



Dear Parent and Carers

A slightly belated Happy New Year to you all, I hope you are all keeping well and had a nice time over the festive period despite the ongoing restrictions.

Once again, we find ourselves in a 'lockdown' situation where it is stated that the majority of children should be taught remotely and only those children of key workers and those who are identified as vulnerable should be in-school. The teaching staff have been busy planning what the remote learning programme for Lairdsland will look like and more details of this can be found in the pages that follow. I have tried to collate all the information required for now on one document for ease of use.

I am very conscious that across our school population we have families who have very different home circumstances and as such are each facing their own challenges. We have tried to plan our programme with that in mind but do not for one second think that we will have planned a programme that perfectly meets the needs of all families. As per previous advice we have given, if home learning is causing stress or anxiety within the home then please set it to one side and make contact with us for advice and support. The key points of our remote learning programme across all stages are as follows, further detail is included on the pages that follow:

- Each child will receive teaching input weekly.
- Daily Literacy Task appropriate to age and stage*
- Daily Numeracy Task appropriate to age and stage*
- A range of tasks related to other curricular areas across the week eg Art, Science, Health and Wellbeing
- Daily class 'live' meeting times. Class teachers will 'meet' virtually with their class using their MS Teams page.
- Each class teams page includes a stage specific grid with varied activities and links.
- Each child will receive feedback on a literacy and numeracy task each week.

*Daily tasks are likely to be assigned to be submitted that same day **however** we are aware that this may not suit all families so please be aware that assignments can be handed in late.

Keyworker provision

- For the small number of children who are attending this provision, during the times they attend, your child/ren will be supported to engage with the learning programme for their class. As the class committed teachers will be planning and managing the remote provision, it will be non class committed teaching staff, support staff and management staff who will provide this support. Miss De Souza, Mrs Inglis and a new member of teaching staff Mrs McKay are the teaching staff who will be supporting this provision over the course of the week. If your child is attending 9am-3pm they should enter and exit via the school gates. If your child is arriving after 9am or being collected before 3pm then please drop off or collect at the office doors. As per previous correspondence, parents are asked only to use this provision for the hours they require to attend an essential keyworker role. The Scottish Government insist that the majority of children should be at home.

As always, I thank you for your ongoing support. Please reach out with any questions or concerns that we may be able to support with. I hope you all keep safe and healthy over the coming weeks.

Kind regards

Fiona Donaghey
Head Teacher

#TeamLairdsland – working together to grow our school

Lairdsland Primary School - Guidance for Home Learning

January 2021

We have adapted this document from our previous home learning guidance shared in March 2020. At that point we were all new to the idea of online learning. Since then, all of us in the school community have become more comfortable with working in different ways and we want to use our experience to ensure education continues during the current period of school closure. It is incredibly difficult for the provision of home learning to replicate or replace normal school but our aim is to do our absolute utmost to provide ongoing educational and pastoral support over the coming weeks.

We have made significant progress since the previous period of lockdown and that will be reflected in the remote learning programme we provide over the coming weeks. We are also keen to support parents to engage their children with learning and are very aware all family circumstances are different. We aim to ensure our activities are achievable given the different circumstances that staff, children and their families could be dealing with. Some of the tasks will be able to be undertaken independently and some may require some adult support. We will try to ensure there is a balance that doesn't overwhelm families but ask you to reach out if you would like some guidance on this. We will continue to review what activities are offered and will ask for initial parent/carer and staff feedback via Glow Forms at the end of week 1 (Friday 15th January) and ongoing as appropriate.

Home Learning Activities

Online communication with pupils will be via Microsoft Teams. Any difficulties pupils and parents experience with access can be directed to the class teacher via the class teams page or the office email address in the first instance. Class teachers will escalate any ongoing issues to the Senior Leadership Team for support.

Class teachers will support engagement with online learning and may contact families to identify when online engagement is proving difficult. Senior management staff will also be able to offer support to families to engage with learning at home and can be contacted via the school office or the email addresses listed below (see contact section).

We intend to hold weekly 'live' assemblies on MS Teams (technology permitting). This will be in the format of a Primary 1-3 assembly and a Primary 4-7 assembly. These will be held at separate times on a Friday morning by Mrs Donaghey and Mrs Kerr. More info to follow next week!

