

Dear parent

I am writing to inform you of a brand new development which will enable you to sign up for daily or weekly emails giving your details about your child's homework.

You are probably already aware that we use Google Classroom to send homework tasks to your child and this has been a very successful way of pupils seeing the homework tasks on their iPad. In many cases, the homework can be completed on the iPad. Google have recently launched a new feature called **Google Guardian** which allows parents to sign up for daily or weekly email summaries of the Google Classroom activity. If you sign up for a weekly email (which we would recommend), you will receive an email from 'School Administrator' every Friday at approximately 6pm and this will give you details of:

- Any homework from the previous week that has not been completed.
- All homework for the forthcoming week.
- Any other announcements and marks from homework tasks that have been marked and entered into Google Classroom.

In order for you to sign up for this service, we will be sending you an invitation from 'School Administration' This invitation will only be valid for 7 days.

The only requirement to set up this service is that you have a Google account. If you do not already have one, this is very easy to set up and is free. The purpose of the Google account is to allow you to set up your preferences for weekly or daily email summaries. You will not need to access your Google account again after setting your initial preferences, unless you wish to change those preferences. **You do *not* have to have or use a gmail (Google Mail) email address to use this service as it will work with any email address.**

The invitation to receive Google Guardian emails will be sent to parents and those who have parental responsibility for a child, as recorded on our school administration system. If you are the parent or have parental responsibility for a child and we do not have your email address, you will need to contact the Year office at the school by telephoning 02920 708708 and selecting the appropriate Year group from the menu of options. **Please note that we cannot offer the Google Guardian email service to any person other than a child's parents or other adults with parental responsibility.**

We hope that you will find this additional service useful. For more information, please visit our school website [www.stcyres.org](http://www.stcyres.org).

Yours sincerely

Mr P. Lewis  
Assistant Headteacher