

Glow

Glow access: all staff and pupils will retain access

Glow passwords: ensure everyone has a recovery password set

[Find out more about using the password recovery email](#)

Security of Data

Data integrity and security must be maintained. Only **encrypted** pen drives should be used if there is a requirement to download sensitive/identifiable information from the school network. Files can be uploaded to Glow as long as there is no sensitive/identifiable information contained within them.

Channels of Digital Communication (staff to staff & staff to pupils)

Staff should continue to use the authorised channels of communication:

Glow email – check email addresses carefully before sending to pupils (Glow gives access to a Global Address List which covers the whole of Scotland, so mistakes can result in emails going to the wrong user).

MS Teams – the Stream and Chat features in these platforms allow communication between teachers and students.

DO

- If using Teams, ensure at least 2 teachers are added to any Team to provide continued access in the event of staff absence.

DON'T

- Breach standard protocol for usernames and passwords
- disregard GDPR procedures when considering the use of online resources
- use private email accounts
- upload any identifiable/personal information onto Glow/Google Drive/OneDrive
- transfer identifiable/personal information onto non-encrypted external drives/USBs
- publish Team joining codes on Twitter, school website or any other public forum
- use any unauthorised channels of communication eg private email, video-conferencing platforms

Staff Guides

- **PowerPoint: Recording Presentations with Audio**
<https://support.office.com/en-gb/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>
- **Quick Start Guide to Microsoft Teams** (paste into your browser)
<https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>
- **Introducing You to Microsoft Teams - Working within your Class Team**
<https://glowscotland.sharepoint.com/sites/WestLothianCouncil/wldigilearn2/digilearnclpl/SitePages/Introducing-You-to%20-Teams-Class-Team-Tabs.aspx>
- **Video Guides for Using Microsoft Teams**
<https://support.office.com/en-gb/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7?ui=en-US&rs=en-GB&ad=GB>

Office 365

- There is free online tuition available for all packages available via GLOW. Go to <https://education.microsoft.com/en-us> and sign in with your GLOW account. It tracks you as you progress through the video tutorials and tests. The more you achieve the higher you score and status.
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Useful Literacy Weblinks

For Pupils

- **BBC Bitesize** - BBC free online study support resource for school aged children. The links focus on a range of Literacy and English resources for learners working at early, first and second Curriculum for Excellence Levels.
<https://www.bbc.co.uk/bitesize/subjects/z8rdtfr>
- Early Level – <https://www.bbc.co.uk/bitesize/subjects/znqtbdm>
- First Level - <https://www.bbc.co.uk/bitesize/subjects/zdj2tfr>
- Second Level - <https://www.bbc.co.uk/bitesize/subjects/z7mtsbk>

- **BBC Teach** - Creative Writing Resources for Primary Pupils
<https://www.bbc.co.uk/programmes/articles/15y5L5JSCSVvnhpzcpLNjmt/creative-writing-resources>
- **BBC Teach** – free Literacy and English resources suitable for aged primary and secondary school learners.

Primary

Ages 5-7 <https://www.bbc.co.uk/teach/ks1-english/z67ncqt>

Ages 7-11 <https://www.bbc.co.uk/teach/ks2-english/zbrwnrd>

Secondary

3rd and 4th level <https://www.bbc.co.uk/teach/ks3-english-literature/z47n92p>

National 4 and 5

<https://www.bbc.co.uk/teach/gcse-national-5-english-literature/z6rjscw>

National 4 and 5

<https://www.bbc.co.uk/teach/gcse-national-5-english-language/z69skmn>

- **Doorway Online** – interactive online support and activities for spelling
<https://www.doorwayonline.org.uk/literacy/>
- **BBC 500 words** – live lessons with resources
<https://www.bbc.co.uk/teach/live-lessons/500-words-2020-live-lesson/zn7jkmn>
- **BBC Dancemat** – ICT programme to develop keyboard skills to support writing
Ages 7-11 - <https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr>

- **Letters and Sounds Website** This includes a range of free, online games to develop knowledge and understanding of letters and sounds. Suitable for ages 5-7. The first link provides an overview of the website and the other links provide links to phonic games.

<http://www.letters-and-sounds.com/what-is-letters-and-sounds.html>

<http://www.letters-and-sounds.com/phase-2-games.html>

<http://www.letters-and-sounds.com/phase-3-games.html>

<http://www.letters-and-sounds.com/phase-4-games.html>

For Parents

- **Scottish Booktrust** - useful information and advice on ways to encourage reading from ages 3-14.
<https://www.scottishbooktrust.com/learning-resources>
<https://www.scottishbooktrust.com/learning-resources/encouraging-reading-top-tips-for-parents>
- **Read Write Count – Parent Club** – features ideas Read Write Count games and challenges parents can use – Primary 1-Primary 3
<https://www.parentclub.scot/articles/read-write-count>

