



7th January 2021

Dear Parents/Carers

### **Google Guardian Summaries**

Pupils at Ellon Academy have been using Google Classroom in most of their classes since we returned to school in August. Guardian Summaries allow us to send you a weekly text-based email highlighting your child's progress in Google Classroom. We hope this new addition will give you more of an insight into what your child is currently learning and give you the opportunity to sit with your child to ask questions and look at homework together.

In Google Guardian email summaries, you can review:

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that is due today and tomorrow (for daily emails) or that is due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.

If there is no activity to report or if a teacher turns off email notifications, you might not get an email summary. Email summaries do not include grades.

### **What happens next?**

You will receive an email soon asking you to accept an invitation. In your email program, open your email invitation and click Accept. If you're not the guardian, click I'm Not The Guardian. You can unsubscribe from summaries or remove yourself as a guardian at any time.

If you have any issues with this you can email me directly – [lucy.moir@aberdeenshire.gov.uk](mailto:lucy.moir@aberdeenshire.gov.uk). Please do not email the Academy Inbox with any queries.

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

Yours sincerely

**L Moir**

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