



Windmill Primary School

Margaret Road
Headington
Oxford
OX3 8NG

Headteacher: Mrs Lynn Knapp

Email: head.2527@windmill.oxon.sch.uk
Tel: 01865 762509 Fax: 01865 742614

Achievement through Creativity, Community and Challenge

Friday 15th September 2023

Dear Parents/Carers,

We are aware that previous children/parents have experienced challenges when trying to access Google Classroom (G.C.) at home in order to complete homework. Please can we reassure you that paper copies of the homework will be available for those children who need it. We have attached a list of FAQs that helped parents to navigate G.C to help with some of the issues:

Google Log ins

We are currently identifying children that have had problems with their Google log-ins and are in communication with our ICT support team to solve this problem. As soon as new log-ins are issued we will give them to the children.

Getting onto Google Classroom from home

First, open up Google. In the top right hand corner click on the manage google account icon and click on 'add another account'. Children can then log in using their school google accounts starting with their first name, a full stop and then their surname followed by @windmill.oxon.sch.uk. For example,

joe.bloggs@windmill.oxon.sch.uk

Children will then need to input their password, which if unchanged should be Windmill21 (Windmill with a capital letter). From this, you will need to click on the nine dots in the top right hand corner and the G.C. icon will appear. Children have already accessed the G.C. within school, however, if it asks for your class's sign in code, the details are as follow: Violet class- m6qvy3x, Lavender class- ccc5qj3, Lilac class- 7gv6ep5.

Submitting work

If your child has managed to get onto Google Classroom, but is having trouble submitting their work, in the top right hand corner of their homework, there should be an option to submit (hand it in).

Writing on the worksheets

Children are each given their own copy of the task, although there have been difficulties with writing on the worksheets. We have fixed this problem and it should have been solved for this week's Maths homework. The boxes allocated should allow the children to type in and then submit their homework. Another option that has been successful, is that children write the answers out on paper and then upload photos of what they have done.

Unfinished work being lost

Work that children complete will automatically be saved on their google drive. They can access any unfinished work through this. Click on the waffle-like dots on the top right hand side of google, then choose google drive. Another method; children can submit work unfinished and then their work can be unsubmitted if they have anything to add to it and resubmitted afterwards.

If you have any other specific issues, please do contact us and we will be happy to help.

Thank you for your support,

Mr Donhou, Mrs Jaeger and Mr Isaacs