MAIDEN ERLEGH

SCHOOL

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Dear Parent/Guardian

Years 7 – 10 – Relaunch of Parent Permission for Google Classroom Email

Following my letter of 7 January, we are now offering parents another chance to sign up to receive a daily/weekly update from Google Classroom.

Due to the current Covid 19 pandemic your son/daughter's work is being set on Google Classroom which is accessible to all students. This is a free and secure service providing a safe way for us to connect, share content, access work, participate in discussions and receive class information.

Setting work in this way will ensure your son/daughter has clarity over what is being asked of them, and in many cases, it will also include resources to assist them with the work.

As a Parent/Guardian you can opt in to receiving a weekly email which summarises the work set.

In order for this to happen and so we conform to GDPR/DPA 2018 you need to agree that you give us permission to pass on your email address to Google classroom. To facilitate this please complete the survey below, **by Wednesday 10 June**.

https://www.surveymonkey.co.uk/r/ZSWMRJ3

We will then turn on the 'parent link', this will then automatically send you a sign-up email and then an email either weekly or daily (your choice) summarising the home learning that your son/daughter has been set.

Once we turn this on, you will receive a series of emails from Google asking if you would like to join each of your son/daughter's classes. This will be sent to the primary email address that you have given the school. It is important that you opt into each of your son/daughter's classes in order to see the work set. In our testing we have found that sometimes you may find these emails end up in your junk/spam email box, so please check there if you don't receive these emails.

Your son/daughter will already have been shown how to access Google Classroom through their ICT lessons, but if they wish any more information please direct them back to their tutor/teacher.

If your son/daughter downloads the free mobile or tablet app (all platforms are supported), please remind them that they must login using their school google classroom email address and password, not any existing Google accounts. The same is true to access Google from any web browser;

If you want to change your settings, require support or find out more about Google Classroom please follow this link or scan the code; goo.gl/9GYJSK

Yours sincerely

Mrs A Morgan
Senior Deputy Headteacher