

## Guidance for Pupils, Parents and Carers

Over the coming weeks you will be expected to work from home. We will be using **Google Classroom** alongside your usual homework platforms (Tassomai and Hegarty) to ensure that you can continue to make good progress.

You will be expected to log on to Google Classroom during the normal school day hours. For example, if you have P1 Maths on Tuesday, you should work on Maths from 09:00-09:55. For a copy of these timings, see the next page. Your teachers will be online during school hours, so please email them with any questions.

### How to log into Google Classroom

1. Go to [classroom.google.com](https://classroom.google.com) and click **“Go to Classroom”**
2. Enter your username and click Next. This is the username that you use to log into computers in school, for example *sewrob19@hphigh.co.uk* (the first three letters of your surname, the first three letters of your first name, and the year you joined HP)
3. Enter your password and click Next. This is the password that you use to log into computers in school.
4. If there is a welcome message, read it and click Accept.
5. Click **“I'm A Student”**, then click **“Get Started”**.
6. Click on the appropriate class group.
7. You can also download the Google Classroom App from the Apple Store or Play Store, and access resources on your phone.

*If you cannot log into google classroom for any reason, please email [support@hphigh.co.uk](mailto:support@hphigh.co.uk)*

### How to check your assignments

Assignments are tasks that your teacher has set. An assignment could be a quiz, a comprehension task, watching a video, or even answering exam questions. You can see a list of all your work on the **Your work** page. To check your assignments, complete the following steps:-

1. Click on the relevant class
2. Click on **Classwork**
3. Click on **View Your Work**.
4. To see attachments, comments, or additional details for an assignment or question, click the title of the work and then **View details**.
5. **Each assignment must be submitted by the deadline which the teacher sets. This will normally be by the end of the day.**

### How to send your work to your teacher.

Most of the assignments that your teachers set will be able to be completed online and uploaded onto Google Classroom. If you do not have access to a laptop or computer, or if you would prefer to work on paper, you can complete work in the exercise book provided, take a photo on a smartphone, and upload this. If the photos are too big to send, please use a photo to pdf converter app such as *Scanbot*.

### If you have limited internet access

Please contact [support@hphigh.co.uk](mailto:support@hphigh.co.uk), and we will try to help.



### School Timings when Working From Home

Period	Time	Notes
Tutor Time Reading	08:40-09:00	You will be given a guided reading video to watch each day
Period 1	09:00-09:55	Upload your completed work by 21:00
Period 2	09:55-10:50	Upload your completed work by 21:00
Break	10:50-11:15	Free time
Period 3	11:15-12:10	Upload your completed work by 21:00
Period 4	12:10-13:05	Upload your completed work by 21:00
Lunch	13:05-13:30	Free time
Period 5	13:35-14:30	Upload your completed work by 21:00
DEAR	14:30-14:55	Spend twenty minutes reading your own choice of book
Period 6	14:55-15:50	Year 11/13 only. Upload your completed work by 21:00

### Contacting the school

If you have a question relating to your classwork, please email your class teacher.

If you have a technical question about Google Classroom, need help with logging on etc, please email [support@hphigh.co.uk](mailto:support@hphigh.co.uk)

If you have a more general enquiry, please use the [contact@hphigh.co.uk](mailto:contact@hphigh.co.uk) email address, and we will be happy to direct it to the correct person.

### Further Information

We will be updating our website with further information on Google Classroom over the coming days. Please keep checking it regularly: <https://www.hphigh.co.uk/information/school/remote-learning>