



Thornton Primary School



SCHOOL CLOSURE SUPPORT PACK FOR PUPILS AND PARENTS/CARERS

This pack has been put together to support pupils and parents/carers to access learning and about what to expect from remote learning during a period when children are learning remotely from home.

If you need any support, have a question or suggestion. Please email us at thorntonps.enquiries@fife.gov.uk

What will Remote Learning Look Like at Thornton?

During any period of remote learning we have an expectation for our children to be engaging with their learning on the online platforms we have. This is to ensure that there is minimal impact on their education as a result of not being able to attend school in person. We appreciate our parents/carers support in setting good routines with our children to support their education and engagement with the remote learning being provided by our school.

Our P1/2, P2 and P3 children all have a SEESAW account. The staff in P1/2, P2 and P3 will be posting learning activities.

In P4 – P7 all children will access online learning on Microsoft Teams via GLOW.

TIMETABLE

Below is the timetable of learning activities you will be expecting over the 3 days next week. From feedback previously, we have put this timetable together to cover P1-P7 to support families with multiple children to be focusing on the same learning activity at the same time.

The learning provided supports the entitlement to the Broad General Education (BGE).

Tuesday 26 th	Science	Literacy	Numeracy & Maths
Wednesday 27 th	Literacy	Numeracy & Maths	PE
Thursday 28 th	Literacy	Numeracy & Maths	Topic

The above timetable still provides a structure for the learning day – but is of course flexible to suit your family's needs.

Where will I find my remote learning tasks?

As you can see from the timetable above, the children will experience 3 learning activities each day from their class teacher.


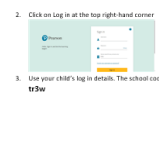




P1-P3

All of information for each lesson/activity will be found on your child's Seesaw.

P4-P7

All the information for each lesson/activity will be found on your child's class team on GLOW. They will be able to find these on the General Channel but also within the Assignments section on Teams.

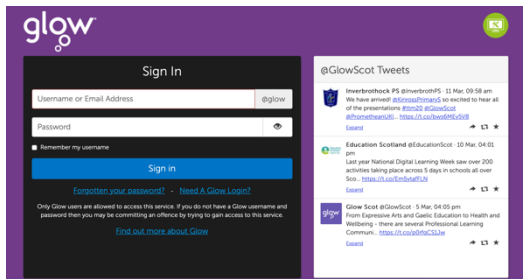
We recognise that some of our children may not have suitable online access at home. We have supported many of our children and families with this by providing them with loaned Chromebook laptops. This was part of a Scottish Government funding grant to all local authorities to ensure equity. These have already been provided to our children and families prior to this current period of remote learning.

Thornton Primary School			Thornton Primary School	
How to Access Sumdog	How to Access Active Learn	How to Access Education City	How to Access Microsoft Teams	
<ol style="list-style-type: none">1. Google - Sumdog or follow the link below: https://www.sumdog.com/2. Enter your child's username, password and school code which is tr3w.  <ol style="list-style-type: none">3. Once in your child will be able to access the games, contests etc... set up by their class teacher4. You can also download sumdog as an app on the app store	<ol style="list-style-type: none">1. Google - Active Learn or follow the link below: https://www.activelearn.com/uk/2. Click on Log in at the top right-hand corner3. Use your child's log in details. The school code is tr3w  <ol style="list-style-type: none">4. You'll be taken to the Active Learn Homepage which has the following:<ul style="list-style-type: none">• My Stuff - This is where all new activities that have been assigned by a teacher will be saved• My Library - This shows all uncompleted activities. Your child can still access and play these for consolidation• My Rewards - Children are given awards as incentives for completing activities	<ol style="list-style-type: none">1. Google - Education City or follow the link below: https://www.educationcity.com/2. Click on Log in at the top right-hand corner3. You'll be taken to the page below. Use your child's log in details  <ol style="list-style-type: none">4. Teacher's will be putting any work for children in the "classwork" folder5. Once in this folder you will see any work assigned to your child by the class teacher	Option 1 - Using a Laptop or Desktop Computer <ol style="list-style-type: none">1. Open the internet browser and in google search for "Glow" Alternatively type the following url: https://its.platform.munify.com/account/signin/glow  <ol style="list-style-type: none">2. Sign in using your username and password <p>At this point, you may be prompted to download the Microsoft Teams app. If you wish to do so, click on "Get the Windows App" and follow the instructions for option 2. If you do not wish to download the app, click "Use the web app instead"</p> <ol style="list-style-type: none">3. Click on Teams4. Click on your class tile. For example -	Option 2 - Using a Tablet, Phone or Windows Web App <ol style="list-style-type: none">1. Download the "Microsoft Teams" App from your app store2. Open the app and enter your Glow email address. This is your username with @glow.schulk at the end.3. You will then be taken to the normal Glow sign in page.  <ol style="list-style-type: none">4. Enter your username and password - see Option 1 for this information. You will then be taken back to the Teams app.5. Click on your Class Tile. For Example - 

