

## The Harefield Academy

*Achievement through Active Learning*

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Dear Parent/Guardian,

Alongside Class Charts, we will also be using Google Classroom this year which is a free and secure learning platform for teachers, students and schools. It provides a safe way for us to connect, share content and access work should a period of remote learning be required.

Using Google Classroom allows your child to have access to work at any time through the Internet and is accessible online and through any mobile devices with Internet capabilities – including iPhone, iPad and Android devices. Google Classroom is a useful tool to check on work missed when absent and ask questions about assignments.

Google Classroom and other Google apps are to be used as educational tools and will be used **strictly for educational purposes.**

Guidelines for using Google Classroom are as follows:

- Students will be required to use appropriate language and grammar instead of texting language during communication in all G Suite apps.
- The site will be used to discuss school – related content only
- Always follow instructions provided by the teacher within any G Suite app
- If you need to contact your teacher other than on Google Classroom, please email to their school email address

For your child to log into your school Google account, go to the Google homepage and click *Sign In* which appears within the top right corner. Your child's first-time log in details are below:

'Username'@theharefieldacademy.org (replace 'Username' with **the** first part of their Harefield Academy log and password 123456789), which can then be changed to their own appropriate password which should not be shared and kept securely.

Once logged in, click on the cluster of dots in the top right-hand corner to access your Google Apps. Click on Google Classroom.

To support your child in being able to access their G suite account and the applications within it they will receive a student guide and a dedicated lesson to run through the main applications within the platform within the next few weeks.

Thank you so much for being part of our development of updated technology into our curriculum. Should your child need any further guidance with logging on please contact [jared.martin@theharefieldacademy.org](mailto:jared.martin@theharefieldacademy.org)

Kind regards,

Nicky Williams  
Assistant Head teacher