



Rutherglen High School

Remote Learning January 2021

Parental Guidelines

Whilst it is still not safe for pupils to return to school, staff at Rutherglen High will be making use of alternative methods of learning to ensure pupils are still receiving full curricular entitlements and current disruption due to COVID 19 is kept to a minimum. Your child will be supported each day through online teaching, specifically, Google Classroom.

Your child has an active account and has been working on Google Classroom prior to the Christmas Holidays. They should therefore be signed up to each of their subject classes. Each member of staff has their own Google Classroom where lessons and learning will take place.

If you have any issues accessing Google Classroom or any individual classes, please contact Mr Longworth to discuss – gw11longworthjamie@glow.sch.uk

How do I access Remote Learning?

Your child was given a letter to take home before Christmas with their personal Glow Username and Password.

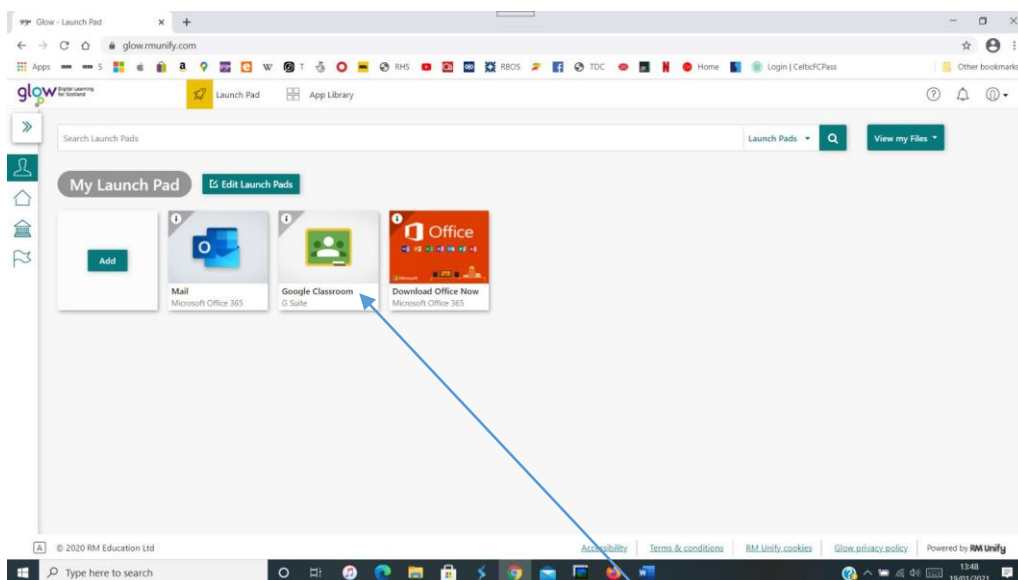
They firstly need to access the following link - <https://glow.rmunify.com/>

From there enter their username and password.

Usernames are in the format of - _____@glow.sch.uk

If you require a password reset, please contact Mr Longworth.

Once they have logged in, this screen will appear:



Click on the green square app titled 'Google Classroom'



Rutherglen High School

Remote Learning January 2021

Parental Guidelines

What will an online School Day look like?


Your child should continue to follow their daily school timetable even whilst online. Their teachers will be posting work on the days and times that they have that class. For example, if they have Maths period 1 on a Monday, work will be posted at this time for them to complete. This will continue for the rest of each day. Pupils should find the appropriate Google Classroom on their homepage and check for tasks that have been uploaded by staff.

