

please recycle me!



St Mary's CE VC Primary School
Chard Street, Thorncombe, Dorset, TA20 4NE
Telephone 01460 30535
E-mail- office@stmarysthorncombe.co.uk
Website www.stmarysthorncombe.dorset.sch.uk
Head of School: Miss Emily Smith



1st May 2020

Dear Parents and Carers,

Google Classrooms Update Letter

This week, we have received a selection of work either through email or through uploads on Google Classrooms. From next week onwards, we would like people to try to upload assignments onto Google Classrooms directly. This will allow each teacher to respond to you based on the assignment they have set.

Guide: How to submit work

Go to the Classwork section of your child's Classroom.

Click on the chosen piece of work

Click on View Assignment

On the right hand side, click + Add or Create

This allows you to create a new document (there is a drop-down menu so you can select a word document, picture etc) or to upload one you have already saved (such as a photograph of a piece of work).

Click on the file when it is ready to be uploaded

Then click "Hand In"

Please look at the instructions attached to each assignment to see which pieces need to be submitted to the class teacher. Again, we acknowledge submission may not be possible for every family and we can talk to you on an individual basis about this. Children are not able to see work submitted by other children on this platform.

If you are unable to upload a document directly onto Google Classroom, please email office@stmarysthorncombe.co.uk for guidance. Thank you.

Kind regards,

Miss Smith, Head of School

