



November 2023

Dear Parents/Carers,

We use Google Classroom extensively to further support online learning and we are happy to confirm that invitations have been sent to all parents/carers so that you can now receive information on your child's Google Classroom platform. The details below will help you set this up and guide you to seeing your child's current class activity, upcoming work and missing work.

Email Summaries

As a parent/carer, you can receive email summaries showing your child's progress in Google Classroom. Email summaries can be sent to any email address however, to view or update email summary settings you will need a Google Account. With a Google Account, you can change the frequency of your emails, see the students connected to your account, and unsubscribe from email summaries.

You will have the option to receive emails on a weekly or daily basis. Daily emails will be sent Monday to Friday, you will not receive email summaries on Saturdays or Sundays and you can unsubscribe or remove yourself at any time.

The email summaries will include:

- Missing work— details of work that is late at the time the email was sent.
- Upcoming work—work that is due today and tomorrow (for daily emails) or work that is due in the upcoming week (for weekly emails).
- Class activity—announcements, assignments, and questions recently posted by teachers.

Getting Started with Classroom Summaries

When your child is added to a Google Classroom an invitation for you to receive email summaries will be sent to the email address we have for you in our records. You can decide if you would like to receive weekly updates on the mentioned Google Classroom or 'ignore' if you would prefer not to. Upon clicking 'ACCEPT' you will receive updates on your child's classroom activity.

Changing the Frequency of Messages

In order to change the frequency with which you receive your child's summaries you will need to have a Google Account. Instructions on setting up a Google Account can be found [here](#).

- At the bottom of any email summary click **Settings**.
- If you haven't already, sign into your Google Account.
- Under **Frequency**, click the down arrow and choose when you would like to receive summaries; weekly, daily or no summaries.
- You do not need to have a Google Account to receive weekly summaries.



Having Issues?

Why have I not received an email invitation?

- You will not get an email invitation if we do not have your correct email address. You can check this in your Edulink account or by contacting the main school office.
- You are not the parent/carer of the student.
- If you have not received the invitation it might have gone into your junk email box, please check to see if it has arrived.

You will not receive an email summary if:

- There is no activity to report for the given time period.
- You selected **No summaries** for how often you would like to receive emails.
- You are not connected to any students in Google Classroom.

We hope that you will find the summaries useful and that they will help you to further support your child with their learning.

Yours sincerely,



Mr M Fitzgibbon
Senior Deputy Headteacher

