

7 January 2020

Dear Parent/Guardian

Years 7 – 11 – Parent Permission for Google Classroom Email

Following my letter of 11 December, we have now moved the setting of homework onto Google Classroom.

The move to Google Classroom does not mean that all homework will be online, it simply means that the homework task will be recorded online, accessible to students. This is a free and secure service providing a safe way for us to connect, share content, access homework, participate in discussions and receive class information.

Setting homework 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 Parent/Guardian you can opt in to receiving a weekly email which summarises the homework 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 permission slip below, this should be handed to your son/daughter's tutor by Friday 17 January.

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 Head Teacher

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Parental Consent to Opt In to Google Classroom Emails

Student name _____ **Tutor Group** _____

I hereby provide consent for you to share my primary email address with google classroom, for the purpose of receiving email summaries of homework/classwork set for my son/daughter.

Parent Name _____ **Signed** _____

Please return this form back to your son/daughter's tutor by Friday 17 January.

We anticipate that the email to invite you to parent emails from google classroom should arrive with you by week commencing Monday 3 February.