



## Online Learning Information: 11<sup>th</sup> January 2021

Online Learning will commence on 11<sup>th</sup> January 2021 for all pupils. We utilise Microsoft Teams as our online learning platform, which many of you are already familiar with when accessing homework activities.

### Access to Microsoft Teams

To access Microsoft Teams, your child will require their Glow login and password. Passwords can be reset by school staff if they have been forgotten and you can request this by contacting the school via email: [ht@ravenswood.n-lanark.sch.uk](mailto:ht@ravenswood.n-lanark.sch.uk) or telephone: 01236 632100. Once passwords have been reset and pupils have logged on, password should then be changed by pupils to a personal password for internet safety purposes.

'How to' videos are on the school website under the Home Learning Section. The videos provide clear instructions on how to download the Microsoft Teams App to your tablet or device, how to access Glow and how to use Microsoft Teams. If you still have any queries after watching each video clip, then please contact the school using the details above.

### Online Learning

Teachers have developed a timetable of online learning to suit each class. Please find the attached timetable for the week beginning 11<sup>th</sup> January for your child's class. A new timetable will be posted at the end of each week to help you prepare for the following week.

There is no expectation to complete learning at a particular time, the timetables simply provide more information on what online learning will look like for your child. Families have the flexibility to plan remote learning to suit their particular work/home schedule. Engagement with online learning will be tracked by teaching staff and support will be offered as necessary.

Printed packs have been made available on request, but please note that these packs do not constitute a replacement for online learning. A high quality and wide range of lessons will be available on Microsoft Teams and new content will be uploaded on a regular basis. There is also no expectation that parents print off tasks from Microsoft Teams. Many planned activities can be done digitally or in practical ways. There will be a balance of oral, written and active learning on offer. If you require paper and a pencil in order to help your child complete any written work, these can be provided upon request. In that event, please make use of the school contact details.

### Feedback on learning

Teachers would appreciate seeing photos or digital copies of completed tasks and activities in order to provide feedback. Constructive feedback helps children to progress in their learning and mistakes offer the opportunity to learn, so please don't feel concerned if your child has some difficulty or takes some time to complete a particular task.

Some classes make use of the 'assignments' feature on Microsoft Teams, which allows for the direct submission of completed tasks to the class teacher privately. Alternatively, class teachers may provide their email address where completed work can be submitted for correction and feedback. Children may wish to simply post their work on the class Microsoft Teams page for their classmates as well as their teacher to see. It is up to your child on how they would like to share their learning with their teacher. We will not be using Twitter for online learning purposes, so all learning activities should instead be posted to your child's class Microsoft Team page.

As you know, vulnerable children and the children of key workers are eligible to attend school during this period of lockdown. While in attendance, children will undertake the same activities as those accessed by children learning from home.

### Teacher Support

Teachers are working on a rota to provide learning and teaching support in classes as well as online. Each teacher is working with a stage partner. This means that, if your child's class teacher is in class on a particular day, another teacher will be monitoring Microsoft Teams page and will be able to answer any questions or queries on their behalf. The marking and correction of completed work will be undertaken by your child's own class teacher, as they know your child best. Your child's teacher may indicate on the class timetable or in messages on Microsoft Teams which days they will be monitoring online learning and which days they are class committed. Your child should then know when to expect constructive feedback on their completed work. Staff rotas are flexible and may change as lockdown progresses, but your class teacher will keep your child up-to-date with what to expect each week via Microsoft Teams.

If you have any queries, please contact the school via email: [ht@ravenswood.n-lanark.sch.uk](mailto:ht@ravenswood.n-lanark.sch.uk) or telephone: 01236 632100. We are happy to help in any way we can. Take care and stay safe.