

19th October 2021

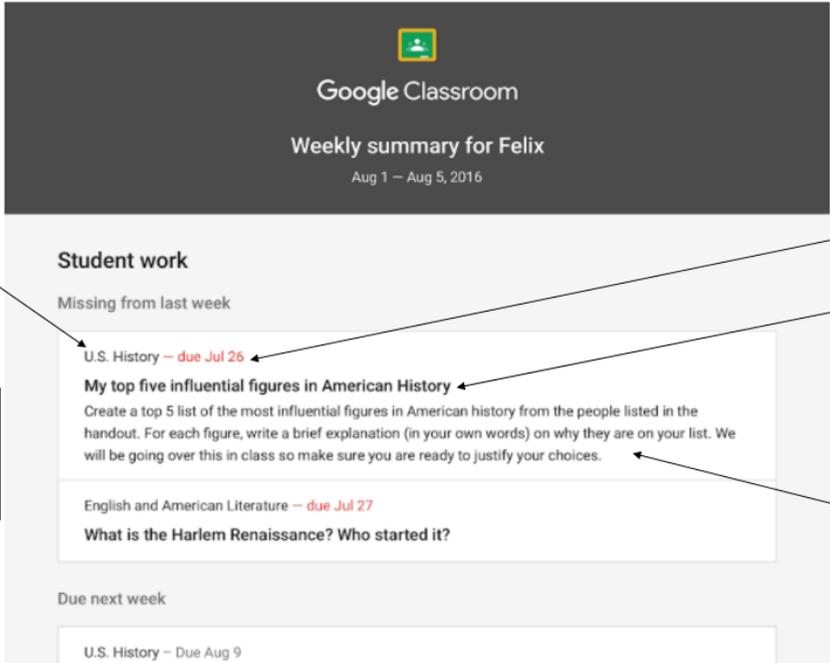
Dear Parent/Carer,

### Google Guardian

As you may already be aware, we encouraged all parents and carers to sign up to the Google Guardian platform last year. This was in response to the very clear parental feedback we received from a remote learning survey asking about a more formalised homework structure. During this term we have invited all students to join their Tutor group's Google Classroom, where the sign up form will now be posted in case you missed the chance to sign up before.

Google Guardian gives parents limited access to their child's Google Classrooms so that they can support and monitor homework completion. We feel that this is especially important due to the period of considerable change we have had over the past two years. The platform will allow parents and carers to opt-in to receive regular email updates about their child's work. These emails, known as 'Guardian Email Summaries', include information about missing work, upcoming work, class activity, teacher announcements and questions posted in the class stream. As guardians, you choose the frequency of the emails - either daily (Monday to Friday) or weekly. This should help to give parents and carers a clearer picture of the learning journey their child is on. We feel that this helps us work even more effectively with parents and carers to support your child's learning.

What will guardians receive?



The screenshot shows a Google Classroom interface for a 'Weekly summary for Felix' (Aug 1 - Aug 5, 2016). It lists student work under 'Student work' and 'Due next week'. Annotations include:

- Subject/Class name:** Points to the top header area.
- Due date (Red if overdue):** Points to the red text 'due Jul 26'.
- Title of the assignment:** Points to the title 'My top five influential figures in American History'.
- Instructions:** Points to the detailed text of the assignment.
- Guardians do not see any attached files or returned grades. Private comments are only between the student/teacher.** A text box pointing to the assignment content.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

It is important to note that the summary information may be very different from one department to the next. The nature of some courses means that your child will use Google Classroom as their main method of delivery in 'normal' lessons e.g. BTEC Enterprise and Cambridge Nationals. These subjects post lesson content and task sheets on Google Classroom and as a result, on rare occasions may appear on the summary emails. The majority of other subjects will use Google Classroom for homework and other revision based work, which we hope you would support your child with.

All homework will be posted on Google Classroom after the October half term so please continue to support your child in the completion of homework by signing up to Google Guardian, if you have not already done so. Google Classroom also has a free app that can be downloaded onto most modern phones with access to the internet. This app will also notify your child when the homework is due so that they do not forget. We would advise that most children download this app if possible.

#### How do I sign up for Google Guardian?

If you'd like to benefit from the features of Google Guardian, you need to complete the opt-in Google form which will shortly be posted on your child's tutor group Google Classroom. If your child does not appear to have access to this classroom, then please notify the school via the email at the bottom of this letter or your child's tutor. We ask that students open the link at home with their parent/carer and sign up as soon as possible. Please note, unfortunately we are unable to grant student access to Google Guardian within the Academy. Once this process is complete, you will receive an email from Google Guardian with set - up instructions. Please use the following link view to a step by step video: <https://tinyurl.com/39kmf34s>.

You will be able to unsubscribe from these summary notifications at any time by clicking on 'unsubscribe' under any email that is sent to you by Google Guardian. If you encounter any problems registering, please contact us through [enquiries@ripon.outwood.com](mailto:enquiries@ripon.outwood.com) and include "Google Guardian" as the title in the email subject. We will write to you again prior to Christmas for your feedback and suggestions moving forward.

Thank you for your continued support.

Yours faithfully,



Matt Coad  
Assistant Principal