SHS Home learning January 2021: Learner and Parent Information

The SHS Home learning experience seeks to be ambitious for all and highly motivating. Students can expect a wide variety of learning experiences, clear learning intentions and success criteria, effective and timely feedback as well as on-going support.

All SHS Home learning is communicated through Show My Homework / Satchel One. Parents can access this through their own unique code. Please contact shshomelearning@glow.sch.uk or the school office if you do not have a code.
Students should receive all work for the week by the end of the first day of the school week allowing them to structure their week according to their family circumstances. This will be supported by sessions (live or recorded) at timetabled times (see end). Pupils can submit work at any time.
Students are not expected to work at weekends and the deadlines will not fall at these times.
Learning Intentions and Success Criteria will be provided and should be clear to students. Students will receive timely feedback relating to the success criteria
Senior Phase: - Teachers will be providing approximately 3-4hrs per subject per week with opportunity for further challenge work as appropriate, particularly for Higher and certainly for Advanced Higher. - Any live sessions will be accessed on the Teams page for the class and pupils join by clicking the join button at the correct time.
BGE: - Teachers will be providing approximately 30 mins per timetabled class. For example, if on a 'usual week' there are 4 periods of English there will be 2 hours of work provided. This may vary according to pupil need. - Some faculties may take a faculty approach rather than individual subjects in S1/2 - There may be some live sessions that will be announced on the Teams page for the class and pupils join by clicking the join button at the correct time.
Teachers should be available to offer support to their various classes at the timetabled periods or will communicate alternative times with students through announcements on the Teams page for the class.
Any 'live' lessons / video calls will have staff present - pupils will never be in a call without staff as a 'lobby' will be in place and staff will end the lesson for all. This means pupils may have to wait to be admitted.
Expectations for online lessons will be shared with pupils each call – there is an outline in this pack.
Health & Wellbeing: if a teacher is concerned that a student is not meeting home learning requirements they will discuss with Pastoral Staff. If any parent is concerned about home learning, they can also contact Pastoral Staff: gw08faganrachel@glow.sch.uk OR gw08crookssusan@glow.sch.uk
Support for iPads / IT is available. Please see following pages for help accessing Satchel One and Teams. If you have any other questions, email: shshomelearning@glow.sch.uk

Satchel One

1. Accessing Satchel One

All students should have a Satchel One app downloaded from self-service.
There is also a website – the website works more consistently and is recommended. Students sign in using their glow username and password (RM Unify). **Parents have a unique code to sign in too. Please contact shshomelearning@glow.sch.uk or the school office if you do not have yours.**
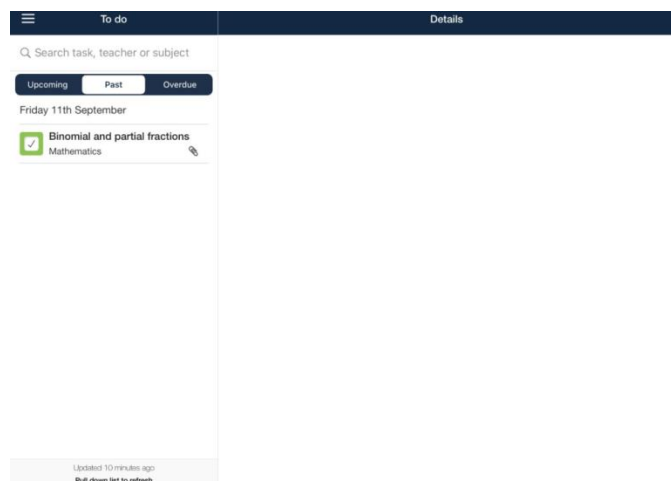
2. Tasks

The list of tasks is found on the dashboard, organised by date due.

App view: Website view:
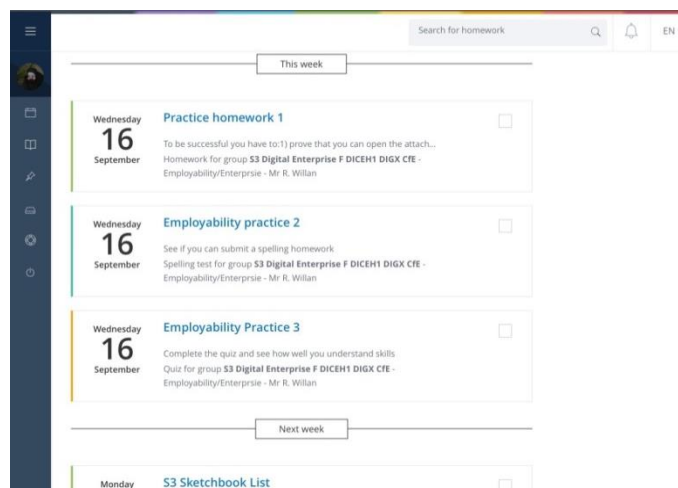
Selecting the task will give more information
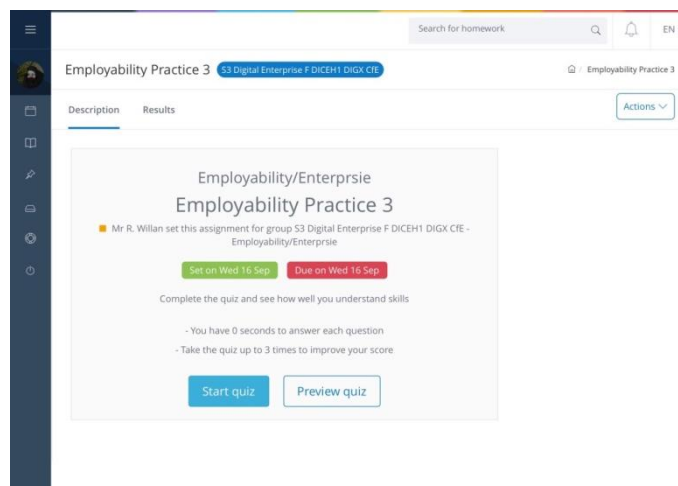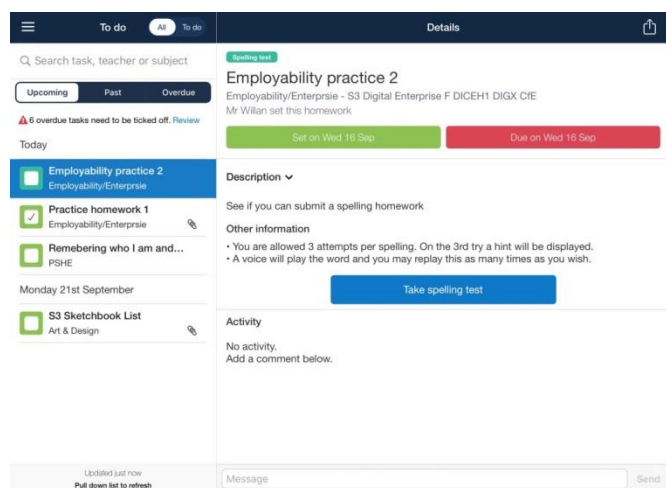
Some tasks will be completed in Show My Homework. However, others may have attachments or send you to another resource such as Teams. Where possible, links and hyperlinks will be used to take you direct to the activity.