- **Parentzone** - contains leaflets, video clips and an e-book to provide support regarding literacy at home
<https://education.gov.scot/parentzone/learning-at-home/supporting-literacy-at-home/>
- **National Literacy Trust**- Information for parents and families
<https://literacytrust.org.uk/parents-and-families/>
- **National Literacy Trust** – lots of ideas for parents to support their children's literacy and includes a range of items including, milestones, activities, tips and information as well as recommended books for each of the stages listed below.
Literacy Activities – 3-5 - <http://www.wordsforlife.org.uk/3-5>
Literacy Activities – 5-7 - <http://www.wordsforlife.org.uk/5-7>
Literacy Activities – 7-11 - <http://www.wordsforlife.org.uk/7-11>
- **Twinkl** – free resources for use by schools and parents
<https://www.twinkl.co.uk/blog/how-to-utilise-twinkl-during-the-coronavirus-shutdown-a-guide-for-schools>
- **BBC 500 words - (Writing)**
Parents and Teachers learning resource pack for story writing
http://downloads.bbc.co.uk/radio2/500words/500words_2020_teacher_pack.pdf
- **Scholastic** – Learn From Home – featuring literacy ideas and much more
<https://classroommagazines.scholastic.com/support/learnathome.html>
- **Oxford Owl** – Information for parents on Learning at Home. Both teachers and parents can register. Includes a range of ideas, tips, games to play as well as access to free e-books (ages 0-11).
<https://www.oxfordowl.co.uk/for-home/advice-for-parents/fun-ideas-learning-at-home/>
<https://www.oxfordowl.co.uk/for-home/find-a-book/library-page/>

Free Online Learning Resources for Numeracy, Maths and more...

For teachers:

- **Classroom Secrets** - free home learning packs covering maths, literacy and science <https://classroomsecrets.co.uk/free-home-learning-packs/>

- **Sumdog (P1 – S3)** – are offering free, full access to their platform. This does require teachers to set up a class and obtain logins, although this is an easy process and webinars are available. Access this offer, using the link:
<https://pages.sumdog.com/home-learning-during-school-closures/> - login required
- **Oxford Owl** - both teachers and parents can register. Games to play, books to read and fun family activities for all ages. Battle of the Robots could be my favourite!
<https://www.oxfordowl.co.uk/for-home/> - free registration
https://cdn.oxfordowl.co.uk/2013/08/13/10/58/37/142/Battle_of_the_Robots.pdf
- **Maths with Parents** - requires a teacher to set up a class and get free logins.
<https://mathswithparents.com/KWeb?startTime=1584454759698>
- **MyMaths** - are offering free access until Sept 2020 using the codes
Primary: ow.ly/nCGR50yN21O
Secondary: ow.ly/Rart50yN30w
- **Wild Maths** - brand new website from the NRich team for all ages. Free, open access to all. Great games and puzzles that develop problem solving skills
<https://wild.maths.org/>
- **NRich** - suitable for primary and secondary pupils. Free, open access.
<https://nrich.maths.org/>
- **CoolMath4kids** more games and puzzles
<https://www.coolmath4kids.com/>
- **Maths is Fun** - home learning tasks, games and puzzles
<https://www.mathsisfun.com/>
- **Scholastic Learn at Home** - Maths, Literacy, STEM and more...
<https://classroommagazines.scholastic.com/support/learnathome.html>

For parents :

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- **Wild Maths** - brand new website from the NRich team for all ages. Free, open access to all. Great games and puzzles that develop problem solving skills
<https://wild.maths.org/>
- **NRich** - suitable for primary and secondary pupils. Free, open access.
<https://nrich.maths.org/>
- **CoolMath4kids** – more games and puzzles
<https://www.coolmath4kids.com/>
- **Maths is Fun** - home learning tasks, games and puzzles
<https://www.mathsisfun.com/>
- **Scholastic Learn at Home** - Maths, Literacy, STEM and more...
<https://classroommagazines.scholastic.com/support/learnathome.html>
- **Half hour tower**
Use spaghetti sticks and mini marshmallows to construct the tallest, freestanding tower in just 30 minutes. Use photos of the Eiffel tower for inspiration (Also fun in the dark with glow sticks!)
- **Family Maths Toolkit** - tips on helping your child with maths, and family activities too <https://www.familymathstoolkit.org.uk/>
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Health & Wellbeing and Play Ideas

<https://www.mindmoose.co.uk/2017/02/09/childrens-mental-health-week-kindness-quotes-slogans-activity>

<https://musiclab.chromeexperiments.com/Experiments>

<https://www.whiteboardblog.co.uk/2018/09/autodraw-ai-powered-drawing-tools-from-google/>

<https://www.twinkl.co.uk/resources/ks2-pshe/health-and-wellbeing-pshce-subjects-key-stage-2/health-and-wellbeing-pshe-subjects-key-stage-2>

<https://schools.au.reachout.com/wellbeing-5s>

<https://www.healthforkids.co.uk/>

<https://flintobox.com/blog/child-development/exercise-games-kids>

<https://www.sitters.co.uk/blog/the-15-best-activities-for-children-to-help-them-learn-through-play.aspx>

