

Meopham School

A Member of Swale Academies Trust

Trust Principal: Mr J Whitcombe MA
Headteacher: Mrs S Dickinson BA (Hons) NPQH
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HCU

12 May 2020

Dear Pupil,

As you are aware we are using Google Classroom to support remote learning. The Google Classroom platform has a number of additional features, many of which I am sure you are familiar with.

I am writing to you to draw your attention to the email account associated with your Google log in. Your House Leaders, the Students Services team and Curriculum leaders will be using this to communicate with you over the coming months. This is not an additional way to set or mark work, but simply a channel of communication to support and guide you during this challenging, and constantly, changing time.

Your email address is the one you use to log in to Google Classroom. It will begin '**mss**' all lower case.

Dependant on your year group the next part will be :-

Year 7 - **2012**

Year 8 - **2012 or 2011**

Year 9 - **2011**

Year 10 - **2010**

Year 12 - **2008**

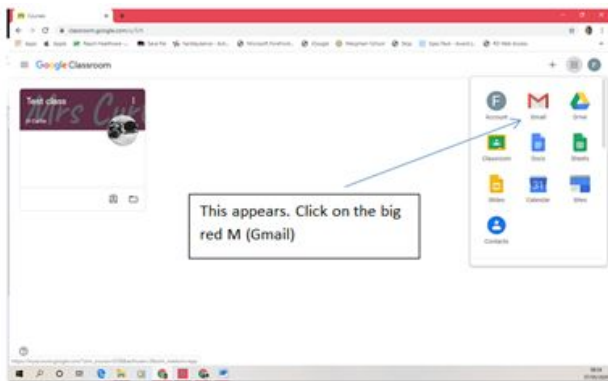
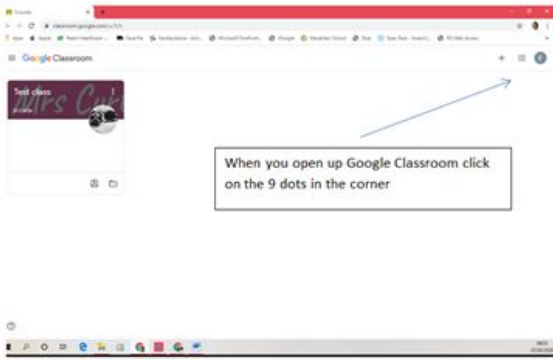
Then there is a **.** before the first letter of your name. Then your surname. For example **.fbloggs**

And finally **@swale.at**

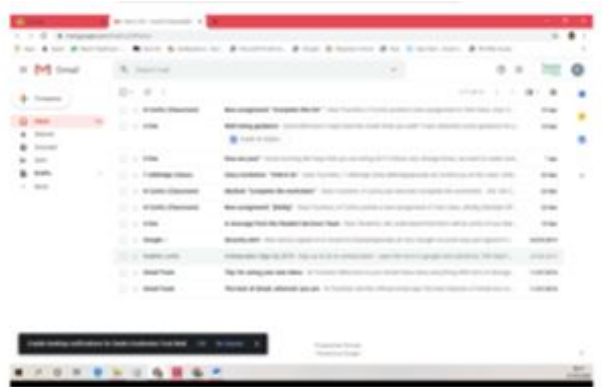
If I was a year 7 pupil my address would be:- mss2012.fbloggs@swale.at

If you can't remember your password or are unsure of your email address please contact me at heather.curtis@swale.at from any email address. I will need your full name and year group to be able to reset your account password.

To access your school email account follow the steps below.



This is your school email account



Where to find additional help.

On the school website under the students tab, you will find Google Classroom Support. This contains a number of help sheets.

Yours sincerely

Mrs H. Curtis
Associate Assistant Headteacher