



Dear parent/carer,

As a school we have adopted Google classroom as the principle means of delivering online learning for our pupils. This streamlined approach grants greater clarity and consistency for all students whilst taking advantage of the range of G Suite utilities available to us to enhance digital education.

The next phase of this strategy involves rolling out an additional feature of Google classroom designed to help parents gain a better overview of the tasks and assignments their child/ children are being asked to complete in the various subject Google Classrooms they are members of. This feature is called Guardian Summaries and it enables parents to receive regular e-mail updates about class activity, upcoming work or any missing work. As a parent you will be able to control the frequency of these updates or decide to opt-out of receiving them at a later date.

To set up Guardian Summaries your child must follow the steps outlined in the instructions included below. This involves confirming the e-mail address to be used by guardians to receive updates, you may enter up to two e-mail addresses as required. Please note that these will be matched to valid e-mail addresses stored on our student records to ensure that information is only shared with appropriate guardians. It is therefore essential that the pupil record is accurate, please contact us if you wish to make any changes to your stored information. The setup process will be available to all year groups on a rolling programme detailed below. Please also note that, due to GDPR regulations, your child may choose to opt out of sharing information with you and if they decline permission we will not be able to set up the summaries for you.

Yours Sincerely

D McBride

Depute Head Teacher

## Setting up Guardian Summaries

To setup guardian summaries your child will need to follow these steps, this must be done by each child in your household for whom you wish to receive e-mail updates.

1. Accept the invite to a new Google Classroom titled 'S1 Students 2020-2021'; 'S2 Students 2020-2021'; 'S3 Students 2020-2021'; 'S4 Students 2020-2021'; 'S5 Students 2020-2021' or 'S6 Students 2020-2021' – depending on what new year they have moved into following the timetable change.
2. In the 'Workstream', pupils should click the link to the Survey called 'Guardian Summary Consent'. This will take them to the following Google Survey:

*We would ask that you remind your child to log into their new 'Home Classroom' and complete the survey. If your child does not know your email address to add into the form then we will use the one we have on file for you, provided they have not withdrawn their permission on the Google Form.*

### Google Guardian Consent

As a school we use Google Classroom to share resources (what we are covering in class, homework, test scores, etc.) with pupils. We would like to allow parents to keep up to date with this information as well.

Your email address ([dmcbride@edubuzz.org](mailto:dmcbride@edubuzz.org)) will be recorded when you submit this form. Not you? [Switch account](#)



#### Guardian Summary Setup

To use this feature you must provide us with a valid e-mail address. This must match a stored e-mail address on your school record, your parent/guardian can help you with this. If you have no registered e-mail address with us, or think the information may be out of date, you will need to contact the school to update your records before you can use Google Guardian Summaries. Please note that you do not require a Google account to use this feature. You may add up to two e-mail addresses in the form below. If you wish, you may also opt out of sharing your progress with your guardian by selecting the opt-out option.

Please provide us with your parent's/guardian's email address below.

Your answer \_\_\_\_\_

(OPTIONAL) Please provide us with a second parent's/guardian's email address if required.

Your answer \_\_\_\_\_

(OPTIONAL) Tick this box if you do not wish to give consent to share course updates via Google Classroom with your parent / guardian?

I wish to opt-out of sharing my information with a guardian

[Submit](#)