Dear Parents of Year 3 and 4 Pupils,

I am writing to ask for your help with something.

It is really important that all pupils need to be able to access their **Google Classroom (GC)** accounts independently in lessons when they are at school, as GC is used in lessons and not just at home. To do this, it is crucial that all children are aware of the **current password** for their Google accounts, and it is really fantastic that many pupils can do this. However, if your child does not know their school Google login, then it would be really helpful if you could spend some time to show your child what it is, whenever they next have to access Google Classroom at home.

An unfortunate consequence of pupils being unable to log on to their Google Classroom accounts in lessons, is that their passwords have to be changed in school, which can then lead to confusion when they next try to access it at home - as has happened to many pupils in the past week.

Although Google insists that passwords must be 8 or more characters in length, when you are choosing a Google password with your child, please would you try to choose one that will be easy for them to enter - they do not need to be complex - as this is the biggest issue they face when trying to log in. Some suggestions that work well might be the use of consecutive keys e.g. 'qwertyuiop' or '1234qwer' as they can find these keys easily. They can also have these passwords written down and taken to lessons.

Additionally, as their Google login includes their first and surname, and if you have a complex surname, then it would be really useful if your child is familiar with how to type in their name. Some time spent practising this at home would be a really useful activity for them to do until they become more confident with finding letters on a keyboard.

I would really appreciate your help with the above matter so that as little time as possible needs to be spent in resetting pupil passwords in lessons in future."

Kindest regards,

Drew Buddie
Director of Digital Learning