



# LEARNING AT HOME PUPIL GUIDE



Guidance for pupils who are unable to attend school due to closure – where Remote Learning is taking place.

## What will the school provide for me?

- You have been provided with an iPad by Glasgow City Council
- Your teachers have created a Class Team for all classes - lessons will be prepared each period, as they would be if you were in school. Your teacher will usually be available online at your timetabled class time
- Some lessons may be 'live' – ie the teacher may invite you to join a 'Meeting' in order to talk with the class
- Some lesson content may be outlined on the Team, with resources provided for learning that day
- Extra resources such as jotters/pens/pencils etc can be collected from school – please phone to arrange

## What is expected of me?

- Keep your iPad charged and updated – look after it, keep the cover closed when not in use, don't leave it lying around
- Log on at 8.45am and follow your normal school timetable
- Try to find a quiet space and use headphones if in meetings / 'live lessons'
- Show that you are present / have read the learning materials by clicking using the 'thumbs up' emoji
- Turn off your camera and mute your mic if you are attending a 'live' lesson
- Do not comment on Team chat unless you are asking a valid question to your teacher
- Submit work when requested by your teacher
- Be respectful and responsible at all times – misuse of Teams is against our Acceptable Use Policy and will be dealt with by your Year Head - parents will be contacted



## How do I submit my work?

- Work can be uploaded onto the Team by posting documents/presentations to the General chat area
- Your teacher may set an 'Assignment' – your work will only be seen by your teacher and it can be marked online
- Your teacher may ask you to email work to them

## I'm not very good at using Microsoft Teams - help?

- On the next page there are instructions on how to use Microsoft Teams
- There are links to a short video to show you how to work with MS Teams, eg using 'Assignments', joining Meetings
- Email your class teacher or Digital Support Teacher if you don't understand how to do something

## My iPad isn't working - help?

- If your iPad is not working, contact Mrs Lynch in school on [gw07lynchcarol3@glow.sch.uk](mailto:gw07lynchcarol3@glow.sch.uk)

## I am really worried about and want to speak to someone .....

Going back to 'Remote Learning' is difficult. If you are feeling worried or concerned about anything, your Pupil Support Teacher is still there to help you. You can contact them by email, and they can call you to discuss any worries or concerns.

### Pupil Support Team

*Hope House* – [gw15devlindarren@glow.sch.uk](mailto:gw15devlindarren@glow.sch.uk)  
*Howson House* – [gw14cassidypaul3@glow.sch.uk](mailto:gw14cassidypaul3@glow.sch.uk)  
*Kerrera House* – [gw09macdonaldamanda2@glow.sch.uk](mailto:gw09macdonaldamanda2@glow.sch.uk)  
*Mackintosh House* – [gw10marquezeltrancr@glow.sch.uk](mailto:gw10marquezeltrancr@glow.sch.uk)  
*Wallace House* – [gw16macqueennicola@glow.sch.uk](mailto:gw16macqueennicola@glow.sch.uk)

### Support for Learning / Integration Centre

*Wellbeing Hub* – [gw17allanbernadette@glow.sch.uk](mailto:gw17allanbernadette@glow.sch.uk)  
*Integration Centre* – [gw15serapiqialori@glow.sch.uk](mailto:gw15serapiqialori@glow.sch.uk)

## Where can I go for careers help?

- Contact Mrs Dick if you have a question about careers planning / college etc. [gw10dickemma2@glow.sch.uk](mailto:gw10dickemma2@glow.sch.uk) .
- DYW Information is also posted on the school website and updated regularly.
- Careers Advisors:  
George Dragsnes (S5/6) [george.dragsnes@sds.co.uk](mailto:george.dragsnes@sds.co.uk) or phone 07789 481392  
Stephen Coyle (S4) [stephen.coyle@sds.co.uk](mailto:stephen.coyle@sds.co.uk)
- MCR Co-ordinator:  
Lizzie Doonan [gw18doonanelizabeth.glow.sch.uk](mailto:gw18doonanelizabeth.glow.sch.uk)

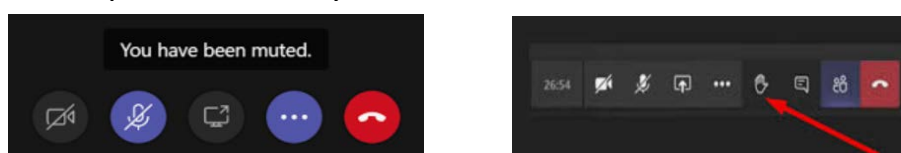
## USING MICROSOFT TEAMS IN REMOTE LEARNING



Teams allows your teacher to create a 'virtual classroom'. Most teachers have been using these to share learning resources in school already – so most pupils are familiar with how to access Teams and access work. Some pupils will be familiar with submitting work onto the Team chat area – everyone in the class can see this work. Some teachers have been using 'Assignments' to set homework, which can be marked online – this work can be seen only by the teacher. So far, we have not had to use 'Meetings' which allows teachers to interact with pupils live online – some teachers may use this to deliver new content. You will be invited to join a meeting – see 'Live Lessons' below.