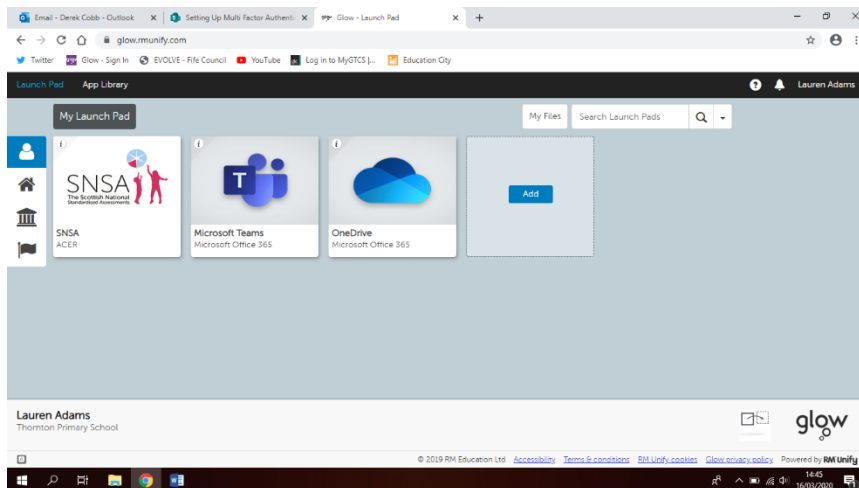
All children have access to their own GLOW account and have been added to Microsoft Teams. Each child will belong to their Class Team and this is monitored by the Class teacher and Senior Leadership Team.

Accessing Glow

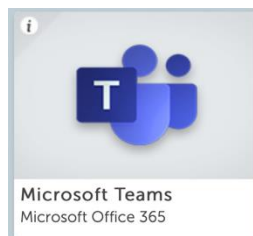
- Firstly Google – GLOW or follow the link below:
<https://sts.platform.rmunify.com/account/signin/glow>



- You will be taken to the page above. At this point enter your child's username and password. Click Sign In
- On successful log in, you will be taken to your launch pad.

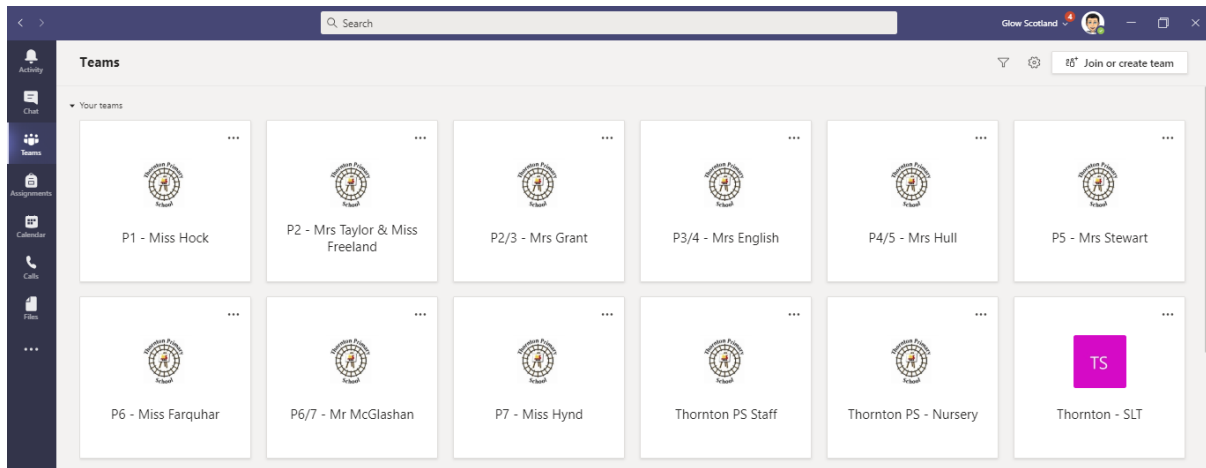


- Your child will have the following Apps on the Launchpad. Your child will need to access Teams most regularly as this is where work will be assigned by the class teacher. It is also where class teachers can communicate with pupils. **Please note this is not a form of communication for parents to teachers during closure periods.**

