



Dear Parents/Guardians and Students,

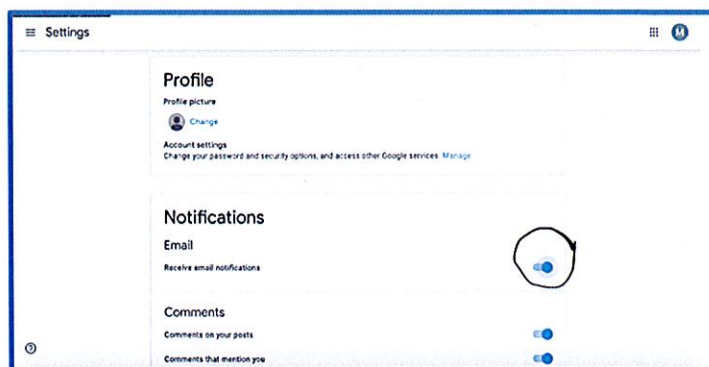
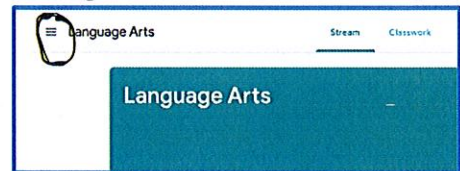
We have noticed that a significant number of students are not checking their emails regularly. As a result, important information, appointment times and feedback from teachers is being missed.

We would ask all students to do the following in regards to their school email account:

1. **Check your email every day.**
2. **If a member of staff emails you directly, please reply to them. It might just be "Received, thank you", but this will let the member of staff know that the email has been read.**
3. **Delete old emails, especially from previous years. We would ask Parents/Guardians to ensure that this is completed over the midterm break.**
4. **A lot of students are getting multiple notifications about assignments or material posted to Google Classroom daily. This is causing some students to overlook a personal email sent to them, as they are not opening the Classroom notifications. You can choose to have a notification through the app on your phone, and to turn off the email notifications. Instructions for how to do this can be found below.**

You can decide if you want to get email notifications about updates to your classes.

1. Go to classroom.google.com and click Sign In. Sign in with your Google Account.
2. At the top, click Menu (Three horizontal lines)
3. Scroll down and click Settings.
4. Next to Receive email notifications, click the switch Off or On.



Kind regards,

Pat Curran

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Principal