

16 September 2025

Dear Parent/Carer

Google Classroom – Guardian Summaries

Google Classroom has a feature called **Guardian Summaries**. This provides parents/carers with regular e-mail updates from the Google Classrooms your child is a member of. (Note: They have a Google Classroom for each of their subject classes, as well as one for their form group). You will be able to control the frequency of these e-mail updates and unsubscribe if you wish.

The email update will provide you with information about:

- **Class activities:** Announcements, assignments and questions recently posted by teachers on Google Classroom. This will include **homework tasks, as all homework will be posted on Google Classroom**. Any homework set in Google Classrooms will be labelled **Homework**, so you can identify which tasks are class work and which are homework.
- **Missing work:** Details of any work your child has not submitted via Google Classrooms (at the time the e-mail is sent).
- **Upcoming work:** Work that's due today and tomorrow (for daily e-mails) or that's due in the upcoming week (for weekly e-mails).

To make sure you get these e-mail updates from your child's Google Classroom, you must accept the e-mail invitation.

You will shortly receive an e-mail from **Salamander Admin (Classroom)** inviting you to receive **“Guardian Summaries”** of your child's Google Classrooms. In some instances, this has already been sent out.

We are asking parents/carers to:

- Press **accept** on this e-mail.
- **Save the web page link** in this e-mail to your favourites on your web browser. This will allow you to change the settings of your 'Guardian Summary' e-mails at a later date (the link will also appear at the bottom of each summary e-mail).

If you do not receive the invitation e-mail, please check your **junk mail**. If you still cannot find the e-mail, please contact the school by e-mailing help@parmiters.herts.sch.uk to ensure we have the correct e-mail address as your primary e-mail contact on our school database.

Important points to note:

- Google Summaries does NOT give access to the students' Google Classrooms.
- In a small number of cases there can be an issue with the e-mail address you have registered with the school, where the e-mail address has previously been used to set up a Google or Gmail account. If, after accepting the invitation, you are asked to login to a Gmail/Google account that is NOT your primary e-mail address, please contact help@parmiters.herts.sch.uk and our Network Resources team will be able to assist in resolving this issue.
- If you have the Google Classroom app on your device, you must remove it BEFORE accepting the invitation. You can add it afterwards if you need the app for other schools.

In the meantime, the following [link](#) explains Guardian e-mails in more depth.

Yours sincerely



Mr Baker

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