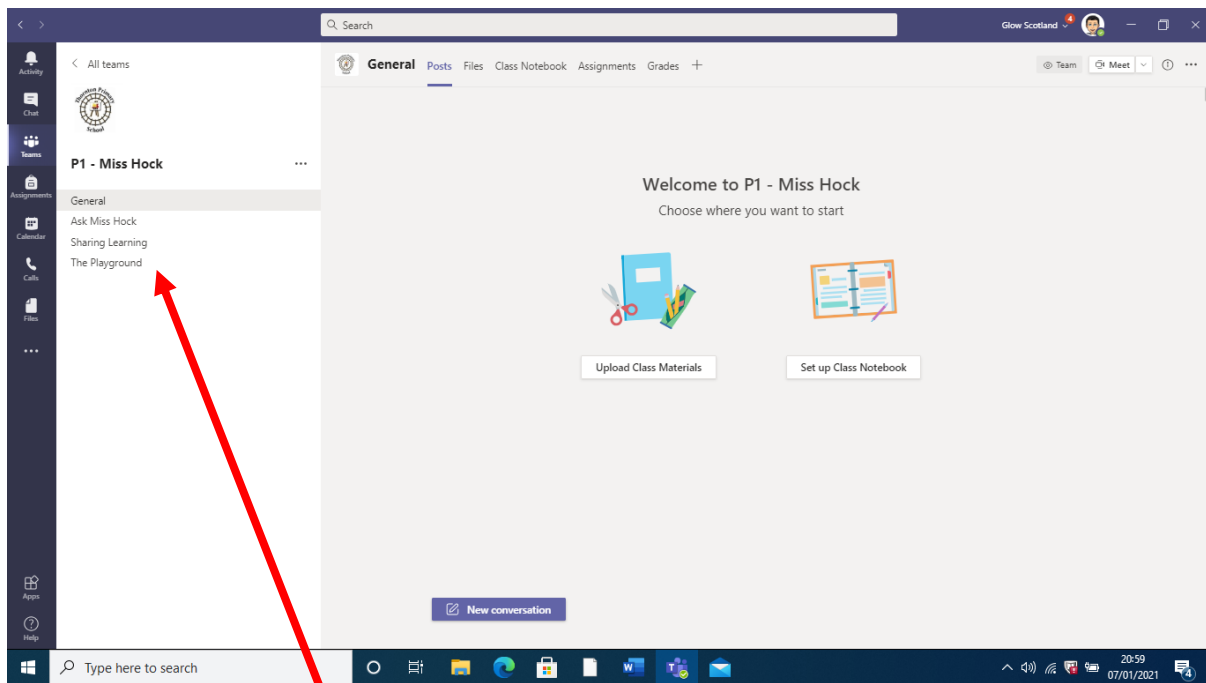


Accessing Class Teams

- Follow the Glow log in process above. Children are then to click on the App in their launchpad. They will be taken to Teams Homepage. They will see what Teams they are a member of



- Click on the TEAM matched to your child’s class name



- This example is P1 – Miss Hock but all class Teams will look the same. On the left hand side there are 2 different channels – General, Ask Miss/Mrs/Mr X
- Below is an explanation of each channel

