



Dear Parents and Carers,

Thank you for coming to collect your child today. All of the class responded maturely and understood the situation.

During the remainder of this term, we will be continuing to teach Alder class through a blended learning approach. What this means is that students will continue to follow their normal timetable, with lessons starting at 9:15 and following the pattern of the school day as shown below:

9:15 – 10:15	Lesson 1
10:15 – 11:15	Lesson 2
11:15 – 11:30	Break
11:30 – 12:30	Lesson 3
12:30 – 13:30	Lesson 4
13:30 – 14:30	Lunch
14:30 – 15:30	Lesson 5

The exception to this will be tomorrow, where we will start the lessons at 10:15 to ensure everything is in place.

In order for teachers to deliver the lessons, we will use our Avanti Hall Zoom account and we have invited students to join with their new Gmail accounts – instructions for this are below. Students need to follow the link in the Gmail account, and this will let them into each lesson until the end of term. Teachers will start the lesson at the times above, but please bear in mind that some teachers will be coming from other parts of the school, so may have to set up, which may take a few minutes.

Teachers will do a quick register and then give students instruction for the lesson topic and purpose. They will then show the students where the work is to complete for the lesson on Year 9 Google Classroom. Where possible, teachers will ask students to submit the work through the classroom at the end of the hour. Following the teacher instruction, the teacher will close the Zoom meeting for everyone to allow students to complete the tasks set on Google Classroom.

Students will then log back on to the Zoom channel for the next lesson and repeat the process throughout the day.

In order to make sure that everyone can access the classroom we have reset the passwords as follows:

Google Classroom login: [see email]

Google Classroom Password: [see email]

Please see the instructions for the students which follow at the foot of this letter. Both this letter, the instructions to students and the timetables for this week and next have been attached to this email for your convenience. Should you experience any technical problems then please use the support contacts in the instructions. If your concern relates to the task set for the lesson, then please contact the teacher whose contact details can be found on our website. [[Staff details](#)]

Regards.

Phil Arnold
Principal,
Avanti Hall School

Instructions follow:

Year 9 - Student Instructions

These instructions will help you get up and running with your Google Classrooms and Gmail account whilst you are away from school under self-isolation. Please move through each of the sections in turn and follow the instructions.

If

- at the end of this guide you are still having a problem then you can get further support by contacting the school using the options below.

Or

- you do not have the necessary computer or internet resources to support the on-line provision outlined below

Please contact the school by:

- Telephoning on 01392 757371 and asking for Year 9 assistance.
- Alternatively you can email, if it is up and working, on Adrian.hilliard@avanti.org.uk.

Section A

Access Google Classrooms

You need to access your Google Classrooms to find your lesson resources and assignments. Please follow these instructions:

- Check the email to parents for ID and password
- The password has been set not to change to allow transparency between school, student and parent/ carer
- Open school website home page - [Avanti Hall Internet Home page](#)
- Find the 'Pupils' option on the very top menu bar, above the school's logo.
- Click on 'Pupils' and select 'Login' to open Google Classrooms
- Select Year 9 Alder Class
- Here you will find the various lesson details stored under the subject folders.

Well done – you have now completed opening your Google Classrooms account.

Section B

Access Student Gmail account

We need you to open and confirm your new Gmail account. Please follow these instructions:

- Click on the Nine dot “waffle” next to your initial, top right of the menu bar running above the class name.
- Select Gmail from the apps and open you Gmail email account. This will be your main email account for communications from now on. Make sure that you know how to open it and that you check your email account regularly for new communications. This is your responsibility and is not an excuse for not picking up emailed information.
- To confirm that you have opened your Gmail account please send the following email as using the ‘Compose’ option, top left of the screen:
 - Send to Adrian.hilliard@avanti.org.uk
 - Subject: Year 9 checkSelect ‘Send’ and we will know that you have found and can use your new Gmail account.

Well done – you have now completed setting up your new Gmail account!

Section C

Zoom Meetings

We will use your new Gmail account to send you the joining instructions for the Zoom meetings, which will take place as part of your usual timetabled lessons. To join these meetings follow these instructions:

- Open your Gmail account and find the email which relates to the correct date and lesson subject.
- From this email click on the “Join Zoom Meeting” link and this will begin the meeting process.
- The browser should open for the meeting – or follow the instructions provided on the screen
- The teacher will use the Zoom meeting for the first 10-15 minutes of the lesson to:
 - Take a register
 - Run through the learning objectives of the lesson
 - Help model and clarify any parts of the lesson / assignment that you do not understand.
- The teacher will then end the Zoom meeting for all the class and allow you to spend the remainder of the lesson time completing the assignment.

Remember, if you have difficulties accessing any of the above please use the support mentioned at the top of these instructions.

Adrian Hilliard
Business Support Manager
Avanti Hall School