

St. Charles' Primary School
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Tel: 0300 300 0181

Children's Services

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Acting Head Teacher: Judith Kirk

Director of Children's Services: Steven Quinn

Cotton Street: 03003000170



Date: 08.01.2021

Dear Parent/Carer

On behalf of all the staff of St Charles Primary & ELCC I would like to wish you and your families all the best for 2021. I know that the situation everyone is facing currently is very difficult, with school closures and greater restrictions. We are disappointed not to have all our pupils back at school, but we are committed to providing the best learning for our pupils while they are at home. Learning at home for all pupils will begin on Monday 11th January, the children of key workers will be attending school. This period of home learning will be until 1st February, but this will be under review and we will keep you updated.

Teachers will be setting work for classes through **Google Classrooms**. It is very important that pupils do all they can to complete the work that is being set. Teachers will be setting work that continues the learning so it is essential that all pupils engage through Google Classrooms. Every child has been issued with a **Glow log on**. Parents can communicate with teachers through **Google Classrooms** and **Seesaw**. All parents have accessed **Seesaw**, but if you are having trouble connecting please contact the school and the barcode will be sent to you. **Please make sure you do this as it is vital for communication**. A small number of paper packs have been sent home, but all children must be on Google Classrooms to access ongoing learning. If you have any concerns about your child completing work, please contact the school and we will support in any way we can. There are jotters and pencils available for pick up in the school foyer. Please feel free to come and collect them.

Senior management will also be part of the Google classrooms and while children are expected to comment and feedback to the teacher, please tell your children that they should not post TikTok videos or silly comments on the page. They should behave the same way as they would at school. Parents will be contacted if children do not follow the rules on this social media platform. Reminders on how to access Google Classrooms and how to upload work are below.

If pupils have restricted access to digital devices, please contact the school. We have a limited number of Chromebooks available and will need to prioritise them where the need is greatest.

There will be daily uploading of learning for all children from their class teacher on Google classrooms.

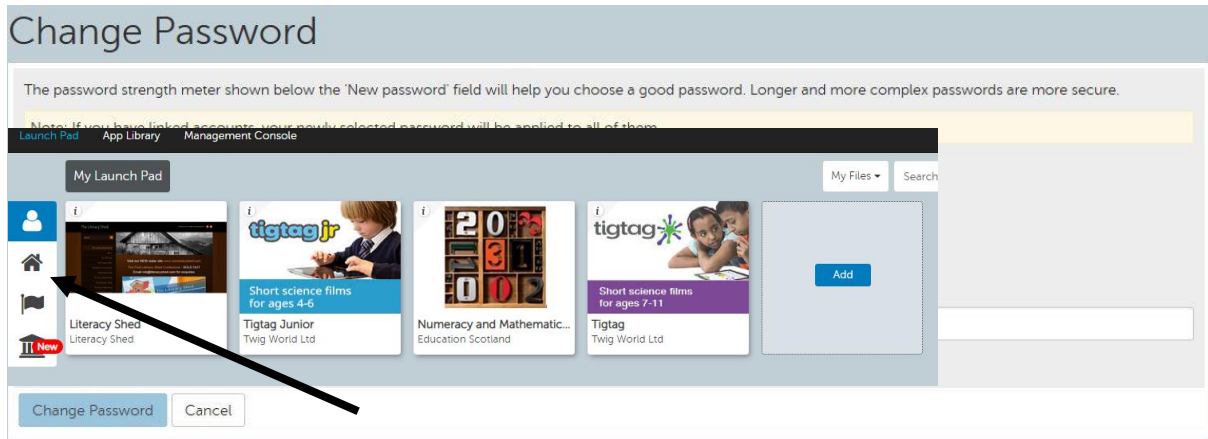
[Accessing Google Classroom at home via Glow](#)

