

# Benhurst Primary School

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Head teacher: Mr D. Denchfield BA (Hons) NPQH

Friday 19<sup>th</sup> June 2020

Dear Parent/Carers,

## Home learning - Google Guardians Set Up

As a forward thinking school, we are continuously looking for ways to improve our communication with parents in regards to children's home learning. Therefore, we are implementing the Google Classroom Guardian communication system on Monday 29<sup>th</sup> June 2020. This will associate one parent/carer email address with your child's Google Classroom login.

This will mean, you will receive regular, automatic email summaries about work that has been set for your child. This is a feature some parents have requested and will help you keep track of the learning your child has been set. If you already have a personal Google email address, you will be able to choose the frequency of the emails you receive. If you do not have a Google email address, then you will receive weekly summaries. **The email summaries will include class announcements, upcoming assignments and details of work which has not been completed on time.**

Please use the link below to complete a Google Form providing your consent and details of the email address which you would like us to use for Google Guardian communications.

[https://docs.google.com/forms/d/e/1FAIpQLSddIP5TDmr58YwJgmVsmkEeAoD1bLmydtY-ySEwR2Qh5NCtgQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSddIP5TDmr58YwJgmVsmkEeAoD1bLmydtY-ySEwR2Qh5NCtgQ/viewform?usp=sf_link)

On Monday 29<sup>th</sup> June, you will receive an invitation email from Google with "Receive Google Classroom email summaries" in the subject line. If you have more than one child at Benhurst, you will receive an email for each of them.

Before you open the email, please ensure that no one is logged into Google with any Google email or Google Classroom login. Please sign out of all accounts first. Then open the email and click 'Accept' link, below your child's name. This will take you to a web browser confirming that your Guardian email address has been set up. Please repeat this process for each of your children.

We hope that you will appreciate the benefits of receiving direct links to your child's home learning.

Yours faithfully

Stella McCarthy  
Computing Coordinator