3. Attaching work

Some tasks will involve attaching a piece of work for marking and feedback.
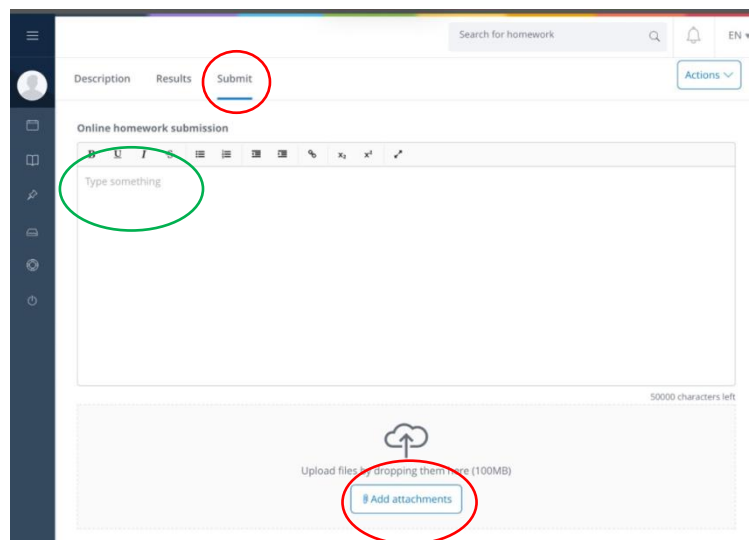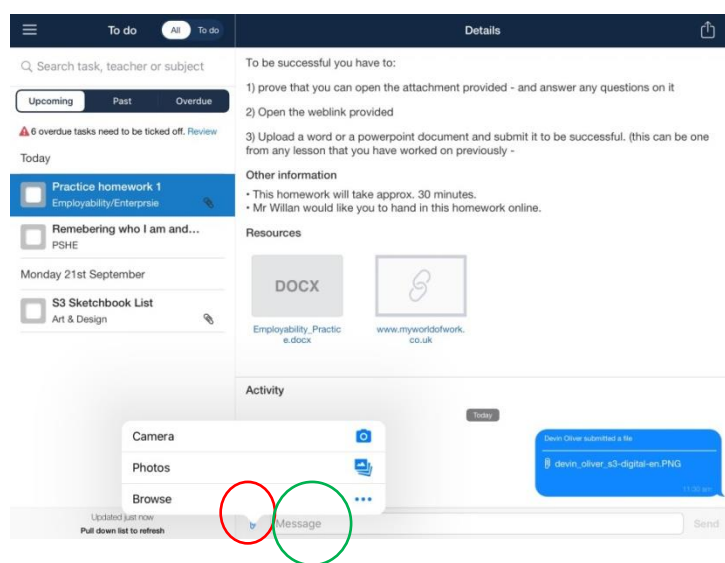
This is also where students can ask their teacher questions. On the website, the view changes after submission / marking slightly but students can still message.
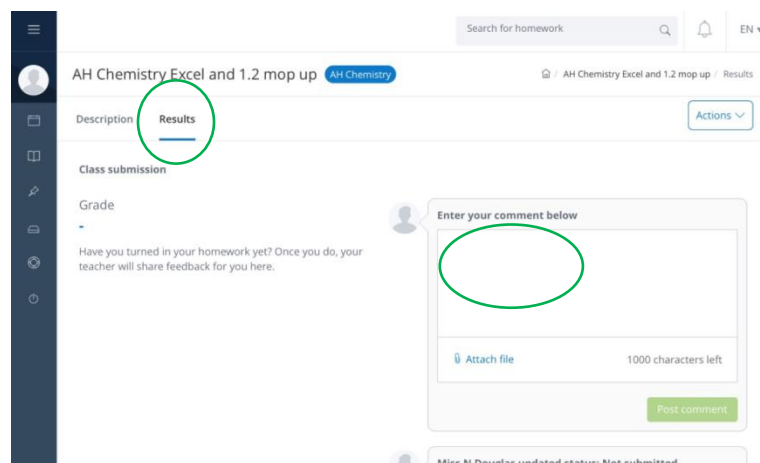
Teams

