



May 2, 2020

Dear Parent/Carer,

RE: Launch of Google Classroom

We are pleased to inform you that our Google Online Classrooms are now available to access for children from Reception to Year 6.

Please follow the instructions below for your child to join and login to their class

1. Type in www.google.co.uk into your web browser
2. When the google search page appears click onto the blue 'sign in' box which appears on the top right hand side of the page. Your child will need to type in their school email address. This will be your child's full first name followed by the first three digits of their surname and then @cavendish.hounslow.sch.uk. For example, if your child's name is Jane Smith they would type janesmi@cavendish.hounslow.sch.uk
3. The 'welcome' box will appear with your child's name, you will see another box underneath titled 'enter your password'. This is where you child will need to enter our school computer password which is [cavendish.313](#) This will lead them to a page which asks them to accept the Google Terms of Service and Privacy Policy before continuing
4. Now type in www.classroomgoogle.com. When the page appears your child will need to click on the cross to join their classroom. They will be asked confirm their role as a student and to enter there **class code** which can be found by **scrolling down to the second page of this letter**.
5. Once your child is in the google classroom they will be able to see and respond to a welcome message from their teachers on the 'Stream' page and access the learning activities on the 'Classwork' page.

We would be grateful if parents/carers could monitor their child's online communications in Google Classroom to ensure that their messages to teachers and classmates are:

- Brief and reasonable in quantity
- Focussed on the learning activities and responses to teacher questions
- Appropriate in respect of content and of use of language

Please be reassured the learning activities posted can be completed away from the computer if necessary.

Finally, we are sure that you will appreciate that this is a new and exciting way of working for our children and our teachers which will take time to develop.

Thank you for your continued support, patience and understanding,

Yours sincerely



A.Coleman (Head of School)



GR Murrell (Executive Headteacher)

Google Classroom

Please make sure that you use the correct code for your child's class

Class Codes:

Reception: mmseeut
Year 1: w2grku7
Year 2: 755m7kw
Year 3: sxeobqd
Year 4: amtza55
Year 5: bvg3t3s
Year 6: kwckv6y