Some staff may also email work personally to pupils so please keep checking their outlook email for any other tasks. If staff are doing this, they will still indicate on the pupils Google Classroom that this is where to find the work.

| 2020-2021 | | | | | | | | | | |
|---------------------------------|--------------|-----------------|----------------|-------|--------|---------|-------|----------|---------|--------|
| 3.2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | |
| Monday Su M T W Th F S | Registration | Social Subjects | Science | Break | D.Y.W. | Art | Lunch | English | Maths | HWB |
| Tuesday Su M T W Th F S | Registration | Home Economics | Home Economics | Break | Tech | Tech | Lunch | Art | Maths | French |
| Wednesday Su M T W Th F S | Registration | PE | PE | Break | Maths | English | Lunch | Numeracy | Science | |
| Thursday Su M T W Th F S | Registration | Drama | Music | Break | Maths | English | Lunch | IDL | Library | |
| Friday Su M T W Th F S | Registration | Social Subjects | ICT | Break | RME | Spanish | Lunch | English | Nurture | |

| Example | Friday's Timetable for 3.2 |
|----------|----------------------------------|
| Period 1 | Social Subjects |
| Period 2 | ICT |
| Period 3 | RME |
| Period 4 | Spanish |
| Period 5 | English |
| Period 6 | Nurture – (Health and Wellbeing) |

Pupils can then submit work for their teachers to see. Tasks should be completed before the same class the following week. This will allow staff the opportunity to mark and offer any necessary feedback.

A how to guide on how to download work and then submit it for staff to look at has been uploaded to the School App, School Website and School Twitter Feed 

Titled – *Downloading and uploading documents from Google Classroom.*

WE WOULD ASK THAT ALL PUPILS ENSURE THAT THEY LOG IN TO THEIR GOOGLE CLASSROOM EVERY DAY DURING THEIR PERIOD 2 CLASS AND ENGAGE WITH STAFF. THIS WILL CONFIRM THEIR ATTENDANCE FOR THE DAY.

Will class teachers be available to help my child if they do not understand?

Class teachers will be available throughout the day from 9am until the end of school day and will endeavour to reply to you as quickly as possible. Staff are being asked to follow their own school timetable too so whenever your son or daughter has a particular subject, staff should be available to respond to questions.

If you contact a teacher outwith the subject time, they will reply as quickly as they can. If you have any questions, you can email the teacher or reply via the Google Classroom stream.

School support assistants will also be added to each Google Classroom. Their role will be to support pupils with any questions or issues they have and offer help where possible. This will be a great opportunity for support staff and pupils to maintain communication and build relationships even in this difficult time.



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Remote Learning January 2021
Parental Guidelines

What equipment do I need for Google Classroom?

You will require a device that has access to the internet, i.e a desktop PC, laptop, Chromebook or even an I-Phone, Smartphone, tablet or X-box or Playstation.

If you having issues downloading Google Classroom to your device please contact Mr Longworth.

If you do not have a device to access any online learning or are unable to get online due to internet access, please contact the school straight away.

A guide on how to download Microsoft Office has also been uploaded to the School App, School Website and School Twitter Feed.



Titled -

Installing MS Office

What will online tasks look like?

Online tasks will differ from subject to subject depending on your teacher and the subject itself:

| | |
|-----------|-------------------------------------------------------------------------------------------------|
| High Tech | Streaming live lessons, Recorded teacher explanation, Interactive sessions with peers and staff |
| Low Tech | Tasks posted on Google Classrooms |
| No Tech | Concrete or paper resources sent home to supplement/reinforce concepts |

Tasks will be differentiated to each class and tailored to individual pupils. We aim to build on previous learning from coursework started before lockdown. Assessment is continuous and will inform tracking and monitoring of pupil learning.

Feedback and Assessment

Pupils will be provided with feedback after each task completed. This may take the form of written feedback on the Google classroom stream, written feedback through email or voice clips/recorded video messages. Staff may also offer feedback during live Google classroom meets.

Tracking and Monitoring of pupil engagement levels will be monitored on a weekly basis. Pastoral care link will contact parents where there is little or no engagement from pupils.

Tracking and monitoring of pupil working levels will continue with staff feeding back to SMT on a regular basis.



Rutherglen High School

Remote Learning January 2021

Parental Guidelines

Monitoring Engagement

Pupil engagement will be monitored in the first instance by the teacher. Where there has been little or no engagement, the teacher will message the pupil directly through Google Classroom to offer support and remove any potential barriers.

Where teacher intervention has been unsuccessful, the pastoral care link will be notified and contact will be made with parents.

Quality Assurance

A member of the senior management team will be added to every Google classroom to allow quality assurance and enable monitoring of pupil engagement.