1. Type Glow into Google search bar or enter link

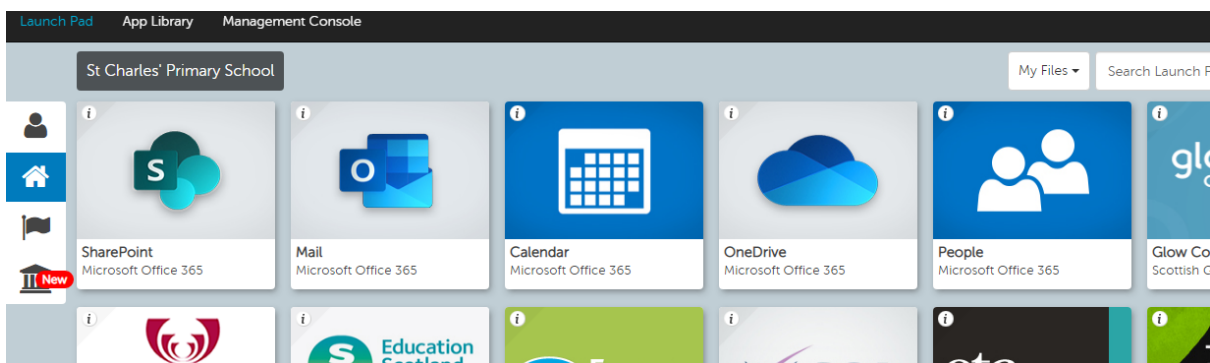
<https://sts.platform.rmunify.com/account/signin/glow>

The image shows a screenshot of a web browser. On the left, the 'glow' logo is at the top. Below it is a 'Sign In' form with fields for 'Username or Email Address' (with '@glow' as a placeholder) and 'Password'. There is a 'Remember my username' checkbox and a blue 'Sign in' button. Below the button are links for 'Forgotten your password?' and 'Need A Glow Login?'. A small disclaimer at the bottom states: 'Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.' At the very bottom, there is a link: 'Find out more about Glow'. On the right side of the screenshot, there is a tweet from @GlowScot. The tweet text says: 'We have arrived! @GlowScot is excited to hear all of the presentations @GlowScot @PhometbeanUK! - https://t.co/bw5dM5y5v8'. Below the tweet is another tweet from Education Scotland (@EducationScot) dated 10 Mar, 04:01 pm, mentioning 'Last year National Digital Learning Week saw over 200 activities taking place across 5 days in schools all over Sco.' and a link 'https://t.co/Em5yatE1N'. Below that is a tweet from Glow Scot (@GlowScot) dated 5 Mar, 04:05 pm, mentioning 'From Expressive Arts and Gaelic Education to Health and Wellbeing - there are several Professional Learning Communi...' and a link 'https://t.co/n0rbcS13w'. In the bottom right corner of the screenshot, there is a logo for 'disability confident EMPLOYER'.

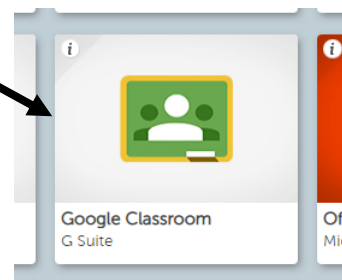
2. Enter email address and password.
3. You may be asked to reset your password.



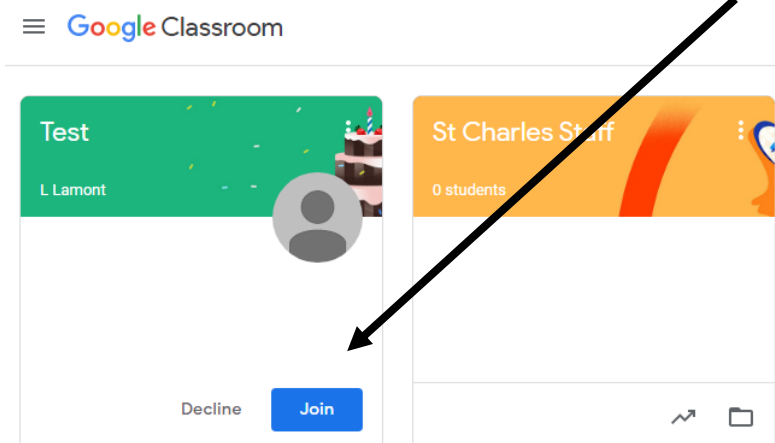
Click on the home icon.



Scroll to the bottom to find Google Classroom.