CHANNELS

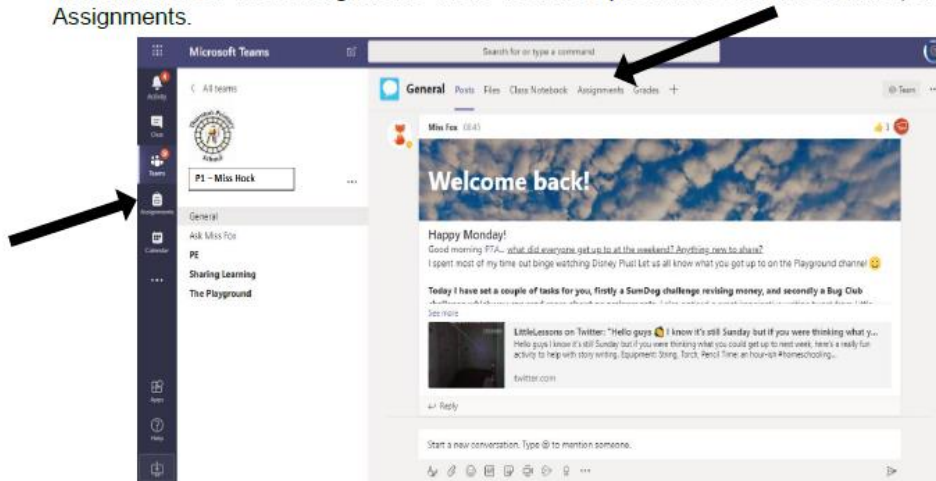
General Channel – This channel is for teachers to post Daily Messages and Information about Tasks. Assignments will appear in this channel as they are posted by teachers. Children should not comment and post in this channel; this will help ensure that teacher messages don’t get lost in the feed. Children are, however, encouraged to “like” posts in this channel, that way we can see who has viewed them.

Ask the Teacher – If the children have any questions learning or non-learning or issues re using Teams, logging into their online software etc.... they can ask in this channel.

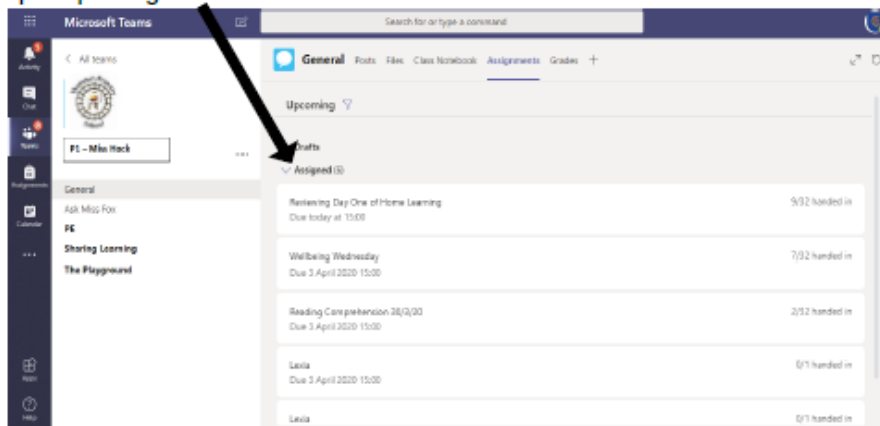
ASSIGNMENTS

As well as posting messages and challenges in the General Channel, teachers are beginning to upload 'Assignments'.

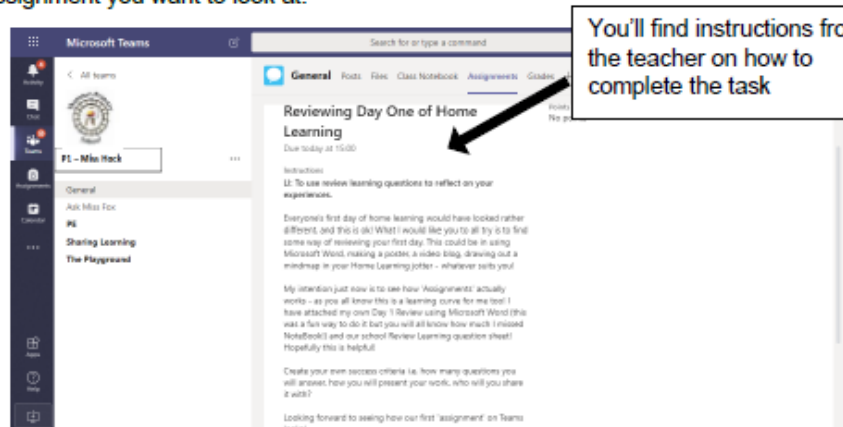
- You can click on 'View Assignments' in the Teacher's post in the General Channel; or click on Assignments.

