



The Manor
Preparatory School

To Parents of Leavers in Years 3 to 6

Friday 26 June 2020

Dear Parents

Y3-6 Leavers' G-Suite Accounts

Your child has made good use of their G-Suite account while at The Manor and now that they are leaving the school, they may wish to keep some of that work. To make this possible, at the end of term we will enable the feature that allows pupils to 'share' their work with another Google account outside the school network. Whilst the minimum age for creating their own Google account is 13, your child may wish to share individual documents or folders with you (you will need a Google account for this).

If you have your own Google account, the simplest solution is for your child to use the "Transfer Account" option - from the waffle menu, they should open Account, then choose Transfer Account. You will be prompted to enter a destination Gmail address. More details of this option can be found here:

https://support.google.com/accounts/answer/6386856?visit_id=636975769243052246-4261627754&p=transfer_content_emailstep&hl=en-GB&rd=1

Please note that if you or your child chooses to share individual documents with another Google account (rather than transferring the whole account), it is important that the recipient creates a new copy of the document to assume ownership. Otherwise once the original is deleted by the school, the shared copy will no longer be visible.

If you prefer not to create a Google account, documents can also be downloaded onto your home computer or laptop, and converted into Word, Excel or Powerpoint files - this effectively creates a new copy of the document so the downloaded copy cannot later be deleted by the school.

After 31 August 2020, your child's school G-Suite account will no longer be accessible, so please make sure they have transferred, shared or downloaded anything they would like to keep before that date.

Best wishes

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