



Education Resources
Executive Director **Tony McDaid**
High Mill Primary School
Head Teacher: **Kirstine McDonald**

21st December 2020

Dear Parent/Carer

Google Guardian Email Summaries

As you may be aware, Google Classroom is currently being used by your child, which allows their teacher to share announcements and resources, ask questions and issue work electronically. It has also been particularly useful in helping to maintain learning during school closures.

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 progress 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 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 will be issued electronically via Google Classroom and although some of this may be completed online, other pieces of work may continue to be jotted or paper-based.

We hope these regular email updates will 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 on Tuesday the 22nd of December asking you to accept an invitation. Please look for this email and contact the school if you have not received one. We will be using the email address held on file for your child. Accepting the invitation allows us to have this facility ready to be used in the new term and supports our home-school partnership.

Market Road, Carluke, ML8 4BE Phone: 01555 772580 Fax: 01555 752236
Email: Contact: office@highmill-pri.s-lanark.sch.uk



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Working
Lives**

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.

Yours faithfully



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