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| T:\logo\Capture.JPG  ***Principal: Miss R Robinson***  ***B Ed (Hons) M ED PQH***  ***Tel: 028 38851778*** | **St Mary’s Primary School**  **84 Maghery Road**  **Maghery**  **Dungannon**  **Co Tyrone**  **BT71 6PA** |
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**23rd October 2021**

**Dear Parents,**

**Last year children had the opportunity to build up their knowledge and skills in using Google Classroom (P4-7) and with Seesaw (P1-3). These proved extremely beneficial during lockdown.**

**As a staff we believe these are still good IT skills for children to experience and maintain and would prove essential should there be another lockdown. Therefore, we have agreed that once per month, homeworks will be sent through these platforms. You will be informed in advance of the week that this will occur.**

**The first week of this will be 4th October.**

**Teachers will be providing you with details for each child before Wednesday 29th September. Please ensure your child can access Google Classroom/Seesaw prior to this.**

**Please find attached a parent guide sheet for Google classroom.**

Below are the instructions for using our google classroom. If you need any more assistance, please don’t hesitate to contact your child’s class teacher who will be happy to help.

To complete the task on a PC or laptop:

1. Go to www.c2kschools.net then type in the C2K username and password provided above.

2. Once the homepage loads, click on ‘My Links’. Scroll through and click on ‘Google Drive’;

3. You may be prompted to log in again. Please do so, using the username provided, with @c2ken.net on the end (instead of @c2kni.net).

4. In the top right hand corner, look for a ‘waffle’ (a square shape with 9 small squares inside);

5. Once you click on the ‘waffle’, select ‘Classroom’;

6. Once inside ‘Google Classroom’, select the tasks that will be allocated for that week.

To complete the task using a tablet device or smartphone:

1. Firstly you need to download the ‘Google Classroom’ app.

2. Once downloaded, open ‘Google Classroom’.

3. Then follow the log-in instructions, using the username provided (eg jbloggs123), adding @c2ken.net on the end.

4. You may be prompted to log in again. Please do so, using the C2K username provided, again with @c2ken.net on the end (instead of @c2kni.net).

5. Once inside ‘Google Classroom’, select the tasks that will be allocated for that week.

**Thank you for your continued support.**

**Miss R Robinson**