



Co-op Academy
Swinton

Expectations for home learning

During this time when your child is learning from home they are expected to follow their normal timetable.

Students should aim to complete work for all lessons and should try to stick to the times of a normal school day from 9.10am until 3pm taking rest breaks and breaks for lunch at appropriate times.

Their work will be set in the google classroom. This will be posted in the google classroom class for that subject.

All information will be posted on google classroom.

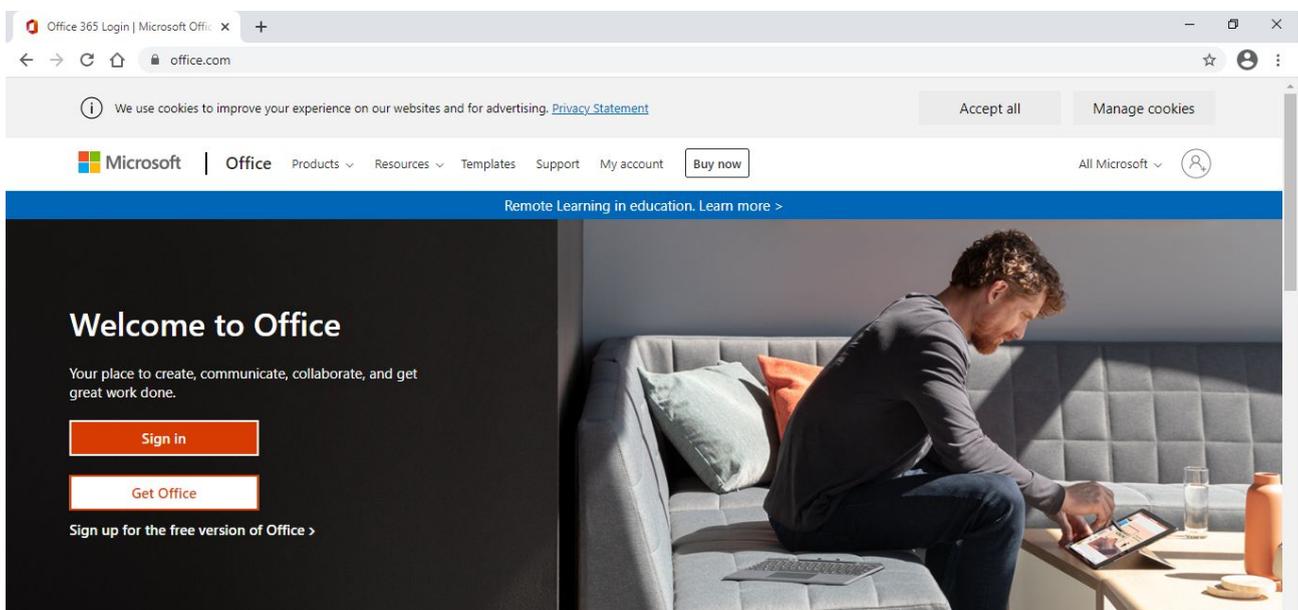
How to access google classroom

Over the holidays, our student emails have been changed from Office 365 to Gmail by our Central IT team. All students received an email to their Office 365 account on 18 December notifying them of the change.

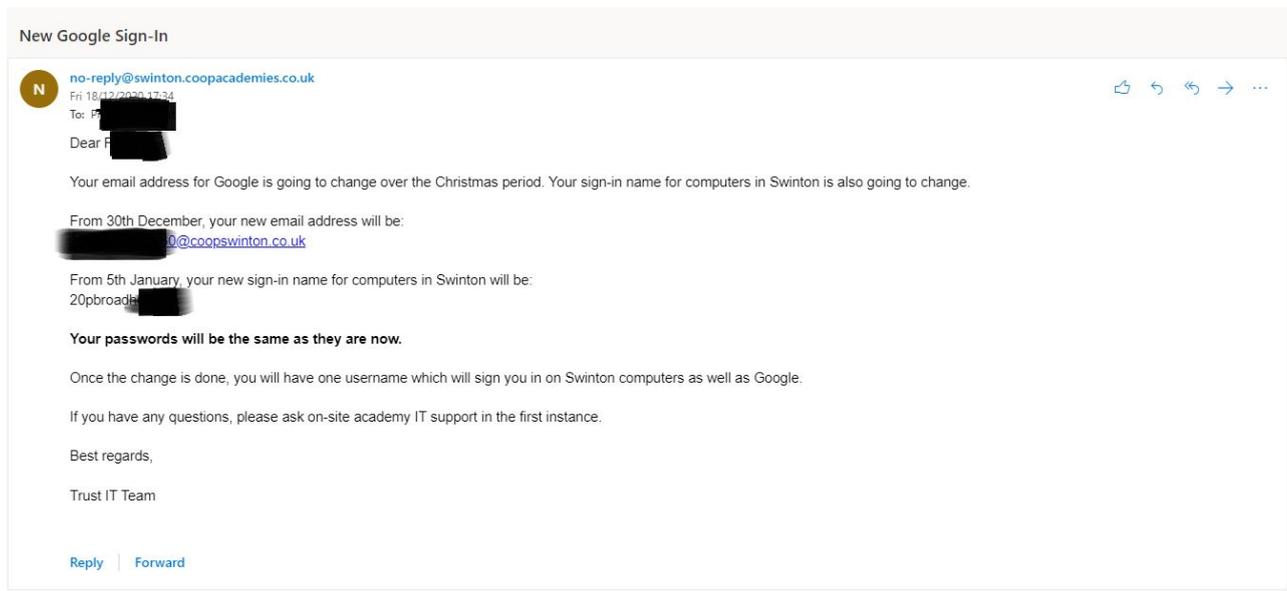
The transfer has worked fine for most students but some have experienced issues and we are working through them as quickly as possible. If you are experiencing problems, please follow the instructions below to get your child logged back in.

