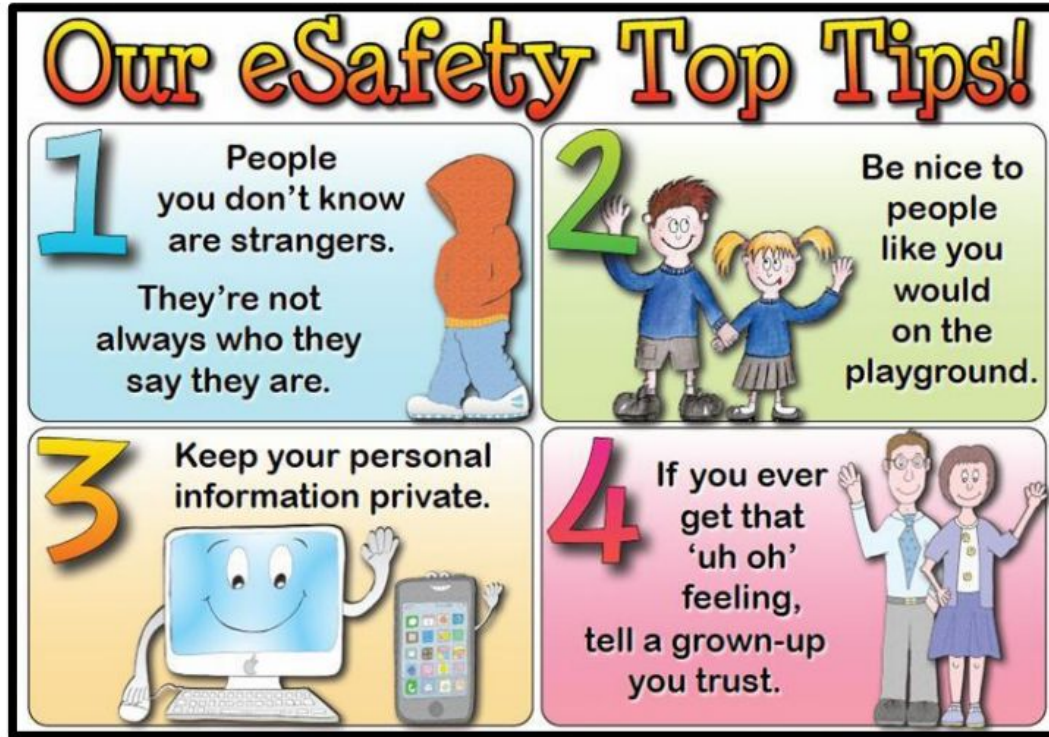
Guidance and Agreement for pupils



Please read through and support your child(ren) in understanding this guidance.

- I will only use google classroom as directed by my teachers
- I will only use technology at home with the permission of my parent / carer
- I will not reveal my password to anyone unless it is my parent / carer or a trusted adult who is helping me with my remote learning.
- I am responsible for my behaviour and actions when using technology, including resources accessed and the language I use.
- I will ensure that all of my communication with other pupils and teachers using technology is responsible.
- I will not deliberately browse, download, upload or forward anything that could be considered offensive and inappropriate. If I accidentally come across such material, I will report it immediately to my teacher or parent / carer.
- I will not record or take photos or screenshots of my classmates or teachers during the online video conferencing sessions.
- I understand that these rules are designed to keep me safe online and that they are not followed, school sanctions will apply and parents / carers will be contacted

Your wellbeing and safety remains a key priority, even when you are not in school. If you have any worries at all, please share them with an adult you trust.



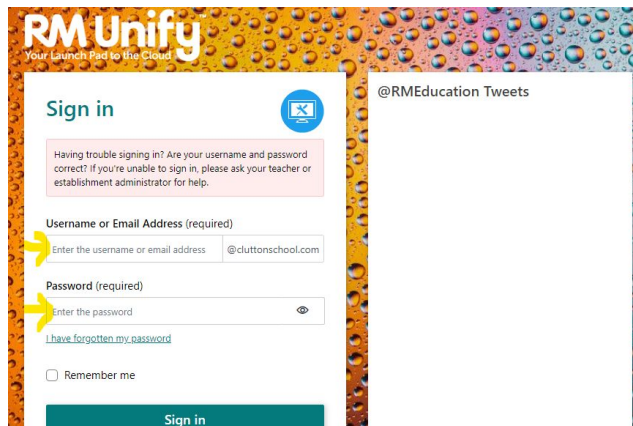
A Guide for Parents / Carers for setting up children on RUnify and Google Classroom



Please follow this guidance step by step to ensure that your child is set up correctly to begin their online learning.

Logging into RUnify

- you can go to the Popular Links at the bottom of the school website www.cluttonschool.com, or you can enter <http://www.rmunify.com> directly into a web browser
- once you have the login screen, enter your child's email and password in the boxes:



Logging In

RM Unify provides a launch pad of apps and online content that you can access on a daily basis, linked with the school's filtering systems.

