



Wester Cleddens Primary School

Digital Home Learning



Dear Parents and Carers,

As we progress with our Digital Home Learning this session, we will start using Microsoft Teams again as a platform for communication and collaboration between teachers, pupils, and families from Monday 5th October.

Your child has been shown how to log into Microsoft Teams in school and teachers have started supporting pupils to explore this software. Pupils have either had a go logging in on their own or with support, if needed.

Step by step instructions/guides on how to use the resources mentioned below have also been update and will be shared via email and on our school website. Please refer to these for help on how to access the programmes and software mentioned.

There is also an updated video on our Wester Cleddens You Tube channel and the link will be shared via email.

Your child will come home with an envelope on Monday 5th October.
Inside this envelope there are three different logins:

1. Glow username and password
2. Sumdog username, password and school code
3. Active Learn Primary username and password



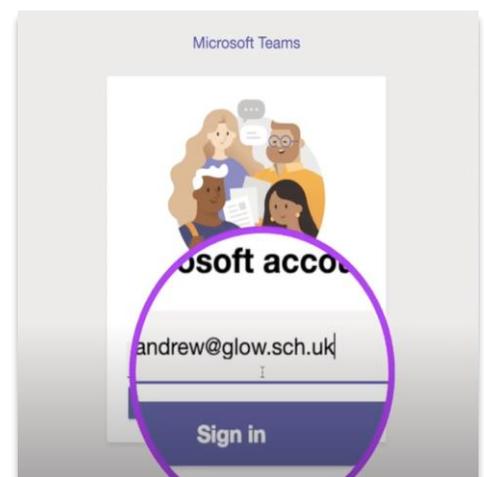
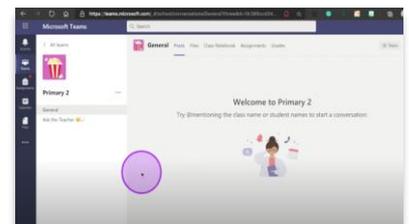
1. Glow and Microsoft Teams

- Your child's Glow username and password allows them to access a school's intranet service called Glow. This gives your child access to Microsoft software (e.g. Outlook Email, Teams, Word etc.) as well as other resources.



Using their Glow Username and Password, children can access Teams.

- As a school, WCPS will be using Teams to communicate with families and provide Home Learning activities for our pupils and families.
- **To log-in to Teams from your child's Glow account, children should use their Glow Username and Password. This is how you would access Teams without having the App installed.**
- **To log-in to Microsoft Teams App, children should use their Glow username with @glow.sch.uk added onto the end. For example, gw10jbloggs@glow.sch.uk.**
- We would recommend that you download the Microsoft Teams app onto a device which your child can access for their Home Learning activities. This means you can receive notifications when something is added onto your child's Class Teams page by their teachers.
- You can also access Microsoft Teams through the internet by logging into the Glow website, however, you will not receive instant notifications like you would with the app.

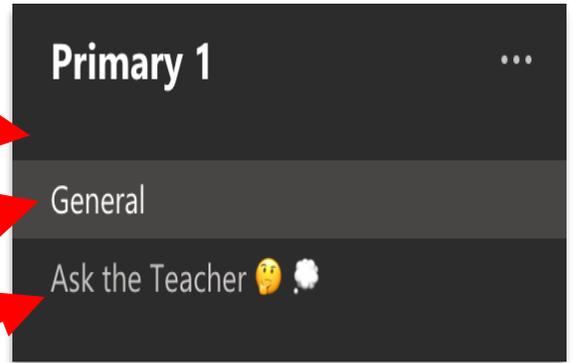


- Within your child's Microsoft Teams Class page, there are two '**channels**'. (**Please note, on your device the background might be white*)

- Channels help keep the Class page organised.
- The main channel (which is displayed when your child logs in) is called the **General** channel. This is where Class Teachers post announcements or information to the whole class.

- **Only teachers can post on the General channel.**

- The second channel is called **Ask the Teacher**. This channel is for queries or communication from pupils or their families to their child's teacher.
- Please note, everyone in the class can see what comments and questions are posted within this channel, so if you need to communicate privately with your child's teacher, please contact our school office. We currently are looking at how we can provide private communication channel through Teams.



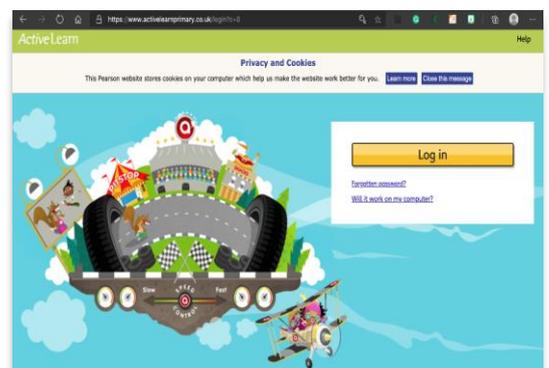
2. Sumdog

- At Wester Cleddens, the boys and girls access a website called '**Sumdog**' to engage in learning activities.
- This session, the children are able to access Sumdog for Maths, Spelling and Grammar activities.
- Children will be allocated specific learning activities by their teachers to complete using this resource.
- There are also a variety of free play games your child can enjoy.
- Information about what Sumdog activities your child should complete for Home Learning will be shared with you by your child's teacher via Microsoft Teams.



3. Active Learn Primary/Bug Club

- WCPS also use a website called 'Active Learn Primary', where children can access their Bug Club reading books that have been allocated by their Class Teacher.
- Within each book, there are a variety of games which will assess your child's comprehension. Every time your child completes an activity this information feeds back to the Class Teacher, to allow them to see the progress your child is making.
- Further information, will be provided by your child's Class Teacher.



If you have any further questions about accessing Microsoft Teams, Sumdog or Active Learn Primary, please do not

hesitate to contact the school office via email at office@westercleddens.e-dunbarton.sch.uk. We have a digital response team, led by Mrs Dickson, who will respond to your digital learning questions. Please note, that we will endeavour to respond to your queries as quickly as possible and always within a 5-day period.

Kind Regards,
The Team at WCPS

