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PRATT MEMORIAL SCHOOL

(A Christian Minority Anglo-Indian Institution under the Church of North India,
Affiliated to the Council for the ISC Examination, New Delhi) School Code: WB022
✉ 168, Acharya Jagadish Chandra Bose Road, Kolkata - 700014. © (033)2284 4593

Council Registration No. 6157/CC/WB022

19.10.2020

Dear Parents & Guardians,

I take this opportunity to thank each and every one for your cooperation during this lockdown period, especially with regard to the online classes for your wards.

In order to make the online classes more effective for students, the school has registered for a safe and secure package with Google Education Suite.

For the purpose of accessing Google Education Suite of our School, you are requested to follow the instructions below:

1. Create a new Gmail ID in the following format:

Full name of student.pratt@gmail.com

Example - aditidas.pratt@gmail.com

In case you are unable to register with your name, then you may use a 2 digit number after the name.

Example - aditidas12.pratt@gmail.com

If your child is below 13 years of age, you may use the parent's date of birth to open the Gmail account.

2. This E-mail ID along with the other details given below should be sent to the respective class teachers email id, which will be sent through campus care by the concerned class teacher.

1. Full name of the student

2. Class & Sec

3. Email ID

4. Mobile number - which has WhatsApp facility in it.

The above information must be submitted by 24th October 2020.

3. Once the teacher creates a class and add your child's e-mail id, the invite to join the class will go through Gmail, which needs to be accepted to be a part of that class.

4. We will switch on to this platform after the Half yearly examinations. Other related details will be provided to you later. If you face any problems related to the above, kindly write to prattmemorialschoolkolkata@gmail.com

Wishing you all success as we work together in this new platform.

Seeking your co-operation as always. Stay safe! Stay healthy!

Thanking you,

Lady Principal,
Pratt Memorial School.