Students have a Teams app on their iPads but it is also available on the web. They sign in using their glow username and password after searching for 'glow' in a search engine such as Google.
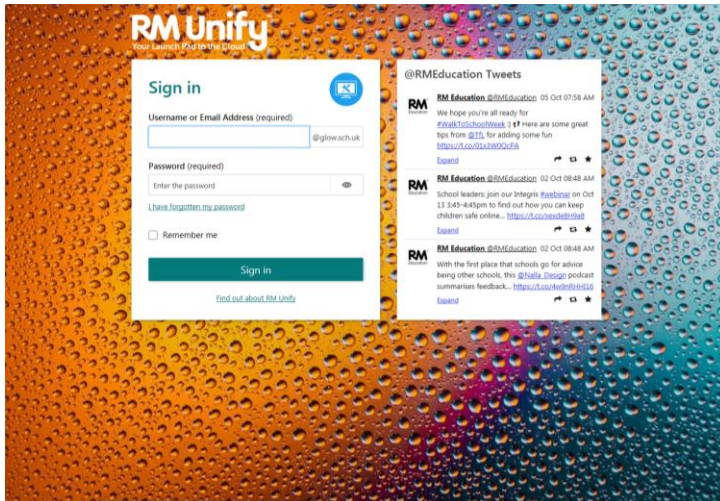
They may have a teams tile on the launch pad:
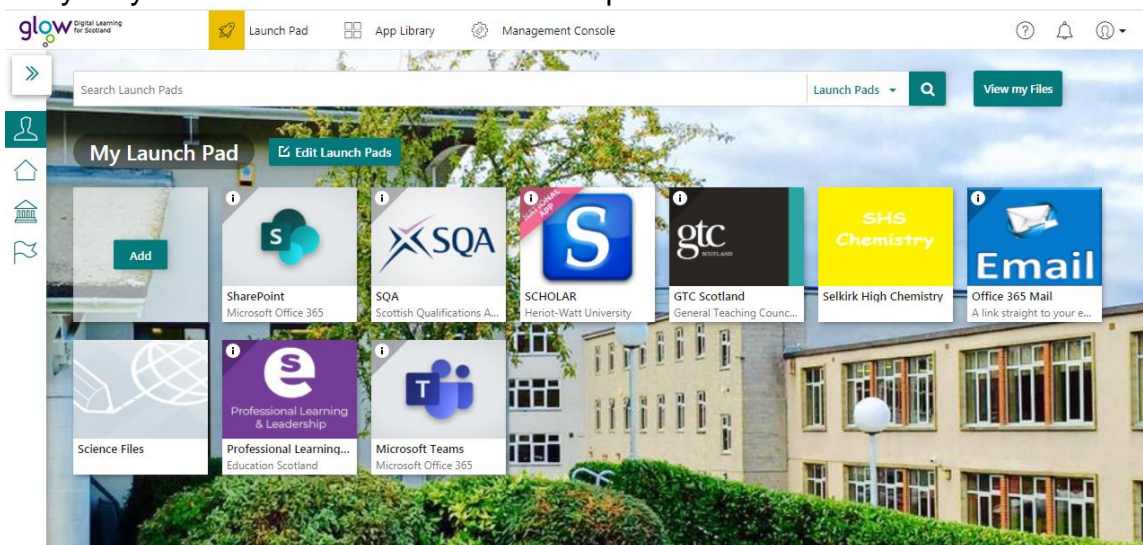
If not, select email and then Teams from the 'waffle' in the top left corner:
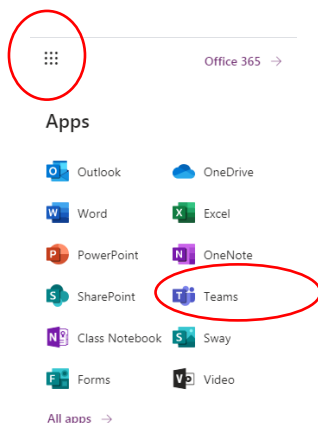
The Teams app can be downloaded for both iOS and Android systems onto phones and tablets etc.

Teams can also be accessed from X-box and PS4 if you have problems with the iPad and don't have another device.

For Xbox users:

1. Turn on Xbox One and launch Edge*
2. Enter the URL https://glow.rmunify.com.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk.
4. Enter the password.
(Optional) You can choose to save the username and password on the browser for easier access next time.
5. Follow this link for a useful video tutorial:
https://youtu.be/rWTwAfLKbkU

*If your console doesn't have the Edge browser, it can be downloaded in your Store.

For PlayStation users:

1. Turn on PS4 and launch Internet Browser (Select Library, then Applications, as shown.)
2. Enter the URL https://glow.rmunify.com.
3. Once loaded enter you or your child's username (this will be the part before @glow.sch.uk
4. Enter the password
5. Follow this link for a useful video tutorial: https://youtu.be/mHTHaXhccDE

