**Family Support with Online Learning at Home**

We know that our parents/carers and even older siblings will play an important role in helping our young people engage fully with their online learning and we are very keen to continue working in partnership with you for this. Please remember you are not being asked to teach your child as this will be done by our teaching staff. However, it is important that you monitor your child’s engagement with their online learning (as you would with their homework) to help ensure they are keeping up to date with their learning, are making good progress and that they are also in good routines which not only promote achievement but also promote positive health and wellbeing.

**You can help in the following ways:**

1. If you haven’t already done so, download the Satchel:One app (previously known as Show My Homework-SMHW). This will allow you to have conversations about home learning as you will have an overview of the tasks that have been set each week for your child(ren). Please get in touch with the school office on (0141) 582 0150 or your child’s Pupil Support Principal Teacher if you need your Parent Code for Satchel:One. Please check your child is keeping up to date with their work using Satchel:One.
2. Ensure your child is up, dressed and ready to learn for 8:50am each day and encourage them to get into good routines.
3. Help your child(ren) find a good place to work at home where they can concentrate well.
4. If there are any concerns or difficulties with the work, your child can contact their teacher to let them know and to ask for further support. Don’t worry about this as we can sort it out together.
5. If there are any other questions or concerns, please contact your child’s Pupil Support Principal Teacher so we can provide you with more support.

**Technical Support**

If you do not have Wi-Fi at home (even if you have a mobile phone and can use a hotspot), please let us know by contacting your child’s Pupil Support Principal teacher or by calling the school office.

If your child is having any other technical difficulty, please get in touch too. For example, if your child can’t log in to Glow or Satchel One, or needs an Apple ID password reset or is having technical difficulties with their iPad, please let us know so we can try to resolve the issue. If your child is unable to get past the Proxy Authentication on their iPad, please remind them to use their school computer login and password to complete this so they can access the internet. It can help to turn the iPad off and back on if this isn’t successful in the first instance as this can prompt the Proxy box to pop up again. Please get in touch if your child can’t remember their computer login details or their iPad passcode.

All pupils can access Microsoft Office (Word, PowerPoint, Excel etc.) through their GLOW log in if they are working from a PC or laptop. These are also available as apps on the iPad.

**Online Learning Plan and Platforms to be used**

Please use the link to access our House Assembly for January which outlines our online learning plans and the support available.

<https://youtu.be/jxqIEEaA6Mw>

The QR code can be used to access our Blended Learning Strategy

which outlines our expectations for our learners and staff and provides

access to a range of supports for learners too.

All staff will communicate with pupils to ensure that they are aware of how to access their work. We are asking that pupils and staff following their normal timetables throughout the week to get them back into good routines and to be able to support our learners through more interactive online experiences. We are offering a number of live interactions throughout the week, where this is possible for staff to do, via Microsoft Teams. These will be between 5 minutes and 30 minutes long and will give staff an opportunity to introduce new topics/concepts, talk through tasks that have been set, give feedback and also give pupils the opportunity to ask and answer questions.

In order to deliver online education, staff will be using these main platforms -

1. **Satchel:One (formerly Show My Homework)** – Work required to be completed by your child will be shared via this platform. Young people and parents/carers have an overview of the tasks.
2. **Microsoft Teams** - Available as an app on the iPad and also through GLOW on a PC/laptop. Staff can add pupils to Class Teams or share a code with pupils to ask them to join Class Teams.
3. **Glow** – this is where your child can access emails from their teachers and they can also access a range of apps which are tiles on their Glow launchpad e.g. Teams, One Drive, SQA, Scholar.
4. **Showbie** –Available as an app on the iPad (requires a code from the teacher to join).

**Why Are we Using These Different Platforms?**

As with any online tool or platform, each of these platforms have a different role and different strengths. No one platform can do all of the required tasks, hence the use of more than one platform. Your child(ren) will most likely have used most or all of these platforms in class before but there are guides available on our Blended Learning Strategy to help too.

**Satchel: One**

Satchel: One is essentially an online homework diary that allows young people and parents/carers to have an overview of the tasks set. If a young person requires any clarification about their work, they can communicate with their teacher in the comments section.

This will also be used to direct young people to work set on other platforms so parents/carers are aware of all work being set.

Important whole school announcements for pupils and parents can also be shared on Satchel:One. Satchel:One can be accessed through Glow Launchpad or the Satchel:One app.

**Microsoft Teams**

****Each pupil can be placed in a Microsoft Team for their classes. This is a virtual classroom which gives them access to tasks, worksheets and resources that are shared by their teacher.