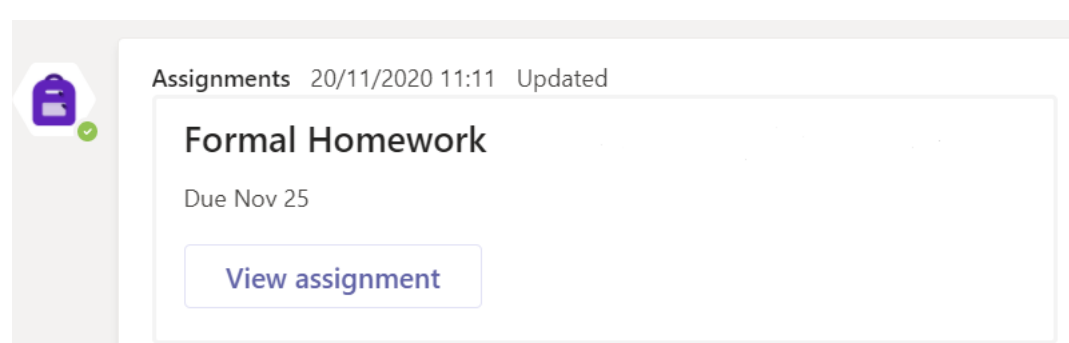
### MEETINGS – 'LIVE' LESSONS

A 'Meeting' on Teams allows people in different locations to get together to communicate. You can join a meeting and this lets you answer or ask questions. Teachers can switch on their camera and mic and this allows them to demonstrate work or they may decide to talk through a presentation or worksheet online. When you are asked to join a Meeting you will get a notification on the Team and in your calendar in Teams. Your camera should be switched off and your mic should be muted (see below – a line will be through the camera and mic icon). If you want to ask a question, you can use the 'hands up' function – the teacher will see that you need help, and will ask you to 'unmute'.



### ASSIGNMENTS – SUBMITTING WORK TO BE REVIEWED/MARKED ONLINE

Assignments let teachers set work, collect it and review it online. When an assignment has been set, you will get a notification on your Team. When you click on this, you will be able to access the assignment. You also have an 'Assignments' area in Teams where you can view assignments from all classes. The video below shows you how to access and submit work in Assignments.



**Watch this short video which shows you how to use 'Meetings' to join 'live lessons' and how to submit work using Assignments.**

<https://www.cloudesignbox.co.uk/student-and-parent-guide-to-microsoft-teams>

### IT PROBLEMS

If you are having problems with anything when you are working online at home, and need help – you should contact your class teacher or your Digital Learning Teacher. For example, if you need your Glow password reset – teachers can do that remotely. If your iPad is not working, cannot access the internet – or it is broken – contact Mrs Lynch immediately.

#### DIGITAL LEARNING LEADERS /SUPPORT TEACHERS:

YEAR	A	B	C	D	E	F
S1	C O'Byrne	C Johnston	M Daly	J Thomspen	E Dougall	K Docherty
S2	L Bennie	L Gillon	J Gillespie	F Bannon	A Atkinson	L Kinley
S3	M McGinley	K Gildea	O Fakunle	J Strzelecki	S Baird	M Clancy
S4	C O'Byrne	C Johnston	M Daly	J Thomspen	E Dougall	K Docherty
S5	L Bennie	L Gillon	J Gillespie	F Bannon	A Atkinson	L Kinley
S6	M McGinley	K Gildea	O Fakunle	J Strzelecki		

Mr Atkinson – [gw09atkinsonanthony@glow.sch.uk](mailto:gw09atkinsonanthony@glow.sch.uk)  
 Mr Bannon - [frankbannon@glow.sch.uk](mailto:frankbannon@glow.sch.uk)  
 Ms Baird – [gw20bairdsharon@glow.sch.uk](mailto:gw20bairdsharon@glow.sch.uk)  
 Ms Bennie – [gw15benniehelenlouise@glow.sch.uk](mailto:gw15benniehelenlouise@glow.sch.uk)  
 Ms Clancy – [gw20clancymegan@glow.sch.uk](mailto:gw20clancymegan@glow.sch.uk)  
 Mr Daly – [gw13dalymichael@glow.sch.uk](mailto:gw13dalymichael@glow.sch.uk)  
 Ms Docherty – [gw10martinkirsty2@glow.sch.uk](mailto:gw10martinkirsty2@glow.sch.uk)  
 Mr Dougall – [gw15dougalllelliot@glow.sch.uk](mailto:gw15dougalllelliot@glow.sch.uk)  
 Ms Fakunle – [gw10fakunleolutola@glow.sch.uk](mailto:gw10fakunleolutola@glow.sch.uk)

Ms Gildea – [kgildea@glow.sch.uk](mailto:kgildea@glow.sch.uk)  
 Mr Gillespie – [gw10gillespiejohn2@glow.sch.uk](mailto:gw10gillespiejohn2@glow.sch.uk)  
 Ms Gillon – [gw10gillonlinda@glow.sch.uk](mailto:gw10gillonlinda@glow.sch.uk)  
 Ms Johnston – [gw19wilsonclaire1@glow.sch.uk](mailto:gw19wilsonclaire1@glow.sch.uk)  
 Ms Kinley – [gw08kinleylaura@glow.sch.uk](mailto:gw08kinleylaura@glow.sch.uk)  
 Ms McGinley – [gw15mcginleymichaela@glow.sch.uk](mailto:gw15mcginleymichaela@glow.sch.uk)  
 Ms O'Byrne – [gw11obyrneclaire@glow.sch.uk](mailto:gw11obyrneclaire@glow.sch.uk)  
 Ms Strzelecki – [strzeleckijusten@glow.sch.uk](mailto:strzeleckijusten@glow.sch.uk)  
 Ms Thomson – [gw13thomsonjacqueline@glow.ea.glasgow.sch.uk](mailto:gw13thomsonjacqueline@glow.ea.glasgow.sch.uk)