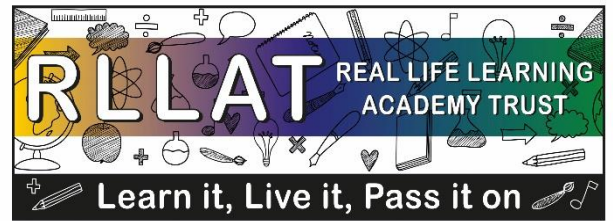


Real Life Learning Academy Trust
C/O Acton CE Primary Academy
Chester Road, Acton, Nantwich, Cheshire. CW5 8LG
Tel: 01270 685131



E-mail: head@acton.cheshire.sch.uk
Website : www.actonceprimary.net

Headteacher: Mrs Beverley Dolman BA (Hons) QTS, MA Ed Man, NPQH

Tuesday 5th January 2021

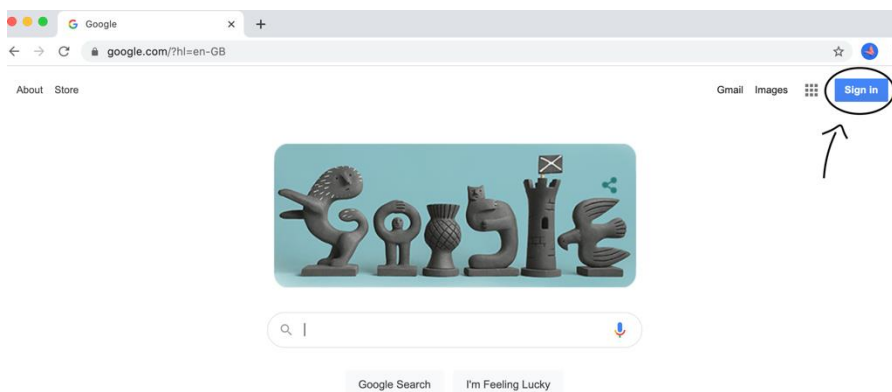
Dear Parents,

As you are aware, we have been training our children in school to access Google Suite for Education to provide remote learning.

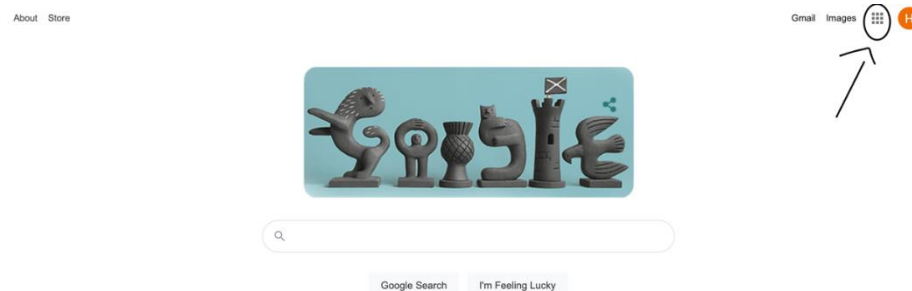
In Google Suite, we have created online classrooms where the staff can set tasks, upload resources, interact as a class and create video lessons for the children to watch. This will enable us to teach the class and help to keep them on track with what they would have been doing in school. Your child should have their login or it has been sent to them today. If however you have any problems, can you please email me and I can help sort the problem promptly.

In order to support you logging in at home to access this resource, please see the step-by-step screen shots to support you.

Step 1: Go to google on your internet browser. Click the blue sign in button and log in using your child's username and password.

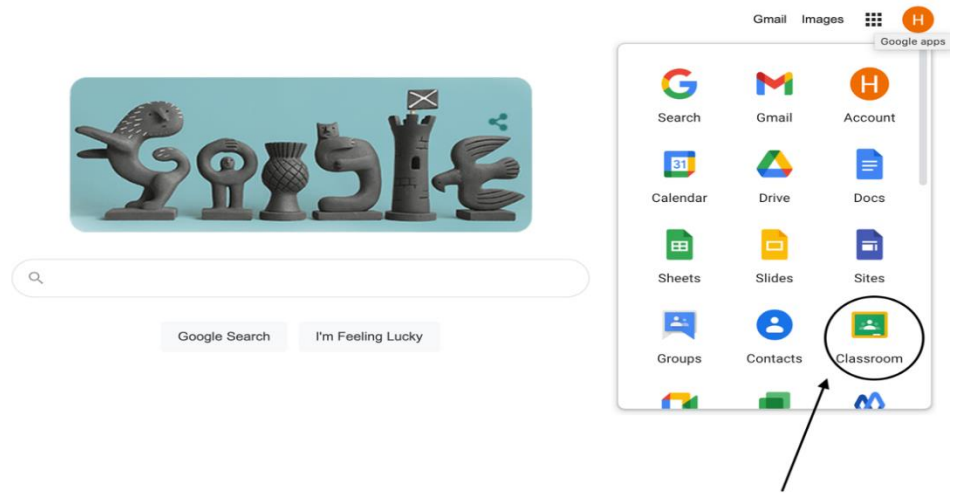


Step 2: Click on the 9 squares that look like a waffle



Step 3: Click on the classroom option (don't worry if you don't see as many icons as this screen shot).

About Store



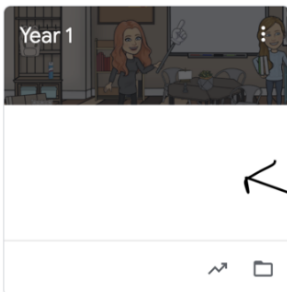
Step 4:

Select your year group class

Google Classroom



To review Calendar



Step 5: Congratulations - you have now made it to the virtual classroom!!! Don't worry if there are a few headings that are different -the teachers have more headings.

The screenshot displays the 'Year 1' virtual classroom interface. At the top, there is a navigation bar with 'Year 1', 'Stream', 'Classwork', 'People', and 'Grades'. The main header area shows 'Year 1' with a 'Class code' turned off and options for 'Meet link' and 'Generate Meet link'. Below this is a banner image of two female teachers in a classroom setting. The left sidebar shows 'Upcoming' with a count of 3 and 'No work due soon'. The main content area features a post by 'Hayley Rogers' titled 'Typing Skills', posted on Nov 6, with a link to 'Dance Mat Typing - BBC ...'. A comment input field is visible at the bottom of the post area.

1. Should we be delivering a live lesson the google meet will be here and children can click to join.
2. Work that has been set will appear here.
3. This shows any work that is due in soon.
4. This is the class stream page and where you always start off -you can get back to this page by clicking 'stream' next to classwork. This is a bit like Facebook in terms that it displays posts.

I hope that is helpful. Please don't worry about this -I know all these pages can seem a bit overwhelming. If you have any questions, please send them directly to me and I will get back to you as soon as possible.

Kindest regards

Beverley Dolman
Executive Headteacher