



Evelyn
Scott
School

2 Bielski Street, Denman Prospect, ACT 2611

Phone: 02 6142 3491

Email: evelynscottschool.information@ed.act.edu.au

Dear Families,

At Evelyn Scott School, we believe in fostering transparent and collaborative learning experiences between educators, learners, and parents/guardians. We prioritise keeping families informed and engaged in their child's educational journey. We have implemented a wide range of communication strategies to help keep you informed about your child's education. These include direct contact with your child/ren's teacher, regular Learning Showcases, Family Goal Sharing Interviews and a range of other communication strategies such as the monthly newsletter and the Weekly Warbler.

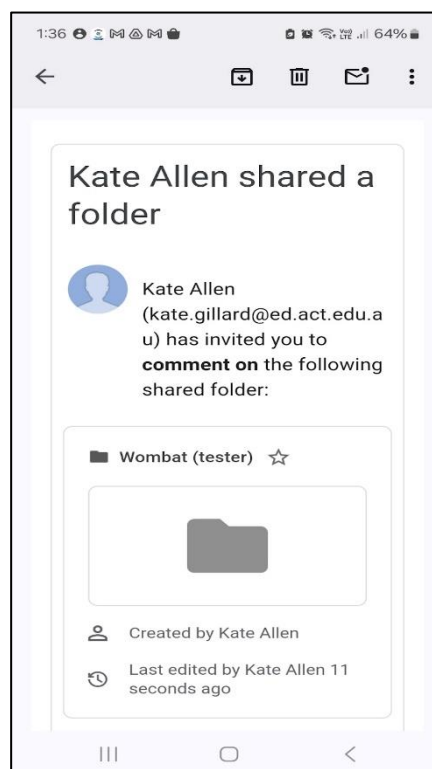
Your child's Digital Portfolios are stored on a Google Drive. This week, the Parents and Carers of each ESS learner in Years K-10 will receive an email from their teacher/s, inviting you to share access into their individual digital learning folder. In this folder you will see work completed by your child/children.

- In years K-2, we utilise Google Classrooms for some communication and class announcements
- In years 3-10 we also utilise Google Classrooms so that families have a record of learning

Please note, we take privacy very seriously and if you have selected no to media, your child/ren's teacher will follow these guidelines with regards to posting their work.

What do Parents/carers need to do to access Learner Digital Portfolios?

1. You will soon receive an email notification regarding access to your child's ESS google folder. Open the email and click on the link provided to open the shared folder (see image below as an example).





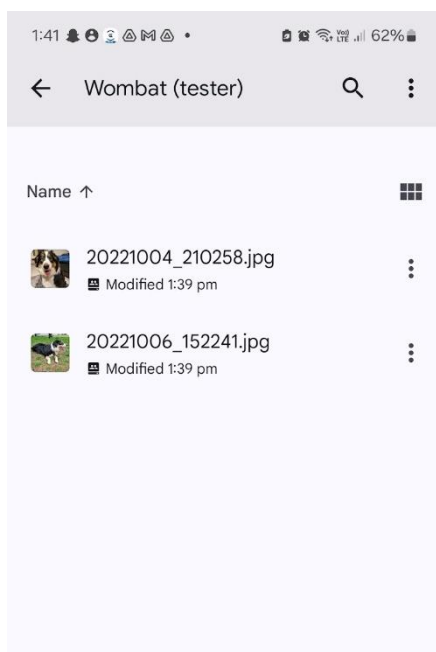
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2. If prompted, sign-in to your Google Account. Your child's shared folder may be empty, or your child may already have photos in their folder from last year (see image below as an example).



3. After initial access, you will be able to find the shared folder in your Google Drive. It will appear in the **"Shared with me"** section located on the left sidebar of the Google Drive interface. Click on it to view its contents
4. If you frequently view this folder, you can also bookmark it for easy access. Click on the star icon next to the folder name in Google Drive. This will add it to your "Starred" section for quick access
5. You can access the shared folder using the Google Drive mobile app on your smartphone or tablet. Download the app from the Google Play Store (for Android devices) or the App Store (for iOS devices), sign in with your Google Account, and navigate to the "Shared with me" section to find the folder

If you have any questions regarding this process or are having trouble accessing the drive once you receive the email from your child's teacher, please contact the school for support by emailing evelynscottschool.information@ed.act.edu.au. Your email will be actioned by the appropriate staff member who will make contact with you to provide assistance.

Thank you for your continued support.

Evelyn Scott School

4 March 2024