Senior management team will shadow learner journeys on Google Classrooms to evaluate the experiences the learner is having and the quality of feedback.

Live learning or Google Meets

We are working hard to offer as many opportunities for pupils to meet with staff live or face to face whilst pupils cannot access the school building. We will be running a Weekly Pastoral Wellbeing chat for each class. Pupils will be invited to join a Registration Group Google Classroom. Please ensure you accept the invitation to join this class as this is where the link will be posted. It would be great to see as many pupils online at this time as possible. The days and times are shown below and will be shared on the School App, School Website and School Twitter Feed. School assemblies will be shown at this time on a fortnightly basis at the pastoral wellbeing check-in.

| Class | Day and Time |
|---------|-------------------------------------------------------------|
| 1.1 | Tuesday 10am until 10.30 - With Mr Longworth |
| 1.2 | Tuesday 11am until 11.30am - With Mr Longworth |
| 2.1 | Tuesday 12pm until 12.30pm - With Mr Longworth |
| 2.2 | Tuesday 1pm until 1.30pm - With Mr Longworth |
| 3.1 | Wednesday 10am until 10.30 - With Mrs Watts |
| 3.2 | Wednesday 11am until 11.30am - With Mrs Watts |
| 4.1 | Wednesday 12pm until 12.30pm - With Mrs Watts |
| 4.2 | Wednesday 1pm until 1.30pm - With Mrs Watts |
| 5.1 | Thursday 10am until 10.30 - With Mr Williams |
| 5.2 | Thursday 11am until 11.30am - With Mr Williams |
| 6.1/6.2 | Thursday 12pm until 12.30pm - With Mr Williams |
| 1/2 | Friday 10am until 10.30am - With Mr Longworth |
| 2/3 | Friday 11am until 11.30am - With Mr Longworth and Mrs Watts |
| 5.3 | Friday 12pm until 12.30pm - With Mr Williams |
| 6.3 | Friday 1pm until 1.30pm - With Mr Williams |

We will also try to offer as many opportunities for pupils to meet live with Teaching and Support staff in relation to subject areas. Here they can speak with staff about any problems or queries they have with work or Google Classroom activities and get help in areas where they are having difficulty. More information will be available via the School App, School Website or School Twitter Feed.



Rutherglen High School

Remote Learning January 2021

Parental Guidelines

Are staff available to speak to at school?

The Senior Management team are in school and available from 9am until the end of the school day. A member of office staff is also in during this time to answer calls. If staff are busy, they will endeavour to contact you as soon as possible.

If you wish to speak to staff via email, you can find teaching staff online in pupils Google Classroom. You can also contact the pastoral link for each year group. Information on this is found below:

| Year Group | |
|--------------------------|--------------------------------|
| S1 – Mr Longworth | gw11longworthjamie@glow.sch.uk |
| S2 – Mr Longworth | gw11longworthjamie@glow.sch.uk |
| S3 – Mrs Watts | gw07wattskaren@glow.sch.uk |
| S4 – Mrs Watts | gw07wattskaren@glow.sch.uk |
| S5 – Mr Williams | gw07williamsguto@glow.sch.uk |
| S6 – Mr Williams | gw07williamsguto@glow.sch.uk |
| Head teacher – Mrs Allan | gw14rutherglenht@glow.sch.uk |

STAFF AT RUTHERGLEN HIGH APPRECIATE THAT THIS IS A VERY STRESSFUL TIME FOR ALL PARENTS AND PUPILS. WE WILL DO OUR UTMOST TO SUPPORT YOU AND YOUR CHILD TO CONTINUE TO ACCESS LEARNING UNTIL IT IS SAFE TO RETURN TO SCHOOL FOR FACE-TO-FACE TEACHING. WE THANK YOU FOR ALL YOUR HELP AND SUPPORT TOO, AND WE HOPE THAT IT IS NOT LONG UNTIL WE WELCOME PUPILS, PARENTS AND EXTENDED FAMILIES BACK TO RUTHERGLEN HIGH SCHOOL.

