



**The Federation of
Hackbridge Primary School and Spencer Nursery School**

Headteacher: Mrs E Walford
Deputy Headteacher: Miss N Robins



Hackbridge Primary School

Hackbridge Corner Site London Road Site
Hackbridge Road London Road
Wallington Mitcham Junction
Surrey Surrey
SM6 7AX CR4 4HS

Telephone: 020 8647 7974

Fax: 020 8669 3762

Website: www.hackbridgeprimary.sutton.sch.uk

Email: office@hackbridgeprimary.sutton.sch.uk

Spencer Nursery School

Spencer Road
Mitcham Junction
Surrey
CR4 4JP

Telephone: 020 8648 4126

Fax: 020 8648 7941

Website: www.spencernurseryschool.org.uk

Email: office@spencernurseryschool.org.uk

Dear Parents and Carers

Help to access the learning activities on our Google site using a mobile phone or iPad

We have been asked for advice from some of you about how to view the learning files on our google site on your mobile phones and/or iPads. We have tested an Android phone, iPhone and iPad and found the following:

Android Mobile Phone

- Make sure that you have the free Microsoft Office app installed on your phone. You can get this for free from the Google Play Store or any other app store that you usually purchase from.
- Once you have this installed, visit our google site at <https://sites.google.com/hackbridge.org/home-learning>
- Click on the file that you want to view.
- Your phone will then ask you what app you want to open this with – choose Microsoft Office (it will give you the option to default to this ‘Just Once’ or ‘Always’).
- The file will open in Microsoft Office and you will be able to view it in the same way as you would on a computer – this is the case for Word documents, PowerPoints and pdfs. The audio files embedded in the PowerPoints also work when viewed as a slideshow.

iPhone

- Make sure that you have the free Google Drive and free Microsoft Office apps both installed on your iPhone. You can get these for free from the App Store.
- When you have installed GoogleDrive, you will need to sign into this using a gmail account – if you do not have a gmail account, you will need to create one for free for this purpose.
- Next, visit our google site at <https://sites.google.com/hackbridge.org/home-learning>
- Click on the file that you want to view.
- This will download into GoogleDrive.
- Go back to your home screen and open the GoogleDrive app.
- You will see the file listed that you have just downloaded. On the top right hand corner of this is a ‘...’ icon. Click on this icon and choose ‘Open with’ in the dropdown menu. Select Microsoft Office.
- The file will then open in Microsoft Office and you will be able to view it in the same way as you would on a computer – this is the case for Word documents, PowerPoints and pdfs. We have not yet managed to get the audio files embedded in the PowerPoints to play in this way, but we will keep looking at this to see if it is possible. If any of you work this out first, please tell us so that we can share it!

iPad

- Make sure that you have the free Google Drive app, free Microsoft Powerpoint app and free Microsoft Word app all installed on your iPad. You can get these for free from the App Store.
- When you have installed GoogleDrive, you will need to sign into this using a gmail account – if you do not have a gmail account, you will need to create one for free for this purpose.
- Next, visit our google site at <https://sites.google.com/hackbridge.org/home-learning>
- Click on the file that you want to view.
- This will download into GoogleDrive.
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Kind regards

Hackbridge Primary School