The class teams will be listed down the left in the iPad view and across the page on the webpage.
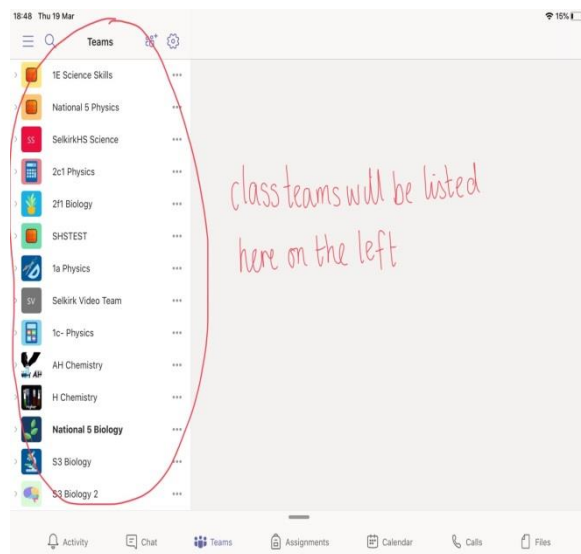
App view   web view
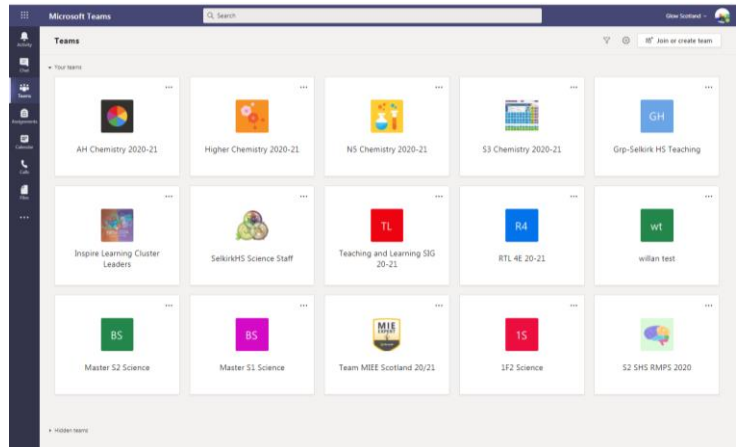
Students should select the class then general. They will then see tabs along the top.

- **Posts:** This is where announcements will be. Students can join any class calls from here (or their calendar).
- **Files:** They will normally have folders with materials such as word documents, power points and recordings.
- **More:** Assignments for the class can be accessed here and so can the Class Notebook.

Handwritten annotations:
- resources will be in the files section
- select your class team and then general
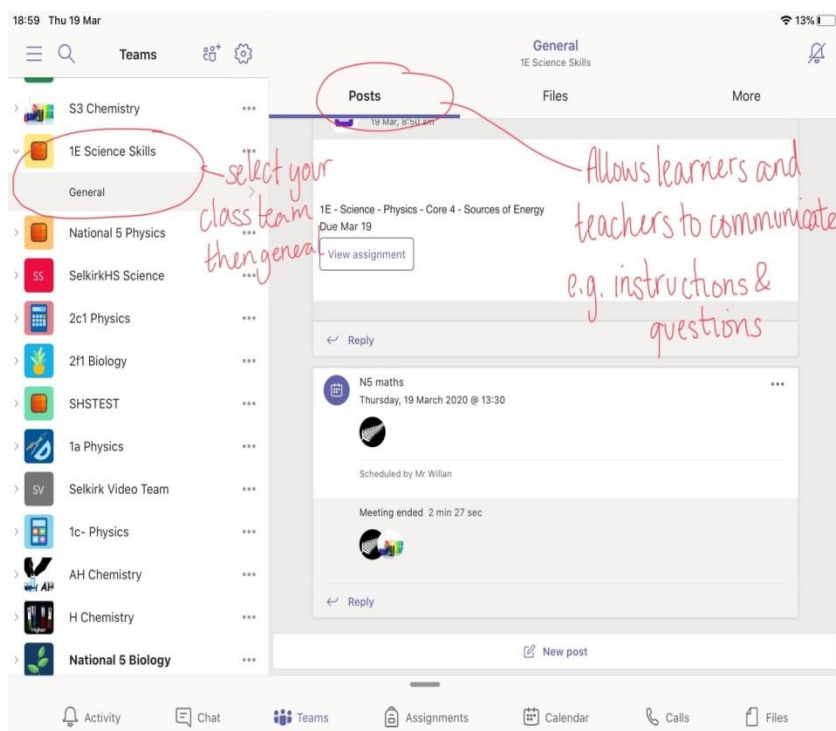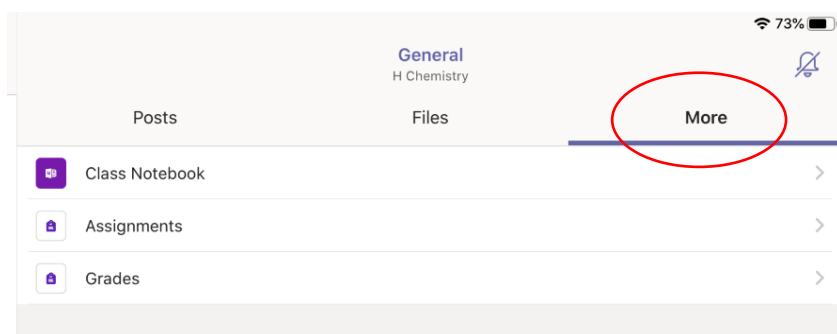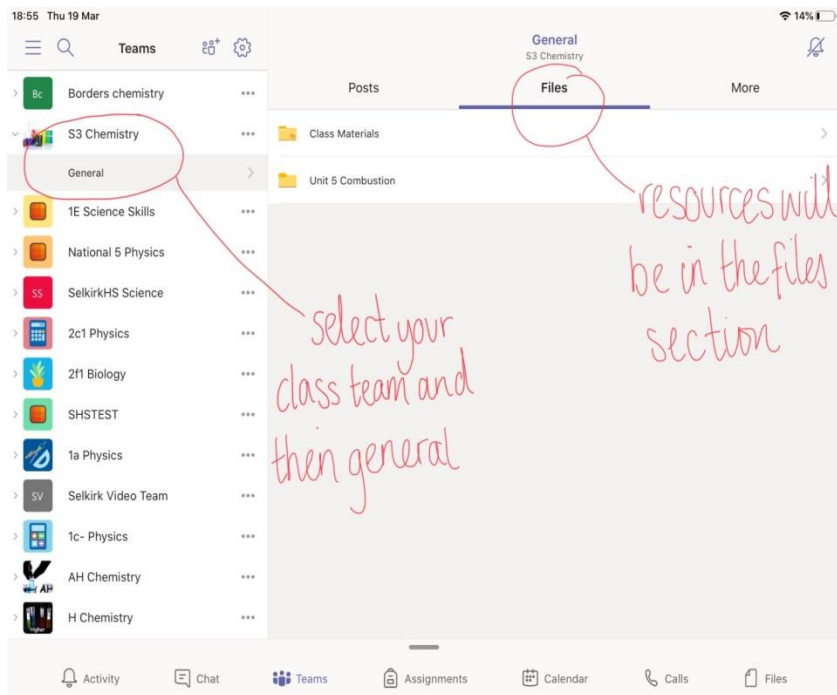
Class Notebook will take you to OneNote which many subjects are using.

