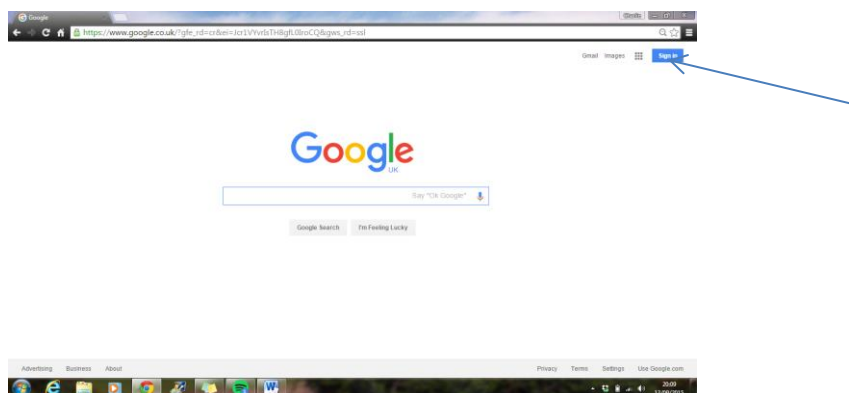


Documents available to Governors online

As a Governor of Scampton School you have been set up with a Google Apps for Education account which offers you a number of benefits including the ability to access all documents relating to the school that you should ever need, up to date and in one place - a shared Governors file.

To access this file, you need to log on to Google. Simply go to www.google.co.uk and click on 'Sign in'.

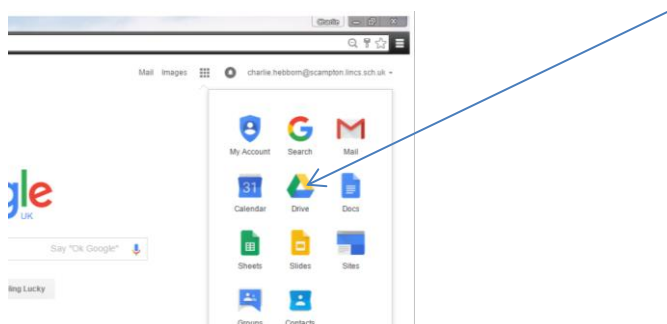
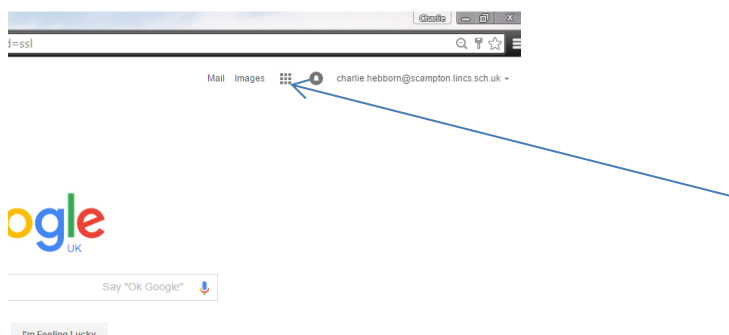


Your username is of the form firstname.lastname@scampton.lincs.sch.uk.

Your password is _____ (please change this after first log on).

Once you have signed in, all of Google's apps are free for you to use including email and unlimited online storage in Google Drive.

To access Google Drive (Where the shared Governor file is located) click on the nine small dots at the top right hand side of any Google page and then on the Google Drive icon.



To access the Governor file for the first time, click on 'Shared with me' on the left hand side of the screen. You will see the Governors File. In here you can find the minutes of all meetings from the last few years, The School Development Plan, Self Evaluation and much more.

You will not be able to save anything in to this particular file (only Jane and I can) but you can to Google Drive.