

5th October 2015

FMC/JHW/V013

Dear Parent/Carer


As part of our drive to constantly improve Teaching and Learning for all students, we have introduced the use of Google classroom, an App that is a platform for homework and other learning resources. Each lesson will have a Google Classroom created for Homework and resources. In order for you to support us with this, we have created a way for parents and carers to view the various assignments within your child's Google Classrooms. Accessing each Google classroom can be done using the following process:

1. Log on to ePortal using your unique username and password.
2. Make a note of each of your child's 'Teaching Group Codes'.
3. Open the Leigh Academy website and click on the 'Academy Life' tab.
4. Click on the 'Google Classroom Codes' tab from the dropdown list provided.
5. Open the relevant Year Group PDF attachment and match the Teaching Group Code to the Google Classroom code.
6. Open the Google Classroom App using your child's login. The username is set as their c-number followed by @lalearner.org.uk and the password is their 8 digit date of birth (it is possible for them to change this).
7. Enter the code of the Google Classroom by clicking on the plus sign at the top right hand corner of the page and you will be able to see what assignments have been set.

This process only needs to be done once for each Classroom as the device you are using will permanently remember the code.

Thank you for your support with this, any further questions can be asked during Parent-Tutor day on Wednesday 14th October. However, if you or your child is experiencing any technical difficulties with logging on please inform their form tutor.

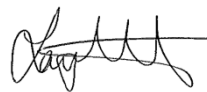
Yours faithfully



Sharon Waterman
Trust Principal



Julia Collins
Chaucer & Darwin College



Faye McGill
Brunel & Da Vinci College