



9th October 2020

Dear Parent/Carer

From **Monday 12th October** work will be provided for your child in English, Mathematics, Science, History, Geography and Spanish on Google Classroom. Your child has been added to History, Geography and Spanish classes based on their options choices. Your child's teacher will be able to view their work and provide feedback on it. A guide on how to access google classroom is attached. If your child has any difficulty with their work, they will be able to communicate with their class teacher through Google Classroom. Your child's username for the VLE is their [firstname.surname](#); password is your child's usual school IT password. If you have any difficulty logging in, please call reception.

From **Thursday 15th October**, lessons will be taught live - online - by your child's teachers for English, Maths, Science, Geography, History and Spanish. These lessons will follow your child's normal timetable; lessons will start and finish at the usual time.

Instructions for how to access the live classes will be to you sent on Tuesday.

If your child does not have access to a laptop or computer, please inform the office.

Yours faithfully

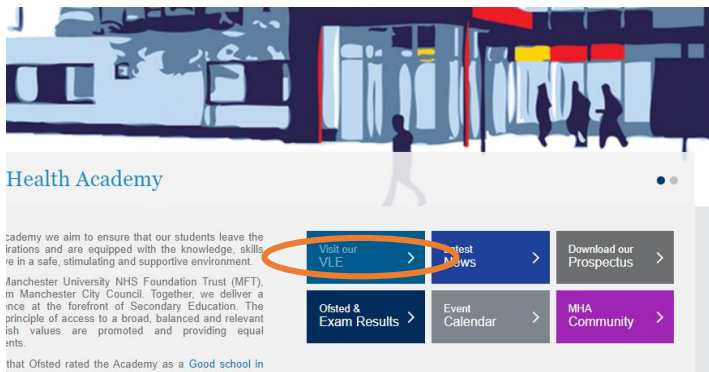
Ms N Peek
Vice-Principal: Standards



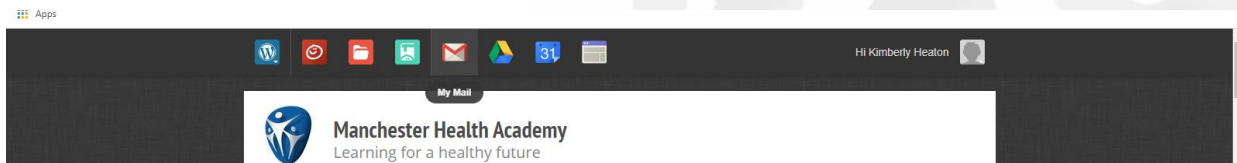
How to access and use Google Classroom

To access Google Classroom, students need to log on to the VLE via Chrome. If your child is unsure of their user name or password, please contact reception.

Step 1 - Log into the VLE via Google Chrome



Step 2 - Open your mail first - this will load up your settings to avoid having to sign in again



Step 3 - Open Google Classroom



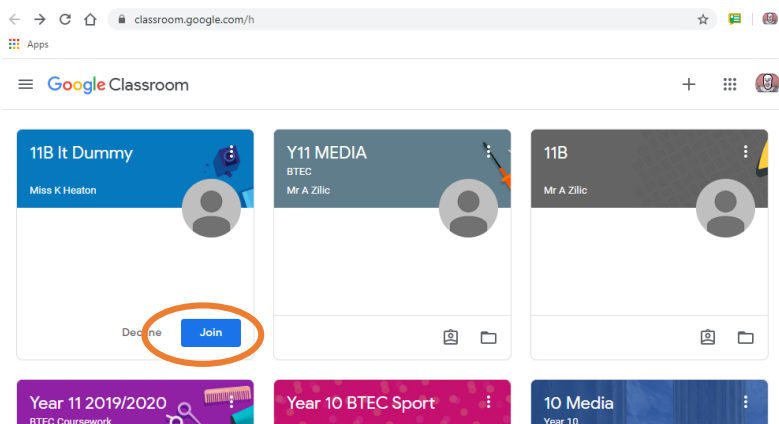
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Step 4 - Click on the join class



Step 5 - The class homepage

