



26/10/2016

Dear Parent / Carer,

As you may be aware UCHSK uses Google Classroom as an online platform for students to engage with their curriculum. Google regularly updates these platforms to improve their useability. One recent update is of particular relevance to parents and carers.

Google Classroom now offers Guardian Summaries. This feature enables parents and carers to access content related to their child from each of their child's Google Classrooms.

The following information is drawn from the Google Classroom Help webpage:

When guardians join Classroom, they receive regular email summaries for each of their students. Guardians choose the frequency of the emails—daily or weekly—and can unsubscribe at any time.

Guardian 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

Further information on Google Guardian Summaries can be found at:

<https://support.google.com/edu/classroom/answer/6388136?hl=en>

Information available includes:

- How to accept an invitation
- How to manage your summary settings
- Why you might not receive an email summary

In order to receive Guardian Summaries, parents/carers **must have an email address that is linked to a Google account** (this can be an existing email address that is used when signing up to Google). If you would like to receive Guardian Summaries please provide your linked email address in the section below and return this note to the school front office.

Name: _____ Parent/Carer of: _____

I wish to receive Google Guardian Summaries for my child's Google Classrooms

Google linked email address: _____

Baldwin Drive, Kaleen ACT 2617

Telephone (02) 6205 5811 Facsimile (02) 6205 5810

Website <http://www.kaleenhs.act.edu.au>

E-mail info@kaleenhs.act.edu.au