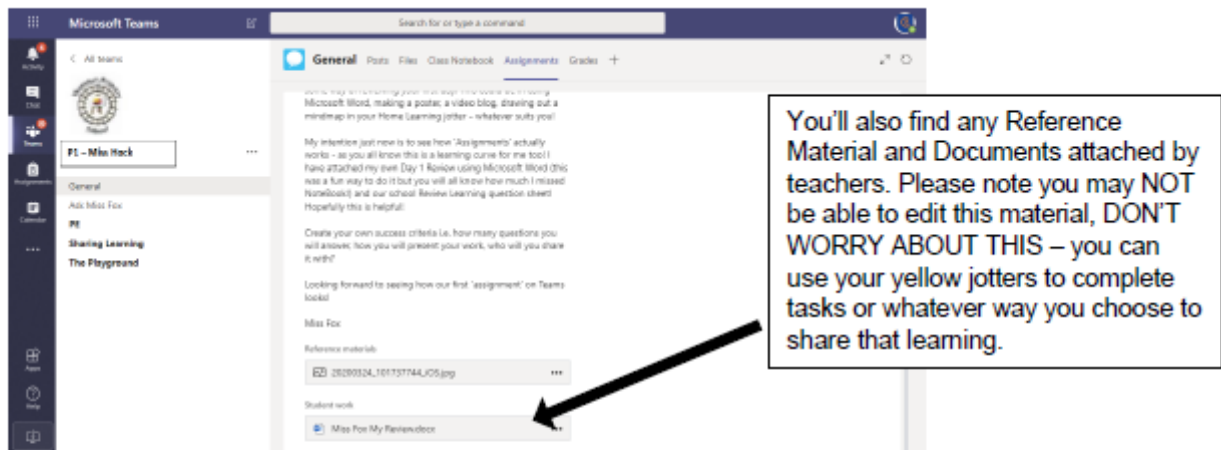


- Open up 'Assigned'



- Click on the Assignment you want to look at.



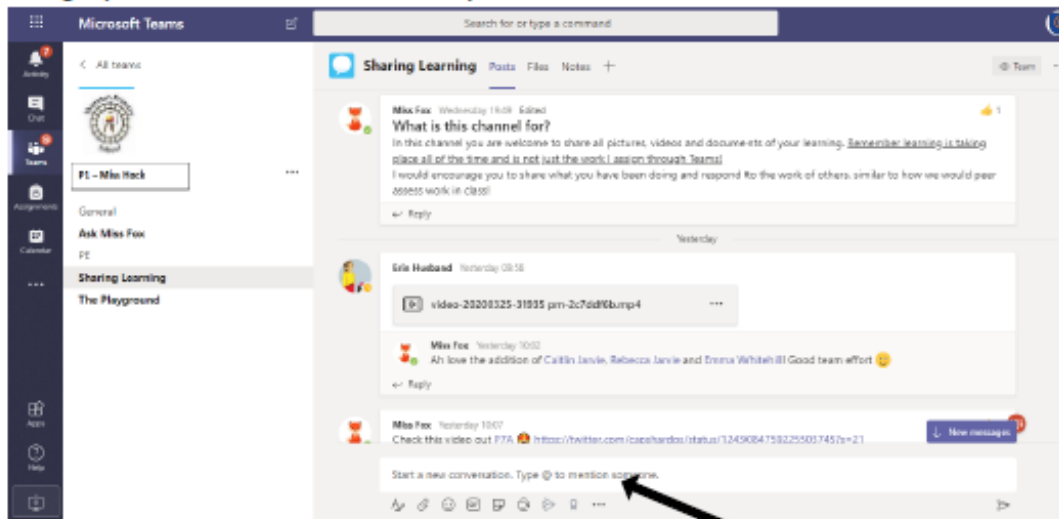


TOP TIP:

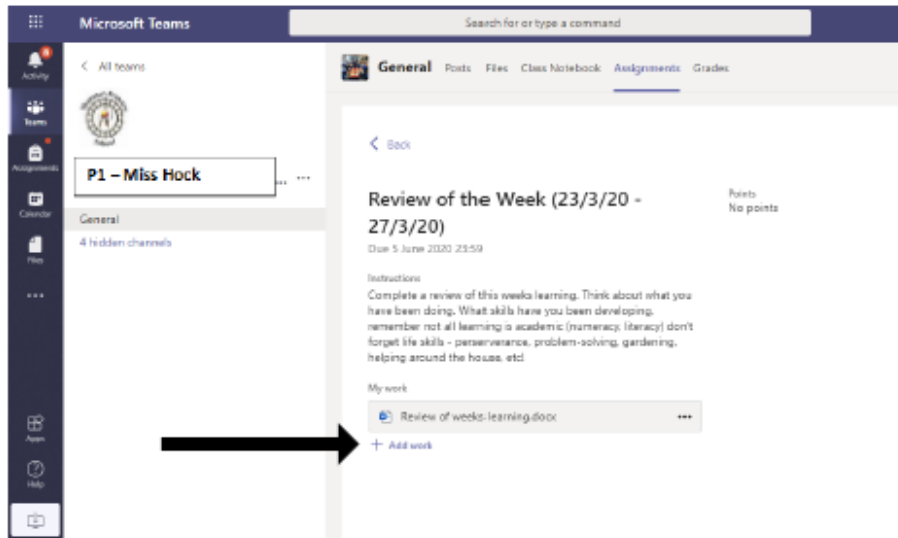
Assignments can be completed in the format suggested by the teacher, or in the Home Learning jotter, or in any other way they/you choose. REMEMBER - the teachers are suggesting activities and assignments, children can complete in a way that is best for them and you as a family.

