Dear Parents and Carers,

We know from speaking to you that your children are beginning to feel a little unmotivated to complete work as well as missing the interaction with their class teacher and support staff. To address this, we have decided to try and create individual pupil logins to Google Classroom. This means that the children will be able to upload and submit any work they have completed (under their own name), for feedback by the teacher, as well as being able to message the class teacher directly to receive any help.

Shortly, you will be sent an email invitation from Google Classroom to the email address that the School has on file. If you do not receive the invitation or if the email address we have on file requires updating, please let the School Office know as soon as possible.

Please follow the steps below to register as a pupil for your child's class:

1) Before clicking on the link in the email, please sign out of the generic Google Classroom account that you may have been using by clicking on the icon in the top right corner and then *sign out*.
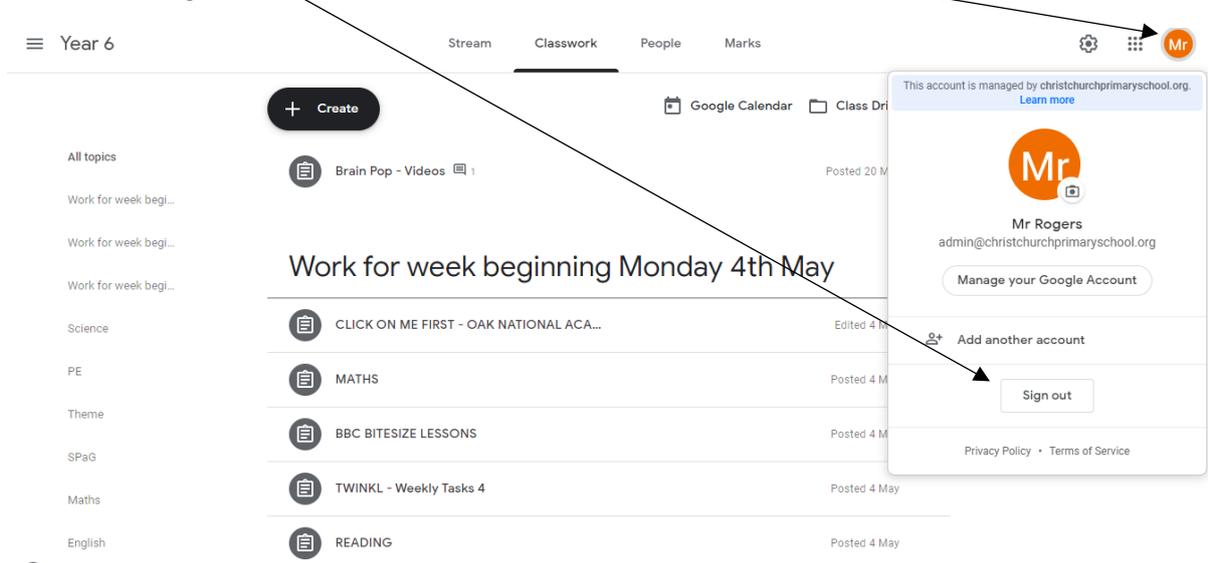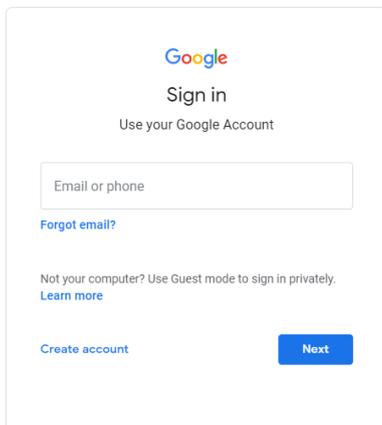