Our approach to remote learning across all stages will include:

- Each child will receive teaching input weekly. This will introduce new concepts appropriate to their next steps in learning for literacy and numeracy. The teaching input will be in a variety of formats including recorded videos, links to videos, Powerpoint presentations, Media clips etc
- Daily Literacy Task appropriate to age and stage*.
- Daily Numeracy Task appropriate to age and stage*.
- A range of tasks related to other curricular areas across the week eg Art, Science, Health and Wellbeing
- Daily class 'live' meeting times. Class teachers will 'meet' virtually with their class using their MS Teams page each day – please see timetable below. This is for pupils to connect with their teacher and classmates and ask any questions, share news etc. We have tried to stagger the times across the day to ensure that families where devices are being shared can still have the opportunity to join in with their class meetings.
- Each class teams page includes a stage specific grid with varied activities and links that parents can utilise over and above what is provided on class pages. These are in the files section under 'self-isolation learning grids'. These tasks will be varied in terms of independent tasks and those which may require support.
- Each child will receive feedback on a literacy and numeracy task each week. Individual feedback will not always be provided on every piece of work.

*Daily tasks are likely to be assigned to be submitted that same day **however** we are aware that this may not suit all families so please be aware that assignments CAN be handed in late.

Proposed timetable for online class meetings via class MS Teams page

	9:15- 9:45	9:45- 10:15	10:15- 10:45	10:45- 11:15	11:15- 11:45	11:45- 12:15	12:15- 12:45	12:45- 1:15	1:15- 1:45	1:45- 2:15	2:15- 2:45
Monday	P1a & P1b	P2 & P2/3	P3 & P4	P4/5	P5	P5/6 & P6	P6/7 & P7				
Tuesday	P6/7 & P7	P5/6 & P6	P4/5	P1a & P1b	P2 & P2/3	P3 & P4	P5				
Wednesday	P3 & P4	P4/5	P5	P6/7 & P7	P5/6 & P6	P1a & P1b	P2 & P2/3				
Thursday	P5/6 & P6	P5	P6/7 & P7	P1a & P1b	P2 & P2/3	P3 & P4	P4/5				
Friday	P1 – P3 Assembly		P4 – P7 Assembly		P1a & P1b	P2 & P2/3	P3 & P4	P5	P4/5	P5/6 & P6	P6/7 & P7

Staff roles during remote learning

Senior Leadership Team:

- Ensure regular communication with staff, parents and the wider school community to provide clear understanding and effective implementation of remote learning approaches.
- Take on board feedback regarding remote learning from all partners and make adjustments as appropriate.
- Ensure any national advice from relevant agencies/partners including Scottish Government is shared in a timely manner
- Communicate with and support parents/carers as needed about any other matters.
- Provide pastoral support to staff and families across the school community.
- Support all families to engage with home learning.

Classroom Teachers:

- Collaborate with colleagues to plan, design and implement remote learning experiences for children.
- Provide daily opportunities for pupils to engage with staff to discuss learning and/or ask questions as appropriate.
- Provide meaningful feedback to children on literacy and numeracy tasks.
- Support colleagues in a pastoral way as necessary.
- Support families to engage with online learning.

Contact details

Teaching staff can be contacted via the class Teams page or the office email address. A member of management can be contacted via the school office or directly. The office email address and phone will be manned daily however please be patient if you do not get an immediate response as staffing levels are affected by the current situation.

office@lairdsland.e-dunbarton.sch.uk

0141 955 2310 (Mon-Fri 9am-3pm)

The leadership team have taken responsibility for online learning and initial pastoral concerns for the following classes.

fdonaghey@lairdsland.e-dunbarton.sch.uk
mkane@lairdsland.e-dunbarton.sch.uk
emathieson@lairdsland.e-dunbarton.sch.uk
nswart@lairdsland.e-dunbarton.sch.uk
kgreer@lairdsland.e-dunbarton.sch.uk

Fiona Donaghey, Head Teacher
Maria Kerr, Depute Head
Elizabeth Bradford, Depute Head
Natalie Swart, Principal Teacher
Kirsteen Greer, Principal Teacher