Your child has been given an RM Unify account. The account name is made up of :

year started school + child's last name + . + child's first name @cluttonschool.com

so for a child in year 6 who started school in 2014:

14mylastname.myfirstname@cluttonschool.com

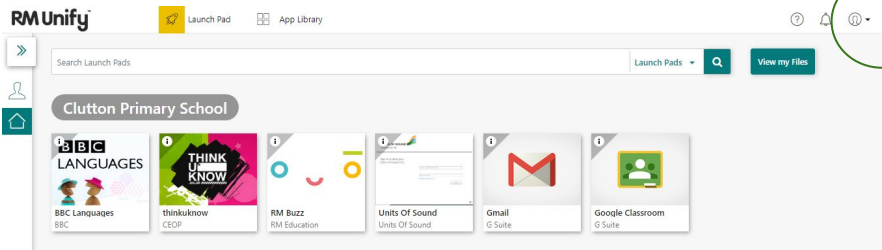


The password is **Clutton123** - you will be asked to change this password when you first login. Please save this new password somewhere safe and encourage children not to share it, as we won't have access to it. Children may need to access the google classroom in school, so they will need to know it.

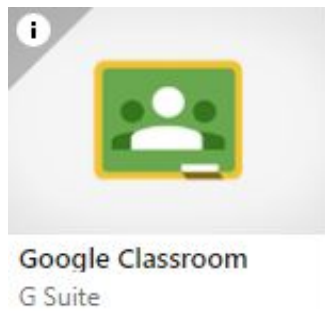
Current Year	year started school (for email)
Reception	20
Year 1	19
Year 2	18
Year 3	17
Year 4	16
Year 5	15
Year 6	14



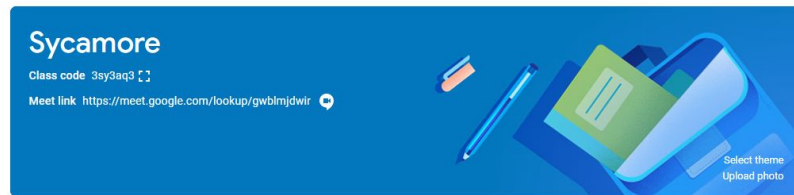
Once logged in you should see a screen a bit like this:



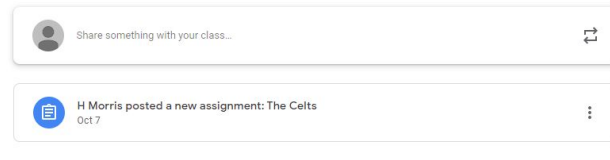
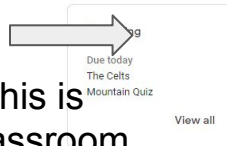
Click on the profile button to check that your child is logged in



Open up the Google Classroom by clicking on the tile



For demonstration purposes this is Sycamore Class's Google Classroom










To see classwork that your teacher has set, please click 'classwork' at the top of the page

Navigation bar: Stream **Classwork** People Grades

Buttons: + Create Meet Google Calendar Class Drive folder

Left sidebar: All topics Homework Maths Literacy Spellings Guided Reading Science History- Year 5 History- Year 4

Homework

	English Homework- Lucy and Mr Tumnus  3	Due Dec 4, 9:00 AM
	Perimeter Homework  10	Due Nov 27, 9:00 PM
	Perimeter Homework	Due Nov 27
	English Homework  6	Due Nov 20, 9:00 AM

Maths

Lessons for remote learning



During lockdown lessons will be posted by 8:40am every day

Your class teacher will be available for any questions between 9am and 12pm and 1pm and 3:30pm

Class teachers will detail which pieces of learning will receive feedback

How to...

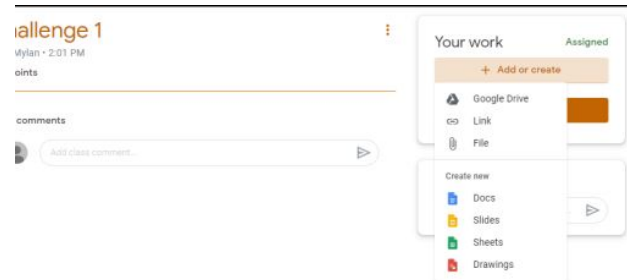
Hand in and return your completed worksheets or assignments:

The simplest way to complete the learning online is to open the attachment and complete your assignment in this document.. When you are finished, click on the TURN IN or MARK AS DONE button.

You will be able to see feedback and any comments made by the teacher when you log into Google Classroom. You can see where your teacher has commented back in the same place that you submitted your assignment. You should also get a notification to tell you that work has been commented on by your class teacher.