The student name will be here – select and find work
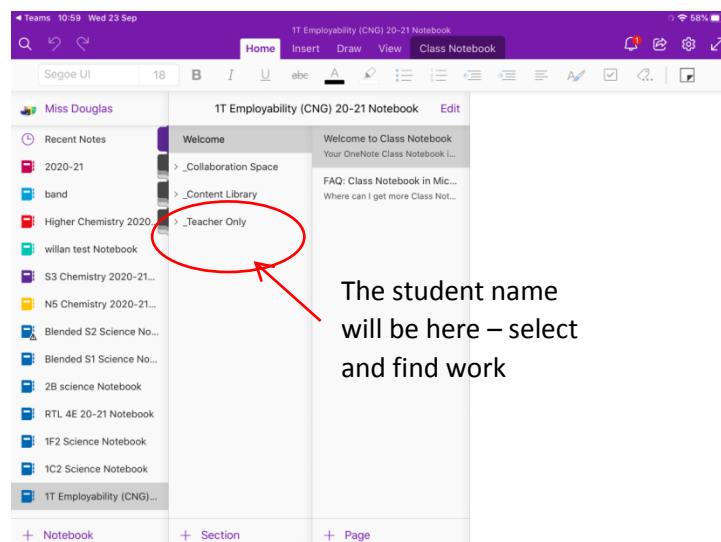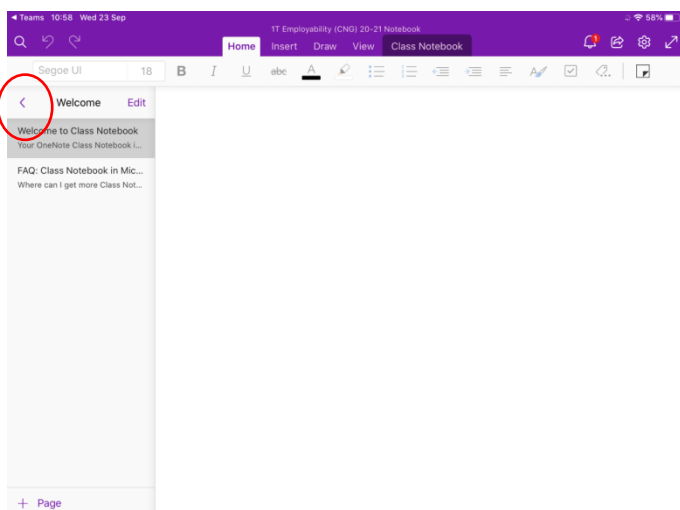
Teams Calls / Live lessons

Pupils join the call from the posts section of their Team. Once the meeting has started there will be a purple join button but if they are first, they can select the meeting then details to find the purple join. Pupils will wait in the lobby until admitted by a teacher.
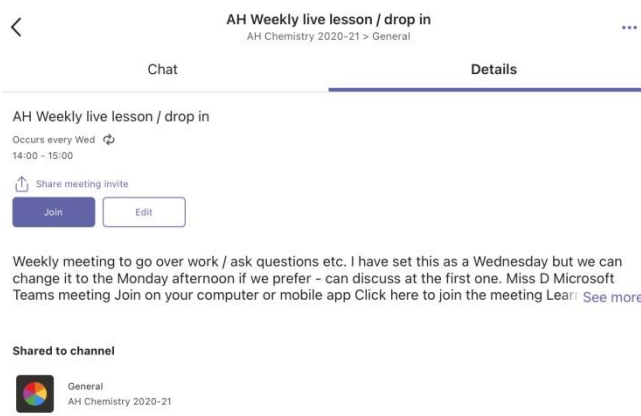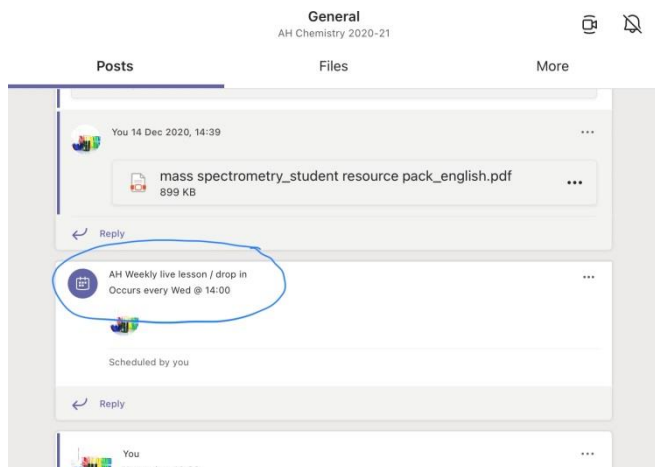
Online classes

Teachers will:

- ensure that they are logged into Teams when delivering lesson to have full access to the management console
- discuss roles and responsibilities with pupils at the outset of delivery
- be punctual at the beginning and end of each lesson and use the 'lobby' function to control access
- notify all pupils/parents and schools of any cancelled classes or change in arrangements
- provide all the information / materials pupils need for each lesson
- set up a protocol for labelling of files for pupils
- ensure that they keep themselves up to date with all relevant policies and procedures, including Child Protection
- prevent a one-to-one situation at the end of a class staff by disconnecting all participants from the Teams meetings at the close of the lesson.

