CB/mw

18th March 2020

Dear Parent/Carer,

We have recently setup Google Classroom for all the children so teachers can provide work for the children if the Government directs us to close.

To enable this, the children will need to log in to Google. Older children can practise logging in so they are familiar with the setup, younger children will need support from an adult.

Children and their parent/carer will need to complete the process below. We would advise you to use *Google Chrome* as a browser.

To access Google Classroom:

- Children should go to the Google main page www.google.co.uk (preferably in Google Chrome browser)
- Click **Sign In** (in the top right corner)
- Enter their *school email address* and *password* to login to google. This can be found on the front of their blue home learning file. The email address is their username with '@laurelsprimary.co.uk' at the end

- Once logged on, children will see 9 dots in the top right hand side of the screen.   Click on these.

- You should then scroll down and click on the 'Classroom' tile:
- Children should then see each of their classes displayed on the screen.

If you have any issues accessing the classroom please email itservices@dmat.education ensuring that you include your son's/daughter's full name and details of the problem. This will be our first time working in this way and utilising Google Classroom; if there are any hitches, please bear with us.

If your child does not have access to a computer or the internet, please don't worry. We also enclose a printed activity booklet for the children to complete along with a pen/pencil. Thank you in advance of your support.

Kind regards,

Charlotte Bull
Headteacher