

21st September 2021

Dear Parent/Carer

Vital parental support for homework - Google Guardian - Log-in Instructions

As you will know, it is critical that all our students are confident accessing their Google Classrooms online for each subject. They were very good at this during lockdown. They generally have been good doing this too to be able to access Live Lessons when self-isolating. What we need to push on now is students accessing the same online Classrooms regularly to complete all homeworks that has been set. We need your help! 'Google Guardian' is a system that we are implementing across the school in conjunction with the Google Classroom system we utilise for setting homework (and collecting it in) online. We believe it will be beneficial to parents/carers and students alike in terms of monitoring homework and ensuring tasks are completed.

This also means that parents/carers will be more aware of the work that is set for their child to complete, and can then provide support and encouragement in completing this work. This support makes a HUGE difference. Google Classroom 'guardian summaries' allow parents and carers to opt-in to receive regular email updates about their child's work and classes. These emails, known as 'guardian email summaries', include information about missing work, upcoming work, and class activity including announcements and questions posted in the class stream. This will mainly be used for homework, but also for live lessons when students are learning from home due to self-isolation under Covid-19. To get access to these email summaries about your child's homework your child will need to log onto their Google Classroom account and go to the webpage below which will be posted on their Google Classroom accounts: <http://guardian-summaries.outwood.com>

They will then need to follow the steps below. If you can supervise them doing this it is more likely to happen! The student completes the form which will include adding a parent/carer email address. An email invitation is then automatically sent to the parent/carer with a link. The parent/carer confirms they want to receive email summaries by clicking the link. To add more than one parent/carer, a student just needs to follow the link for each one.

Students can have up to 5 pending invitations and 20 guardians assigned to their account in total! Students cannot invite other students to be their guardian (ie using a @student.outwood.com account).

Guardians can choose the frequency of the emails they receive about homework set/handed in. This can be either daily (Monday to Friday) or weekly. Google Guardians do not get direct access to Google Classrooms and do not see the actual work itself or teacher comments/grades. The only student information guardians will see is the student's first name. I hope you will strongly consider

working with us to monitor your child's homework completion by ensuring they set you up as a google guardian. If you get stuck, please email home-learning@ormesby.outwood.com for help.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Urwin', with a large, sweeping flourish at the end.

Mr T Urwin
Principal

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