

Meopham School

A Member of Swale Academies Trust

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HCU

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Dear Parents/Carers,

As you are aware, Meopham Secondary School is using Google Classroom to support remote learning.

Having listened to the feedback from parents, we will be upgrading our platform to include parental summaries. As a parent or guardian you will be able to receive email summaries showing your child's progress in Google Classroom.

This upgrade will begin from Monday 4th May. Year groups will be added one at a time over the course of the week. If you don't see everything immediately, please bear with us while we complete the setup process.

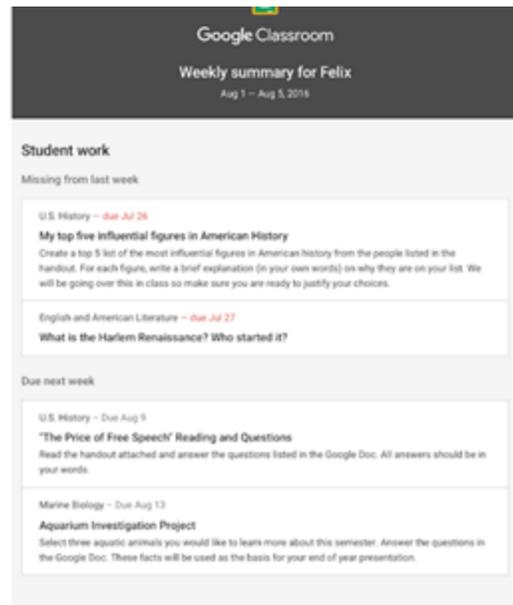
Once you are set up you can: -

- Choose the frequency of the emails, if you have a personal google account. If you do not the default setting of weekly will be applied. (Daily means Monday to Friday. You will not receive email summaries on Saturdays or Sundays.)
- Unsubscribe or remove yourself from a Classroom at any time. (Each student is enrolled in a number of classrooms as per their timetable, You can choose which ones you want to hear from.)

Guardian email summaries include:

- **Missing work**—Work that is late at the time the email was sent

- **Upcoming work**—Work that is due today and tomorrow (for daily emails) or work that is due in the upcoming week (for weekly emails)
- **Class activity**—Announcements, assignments, and questions recently posted by teachers.

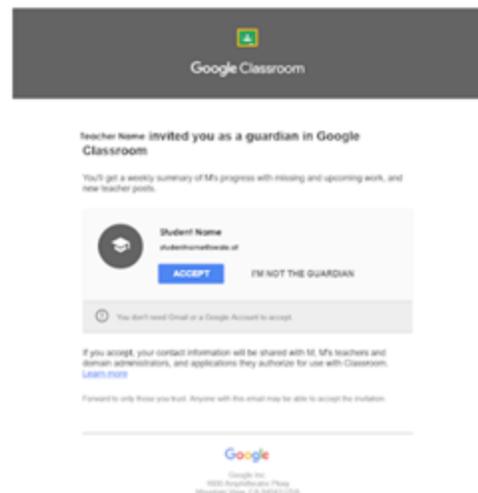


In order to get started you will need to access the Google Classroom invitation you will be sent via email. You are not accessing the classroom itself. You cannot interact with the teachers or the work set or handed in. This is a no reply notification service.

Accepting classroom summary invites

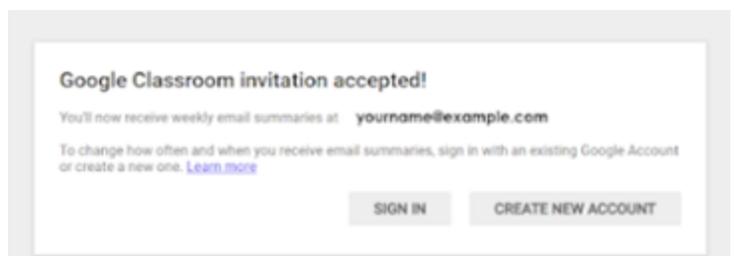
You will receive an email like this example.

Now you can decide if you would like to receive weekly updates on the mentioned Google Classroom or 'ignore' if you would not.



Upon clicking 'ACCEPT' you will then see the following message.

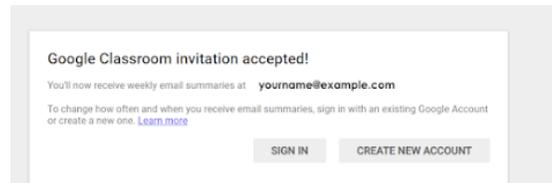
Once you see this message you will receive weekly updates on your child's classroom activity.



Optional notification controls.

You will see the option to 'SIGN IN' or 'CREATE NEW ACCOUNT' if you are not already signed into a personal Google account.

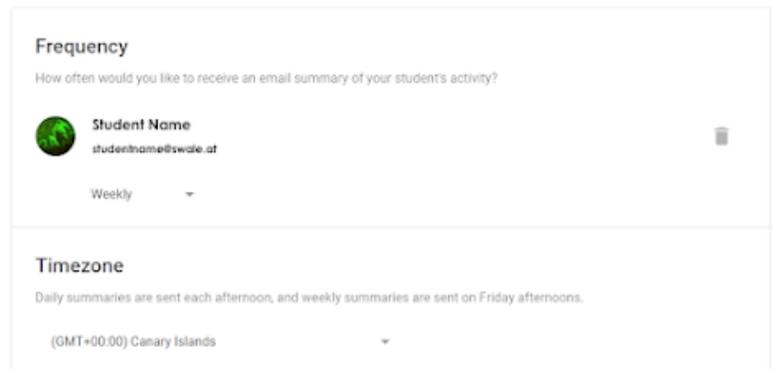
If you would like to change the frequency with which you receive your child's Google Classroom summaries you will require a personal Google email account.



If you are not signed in but have a personal Google account, please click 'SIGN IN'. Once signed in you will be presented with this page where you can change from 'Weekly' to 'Daily' notifications if you so wish.

If you do not have a Google account and want to control the frequency of your notifications then you will need to create one. First click 'CREATE NEW ACCOUNT' and follow the process to create your own personal Google account. You will then be able to sign in and change your preferences from 'Weekly' to 'Daily' notifications.

Google Classroom email summaries
Email summaries are sent to youname@example.com [Learn more](#)

A screenshot of the Google Classroom notification settings page. The page is titled "Frequency" and asks "How often would you like to receive an email summary of your student's activity?". Below this is a student profile card for "Student Name" with email "studentname@swale.ac" and a "Weekly" frequency dropdown. The second section is titled "Timezone" and states "Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons." with a "(GMT+00:00) Canary Islands" dropdown.

Please note, you do not need a google account to receive a weekly summary.

You will not get an email invitation if:

- We do not have your correct email address, which you can check in EdulinkOne
- You are not the guardian of the student.

If you have not received the invitation by Monday 11th May, please check your spam folder. Otherwise, contact the school via the email address below and ask them to send another.

When you will not receive an email summary.

- There is no activity to report for the given time period.
- You selected **No summaries** for how often you would like to receive emails.
- You are not connected to any students in Classroom.

Using the summary to support your child.

Once you have received a summary of work and notification of what has been handed in and is missing, your child will be able to show you the completed work by accessing their classroom and clicking on 'your work'. This way you can see the documents they have uploaded.



Where to find help.

On the school website under the students tab you will find a folder containing the google classroom help sheet, a video to guide students in the process of handing in work and this document for your reference. If you require further assistance please email heather.curtis@swale.at.

Yours Sincerely

Mrs H. Curtis
Associate Assistant Headteacher