



GREENWOOD TREE  
ACADEMY TRUST

Coombe Road  
Puddletown  
Dorset  
DT2 8SA

Headteacher: Sharon Hunt  
Milborne St Andrew First School  
Hopsfield  
Milborne St Andrew  
Dorset  
DT11 0JE

January 2021

Dear Parents,

## GOOGLE CLASSROOMS

This letter is written in a time of some uncertainty as to whether schools will re-open in 6 weeks or not. Whether they do or not there is still a possibility that a year group would need to self-isolate due to a positive Covid result.

In preparation for such an event, we are providing you with the log in details for Google Classroom as this will become our method to provide home learning. I would urge you to check that you are able to access your child's Google Classroom today so that we are able to trouble shoot any particular issues that you may have. By using Google Classroom, we will be able to provide a far more structured and cohesive learning experience for your child.

Please note that the remote learning through Google Classroom will only be used in the event of a **whole school lockdown (like we are at present)** or if a whole class is required to isolate.

Once school are fully reopened and parents choose not to send their child to school then we will be unable to provide home learning. Non-attendance will be marked as 'unauthorised absence'.

### **How to access Google Classroom:-**

To log in to your child's Google Classroom, sign into the Gmail server using your child's school email address.

Your child's school email address is 20 (for YR), 19 (For Y1), 18 (For Y2), 17 (For Y3) 16 (for Y4), followed by your **child's first name**, followed by the **first initial of their surname**, for example:

Email address: John Smith in YR would use - [20johns@milborne.dorset.sch.uk](mailto:20johns@milborne.dorset.sch.uk)

Password: **password** – you will be prompted to change this on your first log in

Once logged in, there should already be an invite to join your child's Google Classroom.

### **Help For Google access (step by step guide)**

Please find below instructions on how to access to your child's school email account and go to their drive and Google Classroom.

Here's the steps to take to get there.....



GREENWOOD TREE  
ACADEMY TRUST

Coombe Road  
Puddletown  
Dorset  
DT2 8SA

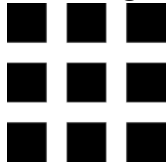
Headteacher: Sharon Hunt  
Milborne St Andrew First School  
Hopsfield  
Milborne St Andrew  
Dorset  
DT11 0JE

1. Go to Gmail.com
2. Enter your child's school email address .....@milborne.dorset.sch.uk (see format above)  
Enter the password:- **password** (you will be asked to change this on first of entering)
3. The next screen may or may not show this.....  
*We are sorry, but **you do not have access to Gmail**. Please contact your organisation administrator for access.*

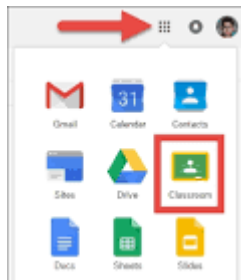
[Sign in with a different account](#)

**Ignore this.....**

4. On the right-hand side there will be 9 small dots in a square shape. Like this.....



5. Click on the black dots and go to the drive or Google Classroom .....



6. If they need to do the work online they can use the google Docs or slides, this is very similar to word. To use this, click NEW at the top left and click on Google Docs or Slides
7. You can name your work by writing over the 'Untitled document' section (Top left).
8. You can (Share) send this work to the teacher by clicking share on the right-hand side in Blue.  
Then start to type the teachers surname and their email address will appear for you to send the work to.

I hope this helps but please email the school office with any issues or problems that you may encounter whilst setting this up.

Kind regards

School Office

**Please do check that this works as soon as you are able and inform us of any difficulties.**