Teachers can also use the video chat facility to conduct live interactions with pupils. Staff can set up scheduled meetings via Teams which young people are invited to so they can take part in these live interactions. Further guidance on the conduct expected of pupils is outlined in our House Assembly and on the next page so please support your child to follow this guidance during all live interactions and encourage them to engage with these.

In their Team they can also have online notes to record their work. This keeps all their work together in one online space for that particular Team (or class). They can also collaborate with classmates.

Microsoft Teams can be accessed through the Glow Launchpad on a PC/Laptop or the Microsoft Teams app on pupil iPads. Please note, pupils can’t access the Teams browser on their iPad.

Pupils can join live interactions via the Calendar icon in Teams but they can also RSVP to the meeting invites that are sent to their Glow emails which will add their meetings to their Glow and Teams calendars.

Please support us to ensure that your child behaves responsibly during all live interactions on Microsoft Teams by following the steps shown below -

* Learners attend all live interactions on time.
* Learners have all required resources to hand e.g. jotter, pen/pencil, classroom notes and/or they have accessed any files in advance if they have been asked to.
* Learners are dressed appropriately during live online engagement.
* Learners have chosen an appropriate location in the house e.g. have given consideration to background, camera angle, noise levels and privacy.
* Learners behave appropriately at all times. The same standards of behaviour which would be expected in the classroom apply to online learning. For example, learners must not record or share any materials from these sessions with anyone else. They should also ensure that any verbal or posted comments are relevant and appropriate.
* For the security of all pupils and staff, parental involvement in online learning should be limited to supporting their child to attend an online lesson. For example, parents/carers should not try to intervene or try to talk to the teacher during an online lesson or post comments in the chat.
* Our teachers may record online lessons, in line with our current GDPR policy for the purposes of supporting home learning. They may use this for future use e.g. to share with pupils who haven’t been able to join live sessions. If your child does not want to be recorded, they can turn their camera off. Learners and parents/carers should NOT record online lessons as this is a breach of privacy and data protection rights of other learners and staff.
* School staff are working from home and may have competing demands on their time. Your understanding and patience as parents/carers towards school staff is appreciated during this period of home learning.
* School staff will report any inappropriate online behaviour and contact with parents/carers will be made following usual school procedures.

If you would rather that your child didn’t take part in these live interactions at all, please get in touch with your child’s Pupil Support teacher as soon as possible. If you do not get in touch, we will assume that you are happy for your child to participate in online video-conferencing lessons and that you and your agree to meeting the expectations outlined in the guidance above.

**GLOW Emails**

Each child can access their emails easily through their iPad and this allows them to communicate easily with their peers and with staff at the school.

There is also a year group email address which will allow school staff the ability to send a message to all pupils within a specific year group. In the Blended Learning Strategy, there is a link to an email directory so pupils can track down their class teacher’s email addresses easily. This staff email directory is also available at the end of this guide.

GLOW emails can be accessed through the Glow Launchpad or the Outlook app.

**Showbie**

Showbie is an app used by teachers to review pupil work and to provide feedback. It allows staff to instantly provide individual feedback to pupils on their work as it is interactive and personalised and allows the use of voice notes.

Young people will receive a ‘class code’ from their teacher to access their ‘classroom’ online. This will be posted in Satchel One for pupils to use.

Showbie can be accessed through the Showbie app on pupil iPads.

**Additional Learning Resources**

In addition to the home learning sent directly from teaching staff, pupils may wish to access additional learning or study resources. There are numerous online learning resources available. Some of these include the **SQA website** (<https://www.sqa.org.uk/sqa/84154.html>)**, BBC Bitesize** (<https://www.bbc.co.uk/bitesize/secondary>), **Scholar** (available through GLOW)**, Esgoil** online learning (includes access to live, recorded and supported learning resources as part of the National e-Learning Offer) and the **West Partnership** has also provided online learning.

**Esgoil online learning**

Broad General Education <http://www.e-sgoil.com/esgoilbgeoffer2020/>

Senior Phase - <http://www.e-sgoil.com/seniorphase20/>

Additional study support is available through <http://www.esgoil.com/studysupport2020/>

Click on the link above and scroll down to click on ‘REGISTER NOW’. This will then ask for your SQA candidate number, school and name and you will then be able to select the sessions you wish to attend. If you do not know your SQA candidate number please contact the school office.

**West OS National E-Learning**

This is another online learning tool which can be accessed through Glow. When you have logged into Glow, you will see your ‘launchpad’. Here you can click on ‘Glasgow City Council’ and you will find a ‘West OS’ tile. This will take you to a list of different Curricular areas where you can find resources and videos to support your learning.

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