UPLOADING ASSIGNMENTS/TASKS:

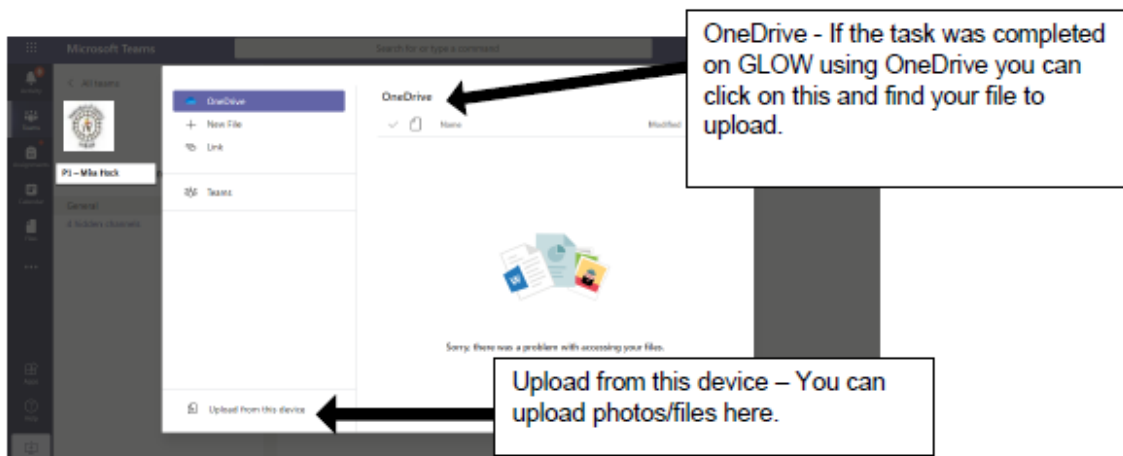
- Children can upload work into the 'Sharing Learning' channel. The easiest way to do this is by adding a picture or screen shot, it is also possible to add documents and videos.



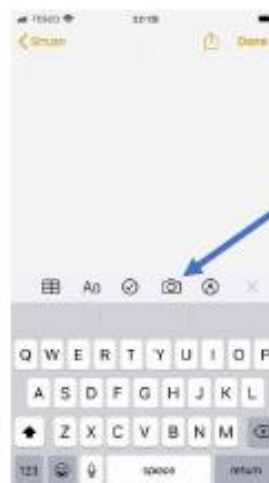
- Assignments can also be uploaded in the 'Assignments' section. At the bottom of the Task, there is an option to 'Add Work'



- You will then see a number of options:



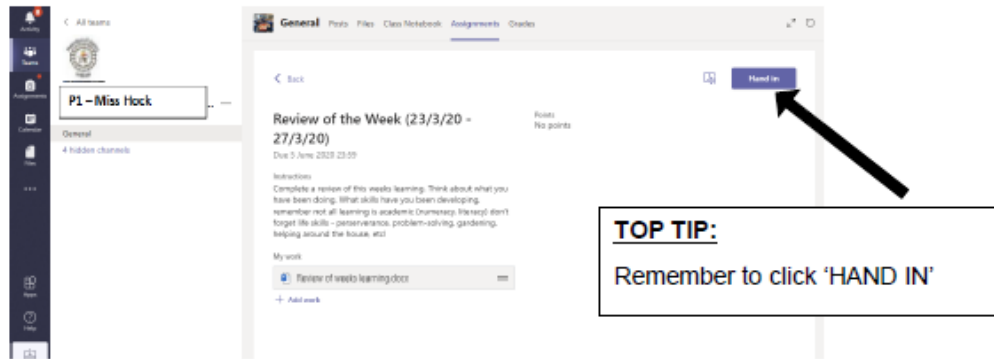
TOP TIP:
If you have access to an iPad/iPhone take photo/or scan work using Notes and upload work by taking a screenshot of what has been completed.



