



Letter No: 23/2021

t: 01727 799560

admin@sandringham.herts.sch.uk

www.sandringham.herts.sch.uk

15th September 2021

Dear Parent / Carers,

Google Classroom Guardian Summaries for parents and carers

As you may already be aware, Google Classroom plays such a crucial role in our curriculum delivery here at Sandringham. A feature called Google Guardians, which is part of the Google Classroom platform, is able to provide parents/carers with email summaries about home learning tasks students have been set on either of a daily or weekly basis. The email summaries include:

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

It is important to recognise that you will not be able to access or login to Google Classroom. The Guardian Summaries simply come as an automated email, but contains all of the information you need to support your child at home.

In order to receive Guardian Summaries you will need to accept the invitation email which you will receive on or around 16th September. If you do not receive an invitation by 20th September, please check your junk folder and make sure you are checking the email account you have provided for communications with the school. After taking these steps, if you are confident you have not received an invitation please contact data@sandringham.herts.sch.uk

Along with this letter you will find a guide for how to accept Guardian Summaries and how to adjust the frequency you receive the email summaries.

Below you will find a number of frequently asked questions which you may also find useful.

How do I receive email summaries?

As a parent/carers, you must receive and accept an email invitation before you can receive email summaries.

How often will I receive email summaries?

Once you accept the email invitation, the default time you will receive emails is weekly, this will be a summary of the weeks Google Classroom activity.



How do I change the frequency I receive email summaries?

To manage email summary settings, you need a free Google Account. You **do not** need a Gmail address to create a Google Account. To create one with your current email address, go to Create your Google Account - <https://accounts.google.com/signup?hl=en>. Make sure to create the account with the email you have registered with the school (the one where you will have received the invitation).

If you have a Google account or have just created one with your email address and you have accepted the invitation, go to <https://classroom.google.com/gs>, where you can see the students connected to your account and manage the frequency of your emails.

If you do not create or have a Google account, you will get weekly emails and cannot adjust your settings.

What time of the day will I receive email summaries?

Summaries are sent at around 4:30pm on a daily basis when the daily option is selected. Weekly summaries are sent at around 4:30pm every Friday. This is not a setting the school is able to adjust as this is set by Google.

Is there a time when I will not receive an email summary?

There could be. There are two main reasons why you would not receive an email summary:

There's no activity to report for the given time period (e.g. during school holidays).
You selected 'No summaries' for how often you'd like to receive emails.

Further information about Guardian Summaries can be found on a dedicated parents/carers page on the Google website -

<https://support.google.com/edu/classroom/answer/7126518?hl=en>

Yours sincerely,

Mark Allday
Assistant Headteacher