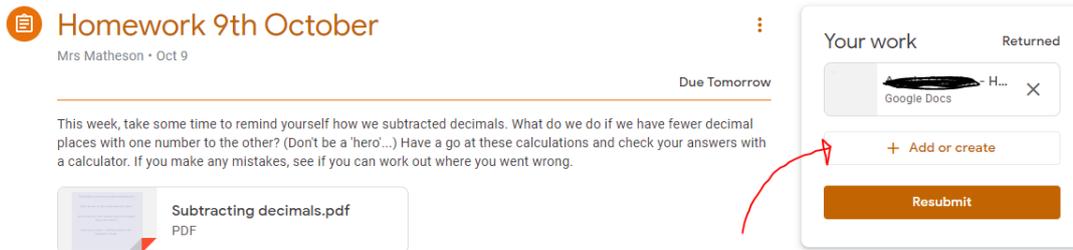




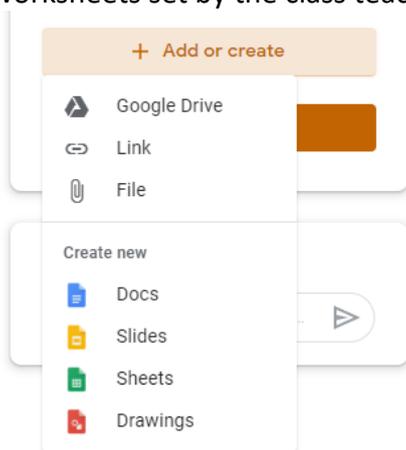
Friday 16<sup>th</sup> October 2020

Dear Parents and Carers,

Thank you for your responses to our letter on Wednesday. We have since received a number of queries about the simplest way for work to be submitted for us to view and mark (see below for more information). When children go to their 'Assignment', at the top of the screen there is the option to 'add or create' a file:



If you then open 'Docs', it works as a Word file where you can add your own text and answer any worksheets set by the class teacher.



This saves automatically and can be sent to us by clicking 'turn in' at the top right. The document name is automatically generated to link to your child. Additionally, the problems with files becoming 'scrambled' upon opening seems to be when a PDF file is opened with Google Docs. If we attach PDF, please try simply viewing it as it initially pops up on screen. Any responses can then be made in the same way as above on Google Docs.

Thank you for your patience as we all get to grips with this new platform. Please do log into your child's Google Classroom portal over the next few days to view their class Harvest piece and this week's homework. As ever, please do contact the school office on [plumptonoffice@skylarkfed.education](mailto:plumptonoffice@skylarkfed.education) if you have any questions.

Kind regards,

Mr. J Hughes  
Head of School