Handy tips for Uploading pictures of your work using Notes on an i-phone or device:
Open a new Note
Click on the camera
Choose the option 'Scan Documents'
Then send

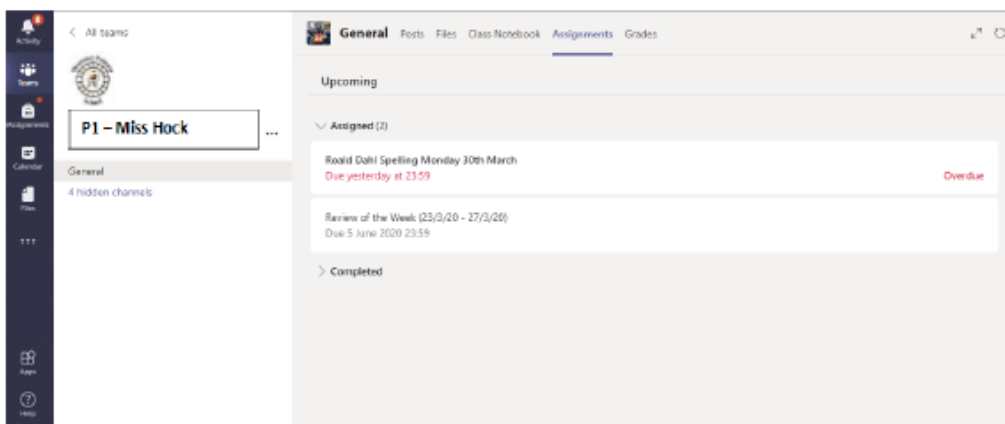


- Whichever way you choose to submit Tasks (whether in the Sharing Learning channel, or Assignments) remember to go back to the Assignment and click on 'Hand In'. This will allow the teacher to keep track of the work you are submitting.



PLEASE NOTE:

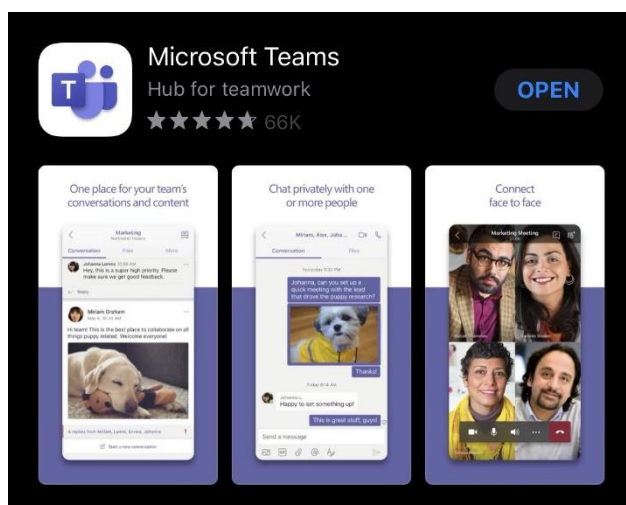
When assigning tasks, teachers are required to put a 'due by' date. If you log in and see Assignments are in red and 'Overdue', PLEASE DO NOT WORRY about this.



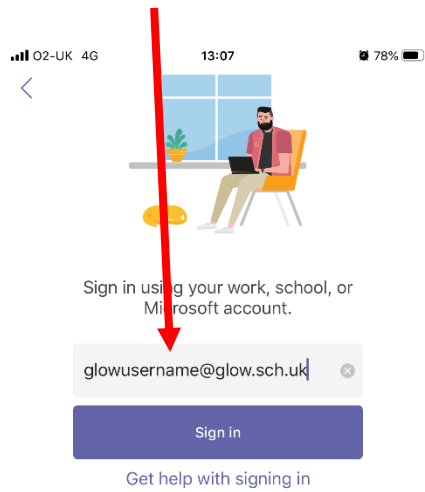
If you will be accessing Teams using an iPad you will need to download the App. Please see below for guidance on this.