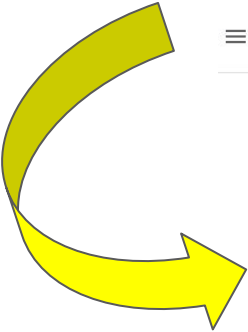
Upload a photo to a Classwork Assignment

You can add your own attachments to your submission, such as photos, audio clips, videos etc. You can do this by clicking this button in your assignment and uploading your file.



How to join a video meeting

It might be that your teacher will hold a live teaching session. Your teacher will have posted about this with times. When it is time for the session, you can join by clicking this link on your class banner:



Sycamore

Stream Classwork People Grades

Sycamore

Class code 3sy3aq3

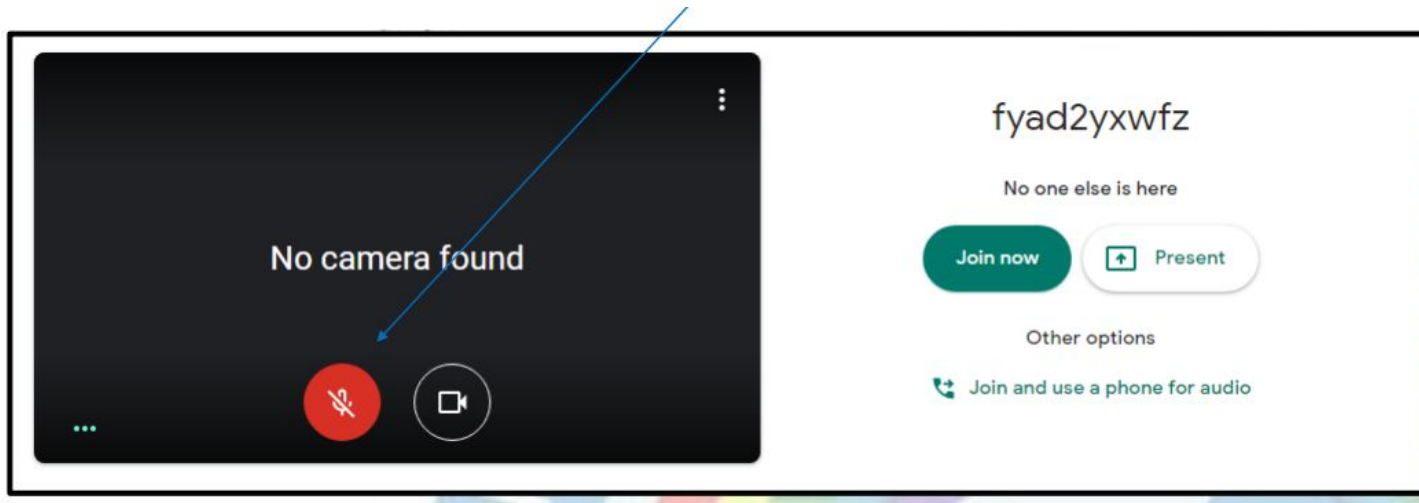
Meet link <https://meet.google.com/lookup/gwblmjdwir>

Select theme
Upload photo

Upcoming
Due Friday

Share something with your class...

Then click JOIN NOW. Please allow your camera but disallow microphone until your teacher asks you to turn it on.



Troubleshooting

Email and / or not working

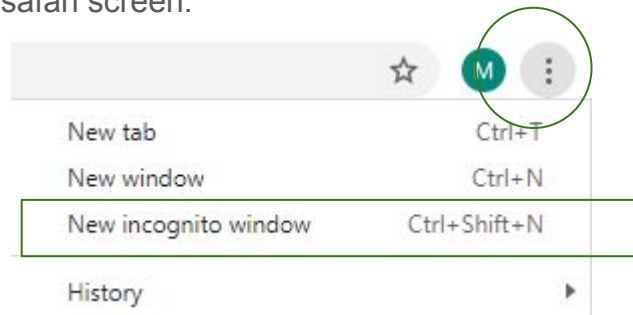
- Contact the school office to check email address and reset password to Clutton123

Email and login worked but it's not my child on the profile

- Sign out of RMuNify, by clicking on the profile button and signing out. Also close the RMuNify tab on your browser and open a new tab. Try logging in again.
- On an iPad you may need to set the **PRIVATE** button at the top right of a safari screen.
- On Android or Windows, you may need to open a new incognito window

I don't have a google classroom tile on my RMuNify

- Please contact the school office



Troubleshooting cont/.

I don't know my child's Google Classroom code

- Your child should automatically be invited to their classroom. If there is a problem, the classroom code should be available on your class website, or you can email the office to ask for the code.

I can't use RUnify on my device, can I use the Google Classroom App?

- The RUnify launchpad provides the same filters that we would have in school. If accessing the google classroom through RUnify is a persistent problem, you can download the google classroom app, or search for it on google.
- Open the Google Classroom app, and click GET STARTED . there will be a list of accounts. If your child's account is on the list select their account, if their account is not on the list, select Add account.
- For multiple children accessing the Google Classroom on the same device, you will need to sign out and sign back in again on their accounts.