



Education Resources
Executive Director Tony McDaid
Head Teacher Kevin Boyd
Strathaven Academy

Our ref: KB/RJ/CD
Your ref:
If calling ask for: Mrs James
Phone: 01357 524040
Date: 07 September 2021

Dear Parent/Carer

Google Guardian Email Summaries

Google Classroom is currently being used in Strathaven Academy as our online teaching platform, which allows teachers to share resources and issue work electronically.

We will soon be enabling a feature of Google Classroom, known as Guardian Email Summaries. This will allow us to send you a weekly text-based email highlighting your child's activity in Google Classroom. This does not give you direct access to the Classroom(s) your child is part of or the facility to reply directly to teachers. Normal channels of communication via the school office should continue to be used.

You will receive one email every Friday (if you choose to accept our invitation) with a summary of the announcements, questions and homework that your child has received from their teachers. Missing work that has not been completed will be highlighted. Homework notifications will be issued electronically via Google Classroom and although some of this may be completed online, other pieces of work will continue to be jotted or paper-based.

We hope these regular email updates will provide the necessary information to support your child with homework tasks. It will also give you more of an insight into what your child is currently learning and give you the opportunity to have conversations about both class work and homework.

What happens next?

You will receive an email next week asking you to accept an invitation. If you do not want to opt in to receive an invitation, please contact the school office by email or telephone no later than Friday, 10 September. If you would rather we used a different email address, again please just let me know.

When you accept an invitation, you, your child, and the school receives a confirmation. You will start to receive weekly emails the following Friday. You can opt out of receiving emails at any time. There is no need to create a Google Gmail account to receive these email notifications.

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2

You can read more about Google Guardian Email Summaries [here](#).

If you have any questions or require more information, please get in touch.

Yours sincerely

A handwritten signature in cursive script that reads "R. James". The signature is written in black ink and is positioned below the text "Yours sincerely".

MRS R JAMES
Depute Head Teacher