

Digital Guide for pupils and parents/carers

What is expected of me?	School	Pupils	Parent/Carers
	<ul style="list-style-type: none"> ● Teacher will set work for their classes ● Upload files to support learning at home ● Mark work and provide feedback <p style="text-align: center;">We will provide a device if required</p>	<ul style="list-style-type: none"> ● Log into GLOW every day to check work issued by teachers ● Use resources issued by teachers and complete tasks given ● Check school website, twitter and app for regular updates ● Email teachers if you need help (use GLOW email address) 	<ul style="list-style-type: none"> ● Encourage child to submit work regularly ● Encourage good routine for learning ● Establish suitable times for school work <p style="text-align: center;"><i>Did you know that ALL learners are entitled to download the full version of Microsoft Office on up to 4 devices FREE via GLOW?</i></p> <p style="text-align: center;"><i>Information on how to do this can be found in the glow-for learners-page (link shown below)</i></p>

How will pupil submit their work?

All work will be submitted using GLOW and Microsoft TEAMS

Guides to using GLOW can be found at:

School Website – Mr Fraser’s ‘How to GLOW’ video

Parents/Carers: <https://glowconnect.org.uk/about-glow/glow-for-parents/>

Learners: <https://glowconnect.org.uk/about-glow/glow-for-learners/>

Guide to Microsoft Teams can be found at:

School Website – Mr Fraser’s ‘TEAMS’ video (coming soon)

Guide to Microsoft TEAMS on the school website

Who should I contact if there are IT issues?

GLOW password or other issues: gw09mckaystuart2@glow.sch.uk

Need a device: gw09mckaystuart2@glow.sch.uk

Who to contact if I am really worried about something

Your child’s Pastoral Teacher or Year Head – contact details on the school website

School Number – 01324 614614 or <mailto:Stmungoshighschool@falkirk.gov.uk>

What happens if my child does not submit work?

- I may be contacted by someone from school and support offered
- I can contact the school myself for support

Note: *Please don’t worry about what your child can/can’t do. These are unusual times and we can only do our best.*