Students will:

- only use their GLOW email address for class communication
- be punctual for all lessons
- access the files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors and iPad ready before the lesson begins
- submit assignments on time in accordance with the agreed protocols
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about modesty and respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not share recordings/images of the class outwith the class environment

Accessibility support

The following web pages have useful help for accessibility:

- https://www.lifewire.com/ipad-accessibility-guide-1994516

- https://wke.lt/w/s/7RWMsc
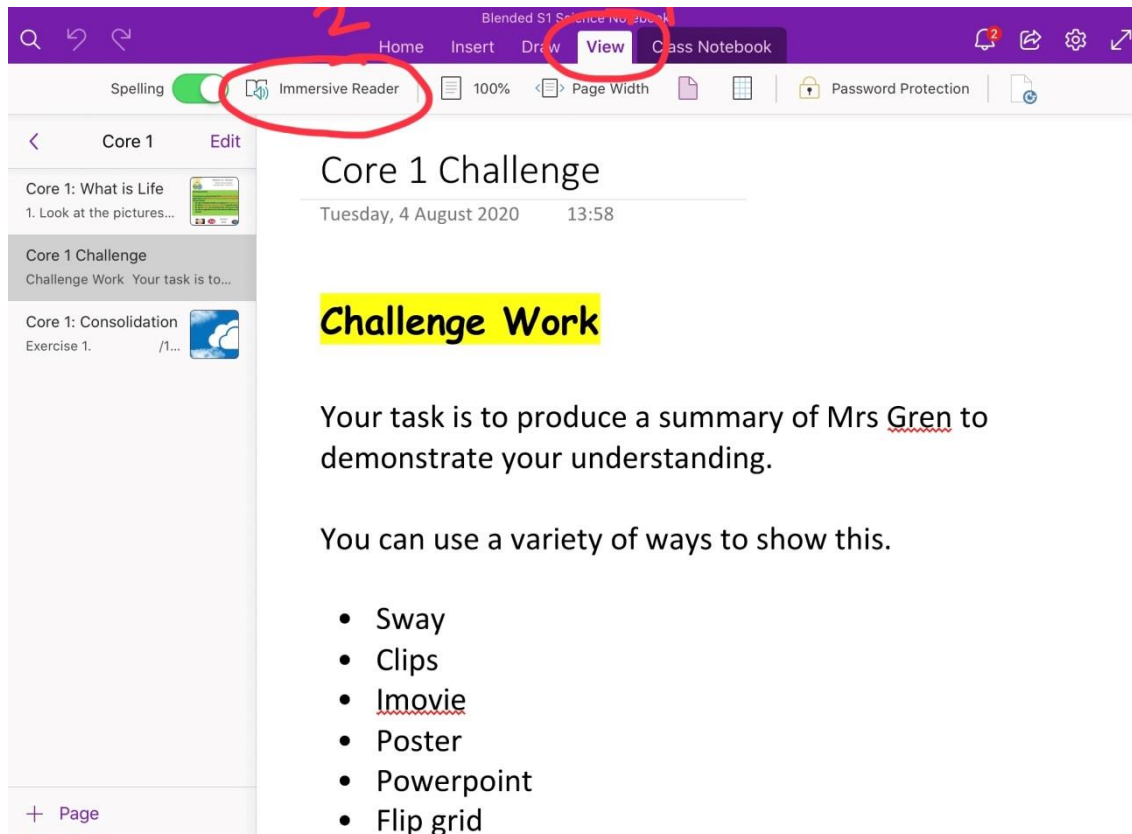
The iPads have many features to help learners. Go to Settings (the cog) then **Accessibility** settings. This brings up many possibilities. Most learners will already have chosen settings which suit them.
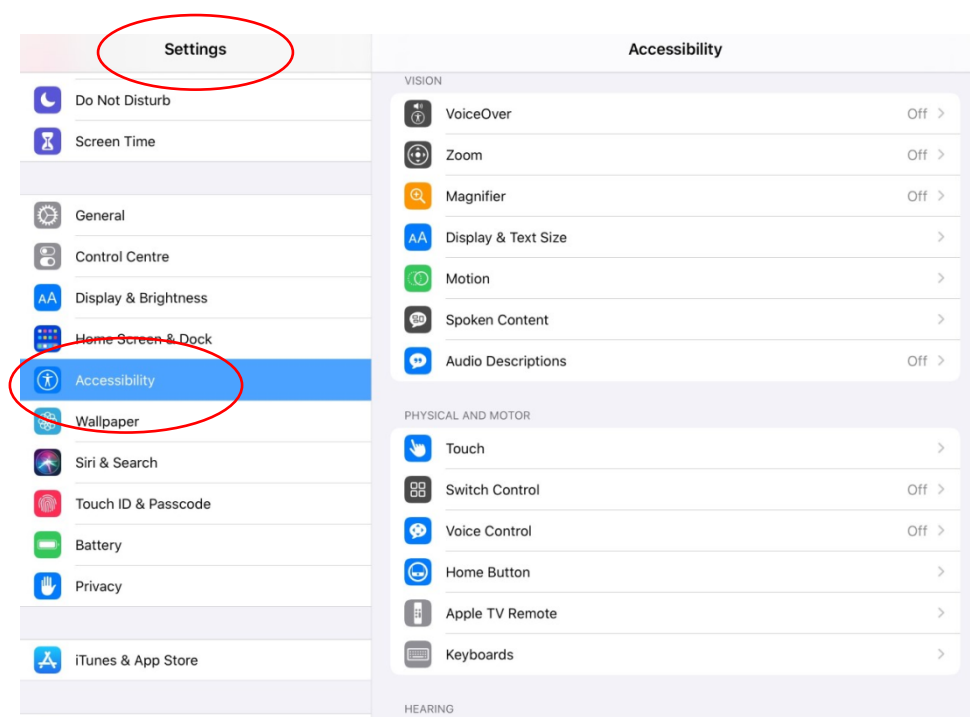
Microsoft Apps have a in built tool called **Immersive Reader** to improve readability. It has many settings which learners can choose to enhance their experience. It will read text aloud and also spread text out for easier reading. The full versions of Microsoft apps have a better version of immersive reader

