



# Biddenham

## International School & Sports College

Principal: Mr David Bailey

Head of School: Ms Eleanor Grylls

September 2021

Dear Parent / Guardian

Independent learning and Homework is essential for the development of study skills and provides an opportunity to extend the curriculum outside the confines of the classroom. It enables the learner to reflect on their learning. Every subject your child attends is part of a Google Classroom where both in lesson and homework tasks are shared.

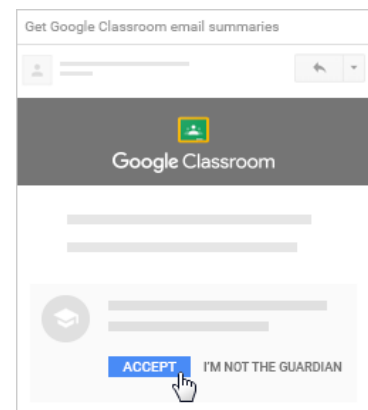
To keep you up to date with your child's studies and enlist your help in completing homework, parents' email addresses have been linked to their child's account. This will send you a daily or weekly summary of what teachers have posted either in a lesson or for homework to help close the communication gap between home and school. Below is a step by step guide on how to set up the parent summary.

### Start receiving email summaries

As a guardian, you must receive and accept an email invitation before you can receive email summaries.

To join Google Guardians please log into your email account, check the student name and click 'ACCEPT'.

You might find that you would like to change the frequency of the email summaries. If this is the case you will need to manage your email summary settings using this link <https://goo.gl/MHBW7M>



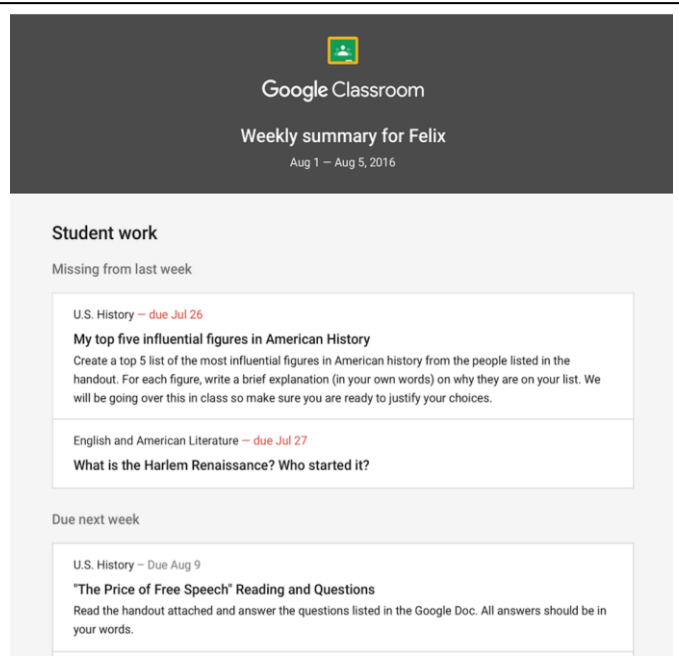
### Weekly Summaries

Guardian email summaries include:

**Missing work**—Work that's late at the time the email was sent

**Upcoming work**—Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)

**Class activity**—Announcements, assignments, and questions recently posted by teachers



Biddenham Turn, Biddenham, Bedford, MK40 4AZ

Tel: 01234 342521

Fax: 01234 334530

Email: [enquiries@biddenham.beds.sch.uk](mailto:enquiries@biddenham.beds.sch.uk)

Website: [biddenham.beds.sch.uk](http://biddenham.beds.sch.uk)

Should you wish to change settings to daily please see attached step by step [instructions](#) from Google for guardians to change settings including how to change the summaries from weekly to daily under the "Manage summaries" section.

Please note that changing settings is only possible for people with a Google account. If the parent email attached to the student account is by another provider e.g. Outlook you will need to create a Google account or you will not be able to change the settings.

We hope this helps you support your child in their journey through secondary school. If you have any issues please see our [website](#) for further guidance or do contact your child's form tutor.

**Please note if you need to update your contact e-mail addresses, then please do contact Julie Giles on [Julie.giles@mybiddenham.com](mailto:Julie.giles@mybiddenham.com) leaving your child's name and tutor group.**

Yours Sincerely

A handwritten signature in black ink, appearing to read 'G. Buckingham', is centered on a light blue rectangular background.

Gemma Buckingham  
Associate Assistant Headteacher- Independent Learning