

28<sup>th</sup> April 2020

Dear Parents/Carers

As you will be aware we have been using Google Classroom (GC) to notify students of work that is being set for them, with much of this work being completed within the GC area. The feedback that we have received so far about the use of this technology has been very positive and there is no doubt that even when we return to 'normal' academy life, GC will be something we continue to use and develop.

As part of our plan to further utilise GC and best support your child with their online learning, we are initiating the 'Invite Guardian' facility on the morning of Thursday 30th April. This will enable parents/carers to have a clearer idea of what work has been set on GC. However, it is certainly not compulsory that you use this.

This facility will give you a summary of your child's activity on GC, which you will receive as an email either weekly or daily. The summary you receive will show you the following:

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

This facility does not give you access to your child's Google Classroom, or the ability to view their work stream, but it does give you the opportunity to gain an oversight of their work, which will enable you to support them with meeting deadlines, time management and to quickly identify any problems we should be made aware of.

You will receive an email on Thursday morning asking you to accept the invitation and it is up to you whether to accept or not, as you have 7 days in which to respond. You can also unsubscribe at any time.

Below are links to additional information which you may find useful:

**Guardian FAQs:** [Guardian email summaries FAQ - Classroom Help](#)

**Example Guardian email:** [Classroom email summaries for guardians - Classroom Help](#)

Kind regards.

Yours sincerely

Pete Lydford  
Assistant Principal