2) Return to the email and click *join.*

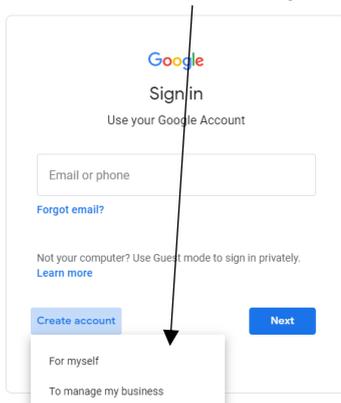2a) **If you have** been using Google Classroom, you may have a screen that looks like this:
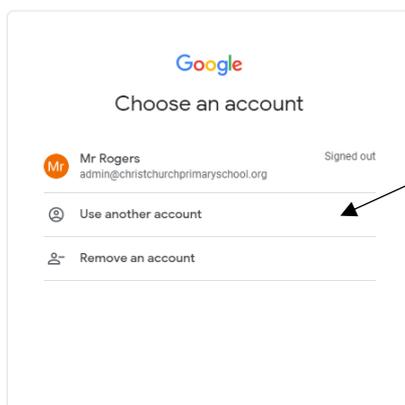
Press *use another account*

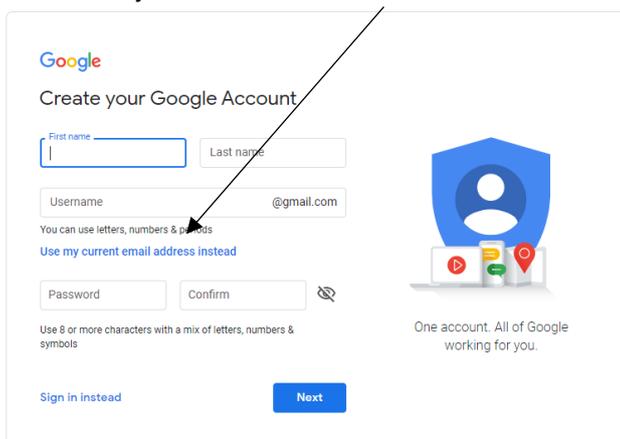2b) **If you have not** been using Google Classroom, you will have a screen that looks like this:

3) Press *create account* and *for myself*

4) Press *use my current email address instead*

5) Complete the details using your *child's first name and last name* **and ensure you use the email address that you received the invitation on.** Create a password and press *Next.*

6) You will be sent a verification code to the email address registered. Please login to your email address and copy the verification code into this box. Then press *Verify.*

7) A phone number **is not required** but please enter **YOUR** date of birth and gender. Press *Next*.

8) Please read and accept the terms and conditions if happy with them.

9) You will see a box which says you have been invited to be a student for …. Press *JOIN.*
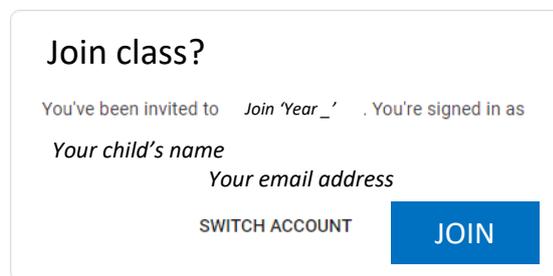
10) Finally, press **CONTINUE.** You will now be registered as a pupil in your child's class. This means that you will be able to upload your child's work* and receive feedback from the class teacher. *a digital photograph of their work will be fine or a document (if the work has been completed on the computer).
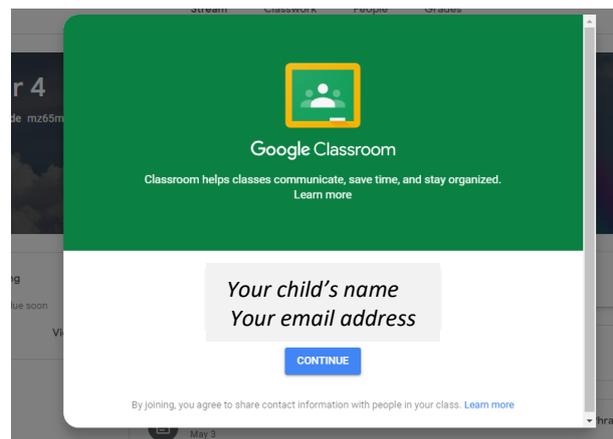
We hope that you find these instructions helpful. We will produce further guidance on how to use Google Classroom and how to upload work in the coming days. In the meantime, if you need any further guidance, please contact the School Office.

Stay safe.

Mr Rogers and Mrs Voyle