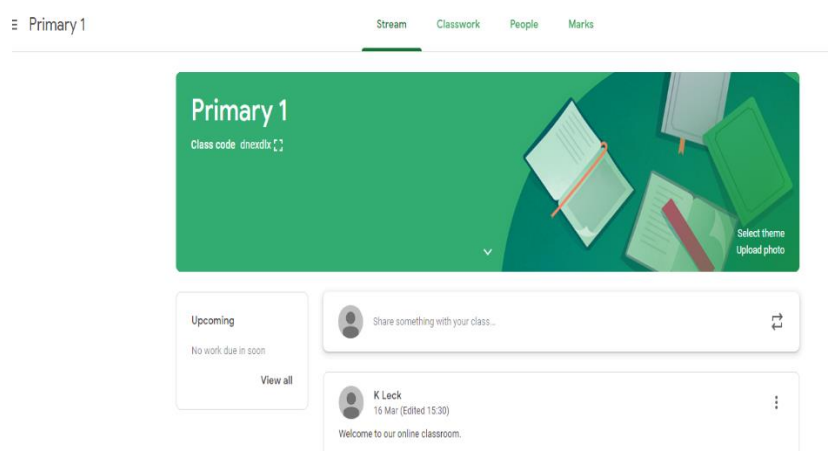


5. A classroom should appear on your dashboard. Please click to join.



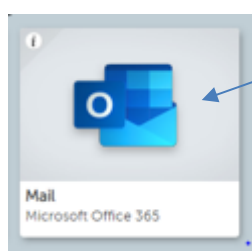
Director of Children's Services: Steven Quinn
 Council Headquarters, Renfrewshire House, Cotton Street, Paisley PA1 1TZ
 Website: www.renfrewshire.gov.uk

6. Once you have accepted you will have access to the classroom. Posts will be available to view on Stream.



Teachers will communicate a few times a day through **GLOW** email.

Follow steps 1-4 above and then click on the mail icon to access emails



Uploading work through Google Classrooms

The first thing you need to do is be signed into google classroom and on your home page, at the top you need to select the classwork tab. Usually the middle one (see below).



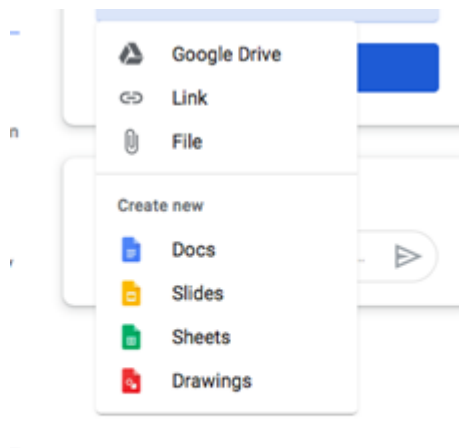
This will take you into a list of the assignments posted by your teacher - see below.

Friday 27th March 2020 RE 1	No due date
After lunch Research activity RE 1	No due date
Thursday 26th March 2020 RE 1	No due date
After lunch optional activity RE 1	Posted 24 Mar
Thursday 26th March 2020 RE 1	No due date
Monday 23rd March 2020 RE 1	School 24 Mar

You need to select the assignment you wish to submit your work for. When you select the assignment, you will see this screen.



You need to select add/create tab and then you will get these options:



If the work is saved on your laptop you select file and then **upload** and this will be sent to the teacher.

Communication

The school will update parents through the School App, Seesaw, Google Classroom, the school Blog & Twitter. Information on how to access below. The school phone number and email address are at the top of the letter. We will keep you updated as we receive information.

Our school APP is suitable for apple & android phones. Please search for **School App for Parents** in the Google Play or Apple App Store. When you have downloaded the app please search for our school name to see our dates, news & receive messages.



Please also follow the school TWITTER page @stcharlespais for regular updates.

The school blog can be found here.

<https://blogs.glowscotland.org.uk/re/stcharlesprimary/contact-2/>

Please contact the school to keep us updated on any positive confirmed cases of covid.

Please take care of yourself and your family and loved ones. We hope to see you all again very soon.

Kind Regards

Judith Kirk

Head Teacher (Acting)