



January 2021

Dear Parent/Carer

Google Classroom - Email Summary Reports for Parents and Carers

You may remember we wrote out to you in the autumn term of last year regarding Google Classroom email summary reports for parents/carers - a great feature allowing you to keep on top of how your son/daughter is progressing. If you haven't signed up yet please read the following information and action. As you will appreciate, at this time of lockdown, it's vitally important that you are fully aware of how your son/daughter is progressing and whether they are meeting all that is expected of them through remote learning.

Google Classroom email summary reports for parents/carers:

What is it?

On a weekly (and even daily) basis you can get email summaries about your child's activity in Google Classroom. In email summaries, you can review:

Missing work—Work not handed in when the summary was sent.

Upcoming work—Work that's due, whether tomorrow or for the upcoming week.

Class activities—Announcements, assignments, and questions recently posted by teachers.

NB: If there's no activity to report or if a teacher turns off email notifications, you might not get an email summary.

How do I start?

You can get email summaries sent to any email address. However, to view or update email summary settings, you will need a Google Account. Our advice is to set up a Google Account so that you can change the frequency of your emails, and unsubscribe from email summaries.

To get email summaries of your child's work, you must accept an email invitation from the school's administrator, as follows:

- 1 - The school's administrator will email you an invitation to join your child's class.
- 2 - In your email program, open your email invitation.
- 3 - Click Accept.
- 4 - Click Accept to confirm.

When you accept an invitation, you and your child will get an email confirmation.

Can I sign in to my child's classroom?

No. Parents/carers cannot access Google Classroom or their son/daughter's assignments due to data protection laws (GDPR/Data Protection Act 2018). Parents/carers can only get email summaries when their child's teacher provides permission.

Changes to email addresses

We will use the contact email addresses you provided to the school on entry into Higham Lane School. We draw your details from the school's information system. Please, as ever, keep us up to date with your contact details, including changes to emails. Please contact the school if your contact details have changed.

Google Classroom Email Summaries

Emails to parents/carers inviting them to accept Google Classroom email summaries for their son/daughter went out last term. If you haven't received your email invitation please first check your junk email inbox, if it is not there then please email the school on contactus@highamlaneschool.co.uk and let us know your email address and the name of your son/daughter.

Kind regards

Higham Lane School

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