Accessing Class Teams from iPad/Tablet

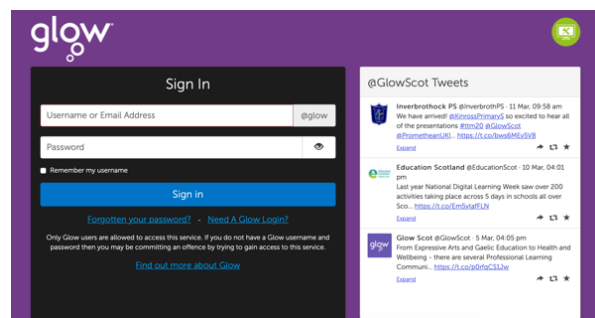
1. Download Microsoft Teams App to your device. This is totally free.



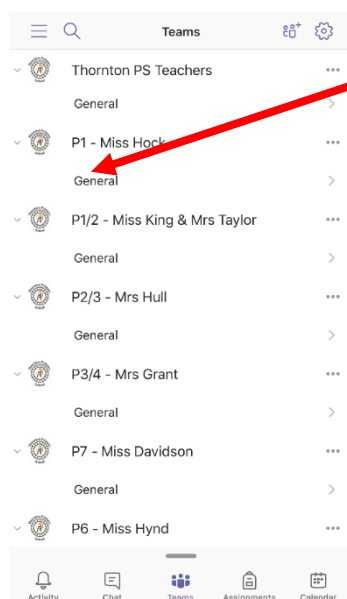
2. Open the application. Where you will be taken to the page below. Enter your glow username + **@glow.sch.uk** at the end of it. Then click Sign In.



3. It will then take you to another page where it looks like you are signing in to Glow. Here you will be prompted to put in your glow username and password. Then click sign in.



4. You will then be taken to this page here which will show you all the Teams you are a member of.



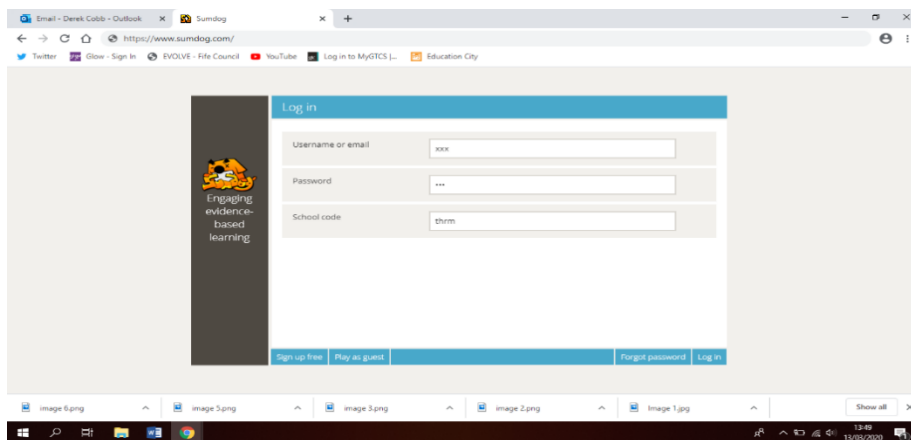
5. Here you can click into the team. You will be able to see all the 4 channels available as above.

Educational Software

Our School has licenses for the following software: SumDog and Active Learn. Below we will provide guidance of how your child can access these from home.

SumDog

- Please Google - Sumdog or follow the link below:
<https://www.sumdog.com/>
- Enter your child's username, password and school code which is **thrm**



- Once in your child will be able to access the games, contests etc... set up by their class teacher.

Active Learn

- Please Google – Active Learn or follow the link below:
<https://www.activelearnprimary.co.uk/>
- Click on Log in at the top right-hand corner
- Use your child's log in details
- The school code is **tr3w**



- Above is the Active Learn Homepage
- My Stuff – This is where all new activities that have been assigned by a teacher will be saved. This will include any Maths, Reading Book and Whole Class Reading activities
- My Library – This stores all old/completed activities. Your child can still access and play these for consolidation
- My Rewards – Children are given awards as incentives for completing activities
- My Home – Brings you back to the page above

Internet Safety

We are aware that our children's safety is paramount whilst they are accessing materials, websites and using online programmes. GLOW, Microsoft Teams and Seesaw alongside the software that we have advised above is safe for our children to use and is approved at Council/National Level for use in and out with school. It is moderated and regulated by Fife Council.