It can be found in the 'View' tab.
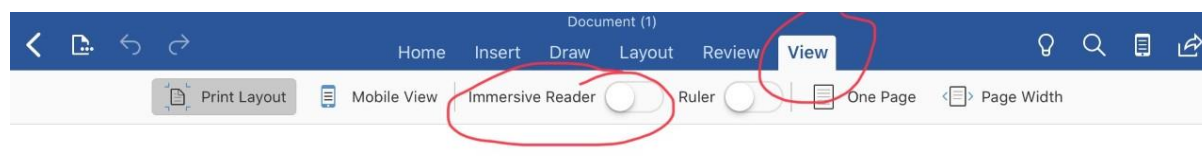
Office Lens is an app on the iPads which you can use to convert images to PDF, Word and PowerPoint files, and you can even save images to OneNote or OneDrive. It can be used with Immersive Reader to help learners read printed documents such as text books.
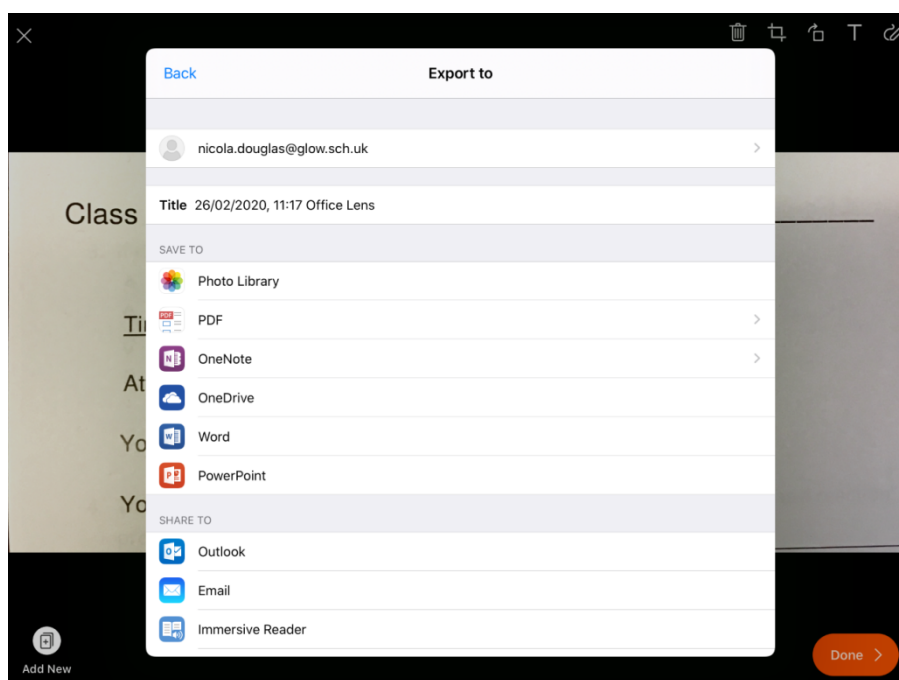
General troubleshooting

iPads sometimes go wrong or crash. Here are a few tips you can follow to try and get them functioning properly.

1. **Check for a Software Update**
   Open the settings app (looks like a cog) and go to General and then to Software Update. If it indicates that an update needed then do it. Also, ensure that Automatic Updates is turned ON.

2. **Close Apps**
   Double click the Home button to bring up all of the apps that are running in the background. Swipe each one up to close it.

3. **Network Reset**
   Open the settings app (looks like a cog) and go to General then (at the bottom) to select Reset. It will ask for your iPad pin/passcode then select the red reset. The screen will black and an apple appear, it will then ask for your pin/passcode again.

4. **Clear website data**
   Open the settings app (looks like a cog) and go to Safari then (at the bottom) to select 'advanced' followed by website data. At the bottom selct the red 'remove all website data'. You may need to repeat step 3 after this.

5. **Hard Reset**
   Hold down the Power button and the Home button. The iPad will turn off and then an Apple logo appears. Then release both buttons. The iPad will restart after about 30 seconds.

Proxy Authentication

If you get a pop-up asking you for a proxy authentication you need press settings and enter your username and password. These are the ones you'd usually use on a school computer but the username has to be preceded by cluster2\ *S1 all end 213, S2 end 212, S3 end 211, S4 end 210, S5 end 209 and S6 end 208 and the username is initial surname – some pupils have more than one initial* e.g. cluster2\apupil212

Some pupils who have moved clusters in the last few weeks may find they can still use their old cluster sign on if they have problems with cluster2

Contact shshomelearning@glow.sch.uk with any problems and make the subject "iPad Help". We will try to help you solve the issue.

