

# **PARENT GUIDANCE – LOCKDOWN PHASE**

11-01-2021 to 29-01-2021



# INTRODUCTION

Please find information below with regards to distance learning from Monday 11<sup>th</sup> January 2021 to Friday 29<sup>th</sup> January 2021 at Meldrum Academy.

## Setting of work

Pupils will be set work as per the [timetables below](#). All work will be set on **Microsoft Teams only**.

We are aware that parents cannot see directly what has been set on the team assignment, however due to the circumstances we would advise you to follow the timetables provided and support your child through discussions of what has been set via Teams.

All Microsoft Team names are labelled to reflect the class and teacher name. In the senior phase the class is also labelled by the column to help pupils know when work will be set.

A **Group Call email** will be sent to parents each morning outlining which subjects/faculties will be setting work that day for their child. Please delete this if you do not feel it necessary.

## Personalised Timetables

- **Parents of S1 pupils** – Please see the [pupil timetables](#) section below with regards to when work will be set for your child in the lockdown phase. Faculties will send work throughout the week at either 9am or 1pm to spread the workload for your child. As we are aware most S1 parents have not followed this plan in the 2019-20 academic year, the following videos will help support your child in this process - <https://www.meldrumacademy.com/online-learning-help>
- **Parents of S2 pupils** – Please see the [pupil timetables](#) section below with regards to when work will be set for your child in the lockdown phase. Faculties will send work throughout the week at either 9am or 1pm to spread the workload for your child. PSE tasks are added for S2 pupils also to prepare for the upcoming subject choice procedure.
- **Parents of S3 pupils** – Please see the [pupil timetables](#) page below. PSE tasks are added for S3 pupils also to prepare for the upcoming subject choice procedure.
- **Parents of S4, S5 and S6 pupils** – Tasks will be set once per week. Staff have been advised to offer drop-in sessions on the day the task is set for any questions to help support pupils. The drop-in sessions will be in the team for that specific subject and the time will be communicated via the Team channel. Please see the [pupil timetables](#) page below for information on when the work will be set.

## Live Teaching

Education Scotland outline that 'it is crucial that pupils receive a consistent, equitable and quality entitlement', therefore at this stage staff will not be delivering live teaching lessons. At present we cannot guarantee pupils are able to access online live lessons at the same time, and as sessions cannot be recorded we are utilising different methods of delivery to support (such as recorded PowerPoints with a walk/talk through). Staff will set lessons with Must/Should/Could tasks to allow for extension tasks for pupils where needed.

## **Support**

- If you have any **general queries** please continue to use the school email address/phone number or each individual pastoral care teacher's email as applicable, as shown here: <https://www.meldrumacademy.com/pupil-support>. The school phone number is 01651 267470.
- If you have any queries with regards to any **curricular matters**, please **email directly to that faculty** (email address below). Please note that emails will be acknowledged within 48 hours where possible.

When emailing please state the following in the **Subject line**: Name / Class / Teacher / Subject

The emails for each faculty are below:

- [meldrumenglish@aberdeenshire.gov.uk](mailto:meldrumenglish@aberdeenshire.gov.uk) (English)
  - [meldrumscience@aberdeenshire.gov.uk](mailto:meldrumscience@aberdeenshire.gov.uk) (Science)
  - [meldrumbeit@aberdeenshire.gov.uk](mailto:meldrumbeit@aberdeenshire.gov.uk) (Business Education and IT)
  - [meldrumpa@aberdeenshire.gov.uk](mailto:meldrumpa@aberdeenshire.gov.uk) (Performing Arts)
  - [meldrumdesign@aberdeenshire.gov.uk](mailto:meldrumdesign@aberdeenshire.gov.uk) (Design)
  - [meldrummaths@aberdeenshire.gov.uk](mailto:meldrummaths@aberdeenshire.gov.uk) (Maths)
  - [meldrumsocial@aberdeenshire.gov.uk](mailto:meldrumsocial@aberdeenshire.gov.uk) (Social subjects)
  - [meldrumhealth@aberdeenshire.gov.uk](mailto:meldrumhealth@aberdeenshire.gov.uk) (Health)
  - [meldrummfl@aberdeenshire.gov.uk](mailto:meldrummfl@aberdeenshire.gov.uk) (Modern Foreign Languages)
  - [Meldrumacasl@aberdeenshire.gov.uk](mailto:Meldrumacasl@aberdeenshire.gov.uk) (ASL)
- Guidelines for staff setting work have been developed in collaboration with our teaching staff and in consultation with the Parent Council. Please be reassured that these guidelines aim to ensure consistency and an equitable experience for all pupils.