Accessing Your Gmail and Google Classroom accounts

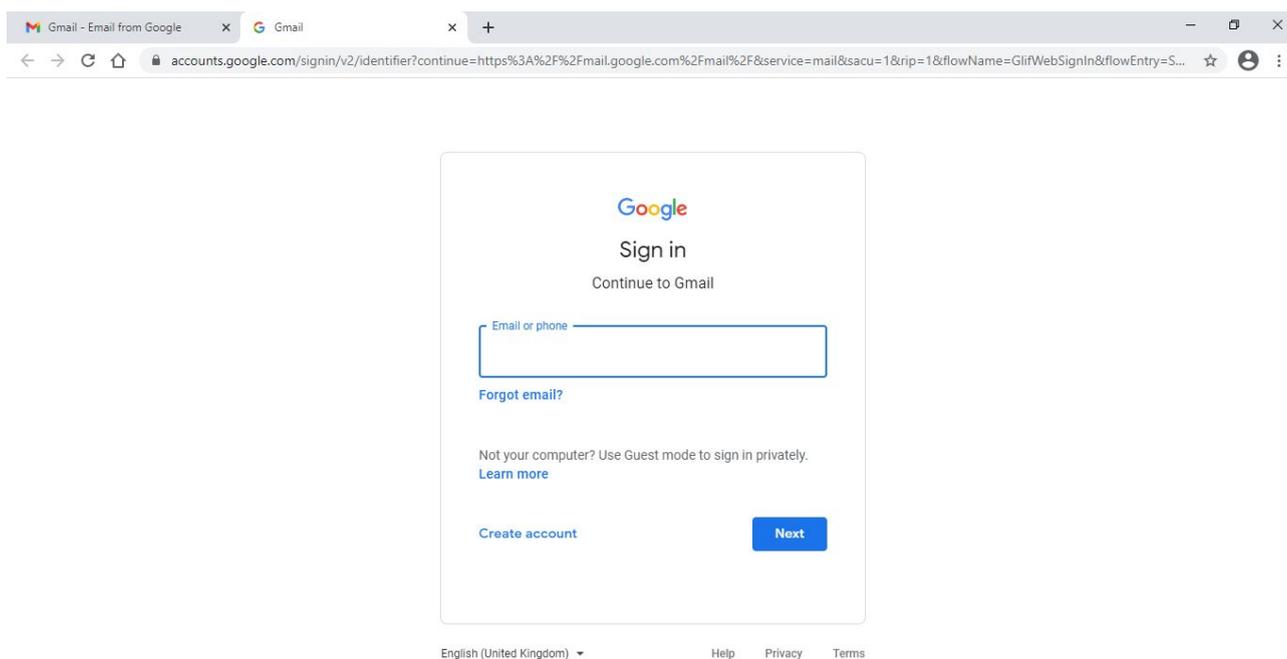
All students should log onto their Office 365 email account at: <https://www.office.com> using their old email address (example@swinton.coop)



On successful login to Office 365 they will find an email sent on 18 December 2020 (example below).



Please use this new email address with your old password to log into both Gmail and Google Classroom.



Please note: Passwords have NOT been changed.

If your child has forgotten their password for Office 365, please contact our school office on: 0161 794 6215 or info@swinton.coop or send us a message via SIMS Parent App. You MUST include the students full name and a parent email address so that we can email the new login details.

Using the google classroom

There are lots of useful videos on youtube that explain clearly how to navigate and use the google classroom. Please check these if you are unsure how to use this platform.

- https://youtu.be/Vk_-AE97Tyg
- <https://www.youtube.com/watch?v=N5UQ2V3nRp4&feature=youtu.be>

Access to devices for remote learning

Did you know that Google Classroom can be accessed via the web browser on PS4 and Xbox consoles? A mouse and keyboard can also be plugged into these consoles to make working on Google Classroom easier. If your child does not have access to a console or device to access remote learning, we do have a limited number of laptops available. Please contact us if you need help.

Your Support

Your support is vital in this process. We understand that whilst some students are working from home, their parents may be at work and you may not be able to supervise their work each day.

However, we ask that you:

- Ask your child to show you they can access google classroom.
- Keep in touch with them throughout the day, if possible, to check they are working.
- Ask them at the end of the day to tell you/ show you the work they have done.
- Contact their subject teacher if you have any questions, comments or concerns about the work they have completed or their engagement.
- You can also email your child's form tutor or class teacher through google classroom and ask them to add your email address to google classroom so that you can stay in touch regarding the work set.
- We will monitor your child's engagement with remote learning and will contact you if they are not accessing the work.