

Dear Parent/Carer

As we enter a period of school closures, the following arrangements are in place to ensure that your child's learning can continue throughout this time.

The key source of learning will be using online platforms (virtual learning environment) however alternative arrangements will be made by individual schools for pupils for whom online learning is not suitable.

For children attending the nursery, suggested learning experiences that can be completed within the home will be provided on the school/nursery blog: <https://croftmallochprimary.westlothian.org.uk/>

For children in P1-P3, teachers will provide a set of appropriate learning experiences that can be completed at home. These will be shared through our school website: <https://croftmallochprimary.westlothian.org.uk.>

Please find learning activities in the 'Pupil Resources' section on our school website. We will continue to update this as much as we can.

Your child has been provided with a jotter to record their learning and there will be an opportunity for them to share this when they return to school.

Children in P4-P7 are part of their class Microsoft 0365 Team, which can be accessed through their Glow account. Your child requires their Glow username and password to access their Team, and they are familiar with how to use this platform. Information for parents on how their child uses Teams is available at

[bit.ly/wlglowguide](http://bit.ly/wlglowguide) and also by following the short guide which is attached to the end of this letter.

It is expected that your child accesses their Team daily to engage with the learning experiences being provided by their teacher. The platform provides a function for your child to share their learning with their teacher and receive feedback where appropriate and support where required.

**The use of Teams for communication is for learning purposes only between staff and pupils and ensures the safety of all users.**

Parents / Carers who have any questions or require further information should use the following contact details [wlcroftmalloch-ps@westlothian.org.uk](mailto:wlcroftmalloch-ps@westlothian.org.uk), where a member of staff will get back to them as soon as possible to answer the enquiry.

Our school team will continue to provide all available support to your child and family where we can during this challenging period.

We greatly appreciated your ongoing support.

Kind wishes,

Miss Baillie (Headteacher- Acting)

## Accessing GLOW and using TEAMS (P4-7)

GLOW is the Scottish School Intranet which allows pupils to access their accounts to various educational tools. Microsoft Teams is online collaboration space where our school will communicate with pupils in the event of school closures.

Pupils need to be able to access **Microsoft Teams**. There are two ways to access Microsoft Teams, via Glow or via an app on a device.

### To access via Glow (better for laptops and desktop computers)

1. Go to **glow.rmunify.com**
2. Pupil to input their username and password as normal and login.
3. Pupil will need to change their password when they login for the first time. NOTE: Please ensure password is something memorable.

### To access via the App (better for smaller devices)

1. Download the Microsoft Teams app from the relevant App Store.
2. The first time you logon to a Microsoft app. You need to give it your GLOW email.
3. The GLOW email is different from the username. It is the pupil's username followed by @glow.sch.uk
4. Once you have entered your GLOW email, you can input your normal GLOW username and password.

### Accessing Microsoft Teams

1. Users are taken to their Launchpad. Microsoft Teams may already be on their Launchpad as we added these in class.
2. **If Teams has not been added to Launchpad**, click App Library (see yellow tab below).
3. Search for Microsoft Teams and select.
4. Select option to add to the Launchpad.
5. Please note, you will need to go back to the Launchpad to access Teams.

