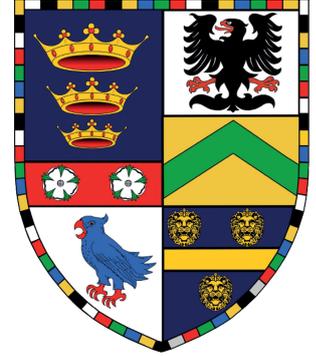# MALET LAMBERT

Google Classrooms and Live Learning

Information for Parents and Carers

Google Classroom
Information for
Parents and Carers

Dear Parent/Carer

Joining Google Classrooms

In the event of your child being absent from school due to illness, self-isolation or future potential closure, they can access their work online though Google Classroom.

What is Google Classroom?

Google Classroom is a free and secure learning network for teachers, pupils and schools. It provides a safe way for us to connect, share content, access homework, participate in live lessons and receive class information.

Using Google Classroom allows you and your child to have access to class work at any timethrough the Internet and is accessible online and through any mobile devices with Internet capabilities—including iPhone, iPad and Android devices.

You child has had the opportunity to login to their Google Classroom as part of their IT Curriculum. Staff have invited your child to their Google Classrooms and **we need you to ensure they have joined all Classes as per their timetable by completing the following:**

Accessing Google Classroom

Step 1

- To access RM Unify from home please visit ***rmunify. com*** (or click the Learning Platform link at the top of our website) and enter the following credentials:

- Username: m.username@mls (note the @mls after the username)
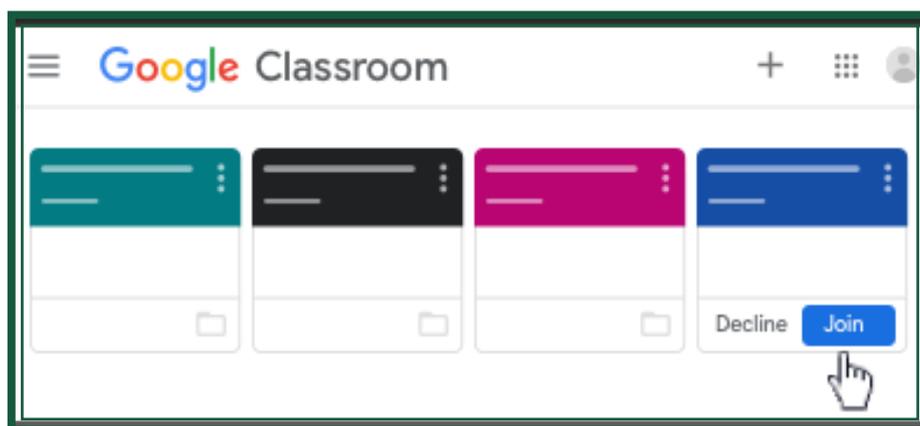- Password: [school password]

Step 2

- Select Google Classroom from the RM Unify tile.
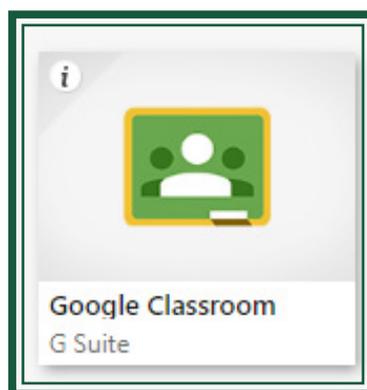
Step 3

- Ensure you child has joined all of their Google Classrooms for each Curriuclum Subject area.

A full tutorial is available here: *https://www.maletlambert.co.uk/articles/512*

I also enclose the expectations for online behaviour and expectations. More details on **Live Learning** will be communicated to you as and when it becomes necessary.

Thank you for your continued support.

Yours sincerely,

Stephen Logan
Deputy Headteacher

Pamela Tarbet
Assistant Headteacher

Online Learning

Guidance for Pupils
When Accessing Live Lessons

1. Ensure you are in a suitable (quiet and free from distractions) area before your lesson begins.

2. Make sure you have any equipment you may need for the lesson.

3. Be ready for the lesson 5 minutes before it starts.

4. Cameras should remain off and microphones on mute unless your teacher asks you a question or you have a question.

5. Behave as if you were in a classroom. Lessons will be recorded.

6. You should use your school email or the stream (if being used by your teacher) in Google Classroom to communicate with your teacher and other members of staff.

7. Conversations and emails with staff must be appropriate.

8. You should only use your school IT account for activities connected with school.

On-line Home Learning
Behaviour Policy 2020/2021

*Focus Points are now **Positive Points**. You start the lesson with **3 Positive Points.***
An internal record of any behaviour steps is always recorded.

LEARNING STATEMENT

Removal of 1 of the 3 Positive Points.

STEP 1

Removal of a total of 2 Positive Points.

STEP 2

Removal of all 3 Positive Points.
Text sent home.

STEP 3

Removal of all 3 Positive Points.
Phone call home.

STEP 4

Removal of all 3 Positive Points.
Removal from on-line classroom.
Phone call home.

Whilst the steps will generally be applied in an escalated manner, in an on-line setting staff are able to issue an immediate step 4 if they feel that the pupil has compromised the safety or professionalism of the on-line classroom.