



**Education Resources
Executive Director Tony McDaid
Woodpark Primary School
Head Teacher Mrs Debbie MacKenna**

1 February 2021

Dear Parent/Carer

Google Guardian Email Summaries

At Woodpark Primary, Google Classroom is currently being used for remote learning, which allows class teachers to share announcements and resources, ask questions and issue work electronically.

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.

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 their current learning.

What happens next?

You will receive an email asking you to accept an invitation. If you do not want to opt in to receive an invitation, please contact the school no later than Wednesday 3rd February 2021. We will use the primary email address we hold on record. If you would rather we used a different email address, again please let us know.

When you accept an invitation, you, your child, and the school receives 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.

You can read more about Google Guardian Email Summaries [here](#).

If you have any questions or require more information, please contact us at school.

Yours sincerely,

**Debbie MacKenna
Head Teacher**



Woodpark Primary School, Priory Road, Lesmahagow, ML11 0AA
Phone: 01555 892251 Fax: 01555 895904
Email: headteacher@woodpark-pri.s-lanark.sch.uk