Primary 6, 6/7 and 7
Primary 4/5, 5 and 5/6
Primary 3 and 4
Primary 2 and 2/3
Primary 1a and 1b

Helpful hints and tips for home learning

There are a huge number of resources online to support children with their learning. To limit the need for endless searching and to stop it all feeling totally overwhelming, Parent Club Scotland worked together with Education Scotland to pull together their top picks to support home learning. You can find the link here:

<https://www.parentclub.scot/articles/learning-at-home-resources>

Parents are encouraged to set up a separate space for learning if possible, so that the learning part of the day is kept separate from regular home life. Routines and structure to the day is encouraged so that families can make the most of time together and keep on top of everything else. We are aware that many families will be balancing work with looking after children, home learning and day-to-day household needs. Routines should include regular breaks for playing, relaxing and exercising just like would happen in school.

Parents are encouraged to offer praise and recognition for what their children are achieving during this time and avoid highlighting errors. If there is concern about the tasks that the school has set, please contact us via Teams chat or email. We would advise you to stop doing any tasks that are causing additional stress within the home. You will find some useful links on how to download Teams on a laptop or mobile device on our school website here:

<http://www.lairdsland.e-dunbarton.sch.uk/learning/home-learning/>

Downloading the TEAMS App Step by Step Instructions:

1. Go to the App Store and search for TEAMS.
2. The one you want is Microsoft TEAMS. It is free.
3. Press Get. This will download the App.
4. Once downloaded, open the App.
5. The sign in page will pop up. Enter your GLOW email address (username@glow sch.uk) into the sign on page.
6. This will then take you to the GLOW sign on page.
7. Sign in using your user name and password

Trouble Shooting Tips Accessing TEAMS from a MAC Computer

Please note that TEAMS does not work on Safari (MAC's default browser). Therefore, if your child/ren are using MAC computers / laptops at home please download the Google Chrome browser (for free) in order to allow them access to TEAMS as normal via their GLOW login.

Accessing and Using TEAMS from a Tablet / Phone

- When children login their GLOW accounts using a tablet / phone the TEAMS tile does not work. In order to access TEAMS from a tablet or phone please download the free TEAMS App. You will then be prompted to login to the App. When logging into the App please use your child's Glow user name and password.

Tips for uploading work

- If you have an iPhone, go into notes and use the scan function to turn an image or text into a PDF which can be uploaded to Teams.
- On android phones, the Drive app scans to pdf from the camera function

The following guidance should be adhered to for remote learning:

Pupils should:

- follow expectations during a live session which are:
- try and find a quiet place to watch;
- the microphone should be muted throughout unless instructed otherwise;
- engage and interact with the session when appropriate;
- use the 'raise hand' function to ask a question or any alternative arrangement suggested by the teacher (e.g. typing 'Speak' in the Chat section);
- complete work set for the class by the teacher or seek advice if they are unsure on how to complete a task.
- not take pictures or screenshots during live sessions;
- not record the live lesson.

Parents should:

- encourage their children to talk about and share their learning at home;
- not get involved in the live session, but please talk to your child about them afterwards and encourage them to take part;
- use existing methods of communicating with the school if there are questions or concerns using the school office or the class Teams page.

At times, staff may choose to respond to messages, approve work, etc. outwith normal working hours. However, this should not be expected. Engagement with online learning will be monitored by the school on a weekly basis and support provided by the school.

Accessing Glow on Your Console

Did you know that pupils can access Glow on their gaming consoles? This might help free up home laptops or devices for parents who are also seeking to work from home. It may not be available on all console formats but this guide will help Xbox and PlayStation users.

For Xbox users:



1. Turn on Xbox One and launch Edge*
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk).
4. Enter the password.
(Optional) You can choose to save the username and password on the browser for easier access next time.
5. Follow this link for a useful video tutorial:
<https://youtu.be/rWTwAflKbkU>

*If your console doesn't have the Edge browser, it can be downloaded in your Store.

For PlayStation users:



1. Turn on PS4 and launch Internet Browser (Select Library, then Applications, as shown.)
2. Enter the URL <https://glow.rmunify.com>.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk)
4. Enter the password
5. Follow this link for a useful video tutorial: <https://youtu.be/mHTHaXhccDE>