Copy of SBC ICT Acceptable Use *(signed by parents when iPads issued)*

Secondary Pupil Summary Sheet

When using ICT equipment and services at school, I will:

- Use ICT equipment and services on the network for school-related activities and research.

- Behave respectfully and responsibly, working well with other pupils, and treating others as I expect to be treated i.e. with dignity and respect just as I do when doing other school work.

- Treat school resources carefully and alert staff if there is any problem with them.

- Tell a staff member if I see threatening/bullying, inappropriate or harmful content (images, video, messages, or posts) online.

- Only use IT when and where I am allowed and only for things related to school work.

- Credit sources when using information found online in school work so I don't break copyright laws.

- Protect my own safety online and that of others.

- Protect the security of all ICT equipment and services.

When using ICT equipment and services at school, I will not:

- Use it in a way that could be personally or physically harmful to me or others.

- Search for inappropriate images or content.

- Bully, harass, or be disrespectful towards staff or other pupils.

- Try to find ways to bypass the Council's security and safety measures and filtering tools.

- Send spam or chain mail.

- Copy content I find online without saying where I got it from.

- Post information about myself or others that could identify us

- Publish, post or release information that is confidential or private

- Agree to meet in real life someone I meet online.

- Use language online that would not be allowed in the classroom.

- Use ICT equipment and services to do things that are illegal or to search for information on illegal activities.

- Attempt to hack or access sites, servers, accounts, or content that I am not allowed to access.

This is not intended to be an exhaustive list. Users should use their own judgement when using technologies.

Homelearning Contact Timetable 2021

S4/5/6	1 09.30-10.15	2 10.15-11.00	3 11.30-12.15	4 12.15-13.00	5 14.00-14.45	6 14.45-15.30
Monday	Remember! You can do your Homelearning when it suits you best! You can submit at any time before the deadline.This timetable shows you when your teacher may arrange Face to Face Teaching with your class It also shows when your teacher is available to support you- so get in touch!		Column B N5 Maths, Higher Maths and N5 Apps Maths N5 PE N4 English and H English and AH English N5/H Photography N5 Cyber Security AH Biology		Column E N5/H/AH Art N5 Geography N5 Biology, N5 Physics and N4 Science AH Chemistry N5/H Health and Food Tech H Modern Studies and H History	
Tuesday	Column C N5/H/AH Music, N5/H Drama N5 Modern Studies, H Geography N5 Chemistry, H Human Biology N5 Health Sector N5 Practical Cookery AH Maths		Pastoral teachers are available at all times		Column F N5/H Music N5 Biology, H Human Biology, H Physics N5 English, N5/H/AH Spanish N5 Modern Studies, AH History N5 Practical Woodworking College	
Wednesday	Column D N5/H/AH Art N5 History N5 Physics, N5 Env. Sci, H Chemistry N5/H Des and Man, N5 Employability, YAA N5 Media H PE		Column B N5 Maths, Higher Maths and N5 Apps Maths N5 PE N4 English and H English and AH English N5/H Photography N5 Cyber Security AH Biology		Column E N5/H/AH Art N5 Geography N5 Biology, N5 Physics and N4 Science AH Chemistry N5/H Health and Food Tech H Modern Studies and H History	
Thursday	Column D N5/H/AH Art N5 History N5 Physics, N5 Env. Sci, H Chemistry N5/H Des and Man, N5 Employability, YAA N5 Media H PE		Column A N4 Maths, N5 Maths N5 Apps Maths N5 English N5 / H Business H English AH Physics		Column F N5/H Music N5 Biology, H Human Biology, H Physics N5 English, N5/H/AH Spanish N5 Modern Studies, AH History N5 Practical Woodworking College	
Friday	Column C N5/H/AH Music, N5/H Drama N5 Modern Studies, H Geography N5 Chemistry, H Human Biology N5 Health Sector N5 Practical Cookery AH Maths		Column A N4 Maths, N5 Maths N5 Apps Maths N5 English N5 / H Business H English AH Physics			

Homelearning Contact Timetable 2021

S3	1 09.30-10.15	2 10.15-11.00	3 11.30-12.15	4 12.15-13.00	5 14.00-14.45	6 14.45-15.30
Monday	Column B Art Modern Studies Science Physics Media		Remember! You can do your Homelearning when it suits you best! You can submit at any time before the deadline. This timetable shows you when your teacher may arrange Face to Face Teaching with your class It also shows when your teacher is available to support you- so get in touch!		ENGLISH	
Tuesday	Column D Art Employability Spanish Chemistry				Column E Drama PE Home Economics Digital Enterprise	
Wednesday	MATHS		Column G Home Economics History Music		CORE PE RME	
Thursday	Column C Modern Studies Biology Chemistry Spanish		Column F Digital Enterprise Geography CDT Biology		MATHS	
Friday	ENGLISH		Column A Music PE Physics			

Homelearning Contact Timetable2021

Pastoral teachers are available at all times

S1/2	1 09.30-10.15	2 10.15-11.00	3 11.30-12.15	4 12.15-13.00	5 14.00-14.45	6 14.45-15.30
Monday	ENGLISH AND LANGUAGES		SOCIAL SUBJECTS		TECHNOLOGIES EXPRESSIVE ARTS	
Tuesday	RME		SCIENCES		MATHS	
Wednesday	ENGLISH AND LANGUAGES		SCIENCES		HEALTH AND WELLBEING (PE and Home Ec) EXPRESSIVE ARTS	
Thursday	MATHS		EXPRESSIVE ARTS		HEALTH AND WELLBEING (PE and Home Ec)	
Friday	TECHNOLOGIES		SOCIAL SUBJECTS			