## Pupil timetables

Work will be set at the following times:

S1 and S2

Day	Am (9am)	Pm (1pm)
<b>Monday</b>	English	Performing Arts
<b>Tuesday</b>	Social subjects	Maths
<b>Wednesday</b>	Design	BEIT
<b>Thursday</b>	Languages	Health
<b>Friday</b>	Science	PSE (S2 only) and CBC (S1 and S2)

S3

Day	Am (9am)	Pm (1pm)
<b>Monday</b>	Col C subject	Col D subject
<b>Tuesday</b>	Col E subject	Col F subject
<b>Wednesday</b>	Col G subject	RMPS and PSE
<b>Thursday</b>	Col A/B - English	Col I subject
<b>Friday</b>	Col A/B - Maths	Col H subject

The following table highlights what times of the week pupils would normally have their subjects. For example, **Column C subjects (above) will be set on a Monday morning (9am)**. Column C would normally run on a Mon 5 and Wed 2-3. This will help pupils understand what work will be set and when.

	1	2	3	4	5	6	7
<b>M</b>	<b>F</b>	<b>B</b>	<b>A</b>	<b>L</b>	<b>C</b>	<b>K</b>	<b>G</b>
<b>T</b>	<b>H</b>	<b>A</b>	<b>B</b>	<b>G</b>	<b>G</b>	<b>E</b>	<b>E</b>
<b>W</b>		<b>C</b>	<b>C</b>	<b>F</b>	<b>M</b>	<b>I</b>	<b>E</b>
<b>Th</b>		<b>H</b>	<b>J</b>	<b>D</b>	<b>D</b>	<b>A</b>	<b>B</b>
<b>F</b>		<b>A</b>	<b>H</b>	<b>D</b>	<b>I</b>	<b>B</b>	<b>F</b>

S4

Day	Am (9am)
<b>Monday</b>	Col A – work set
<b>Tuesday</b>	Col B – work set
<b>Wednesday</b>	Col C – work set
<b>Thursday</b>	Col D – work set
<b>Friday</b>	English/Maths

S5-6

Day	Am (9am)
<b>Monday</b>	Col A – work set
<b>Tuesday</b>	Col B – work set
<b>Wednesday</b>	Col C – work set Pastoral Care will set work as needed
<b>Thursday</b>	Col D – work set
<b>Friday</b>	Col E – work set

The following table highlights what times of the week pupils would normally have their subjects. For example, **Column A (above) will be set on a Monday morning (9am)**. Column A would normally run on a Mon 3, Tues 1-2 and, Wed 7 and Fri 2-3. This will help pupils understand what work will be set and when.

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>M</b>	<b>B</b>	<b>B</b>	<b>A</b>	<b>D</b>	<b>D</b>	<b>E</b>	<b>E</b>
<b>T</b>	<b>A</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>C</b>	<b>F</b>	<b>G</b>
<b>W</b>		<b>E</b>	<b>E</b>	<b>B</b>	<b>D</b>	<b>C</b>	<b>A</b>
<b>Th</b>		<b>E</b>	<b>E</b>	<b>D</b>	<b>D</b>	<b>C</b>	<b>C</b>
<b>F</b>		<b>A</b>	<b>A</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>B</b>

## Microsoft and Glow support page

### Important information:

- Pupils will need to be able to log into Glow to access their schoolwork from home. It is important to note that a glow email may need a full address to log into Microsoft apps, for example [gw??????@glow.sch.uk](mailto:gw??????@glow.sch.uk)
- For support on accessing Glow please see this video as prepared by one of our Teaching Staff: [Youtube link - How to log on to Glow](#)
- For any pupils who do not have a suitable device or struggle with Wi-Fi at home please email [Meldrum.aca@aberdeenshire.gov.uk](mailto:Meldrum.aca@aberdeenshire.gov.uk) and we can try and accommodate as best as possible with the devices we have at school. If you are struggling due to internet issues, please also inform us and we will contact Aberdeenshire council to request support.
- For support in using Microsoft products at home we have several support videos which can be accessed here: <https://www.meldrumacademy.com/online-learning-help>. We recommend viewing all these videos if you have the time and directing your child to do the same.
- **For any subject specific support please encourage your child to post in the Team channel or email their teacher using the Glow usernames.** Your child can do this via Microsoft Outlook. All staff email addresses take the same format as pupils when searching for names, for example [gw??????@glow.sch.uk](mailto:gw??????@glow.sch.uk). This link is helpful in showing how to use this: <https://glowconnect.org.uk/help-with-glow/microsoft-office-365/outlook/>
- The Digital Learning newsletter that was distributed in the Autumn term can be **found [here](#)** if you wish to access any further information. The newsletter had information on the following:
  - o School websites
  - o Glow
  - o Free access to Microsoft products
  - o Microsoft Teams
  - o Show My Homework
  - o Social Media
  - o Online Learning – Help page/videos
  - o Online Safety
  - o E-Sgoil
  - o Scholar

Thank you for your support at this time. It is greatly appreciated.

Kind regards,

Meldrum Academy