

20<sup>th</sup> March 2020

Dear Parent/Carer

As we enter a period of school closures, the following arrangements are in place to ensure that your child's learning can continue throughout this time.

The key source of learning will be using online platforms (virtual learning environment) however alternative arrangements will be made by individual schools for pupils for whom online learning is not suitable.

For children attending the nursery, suggested learning experiences that can be completed within the home will be provided via email on the details you have provided.

For children in P1-P3, teachers will provide a set of appropriate learning experiences that can be completed at home. These will be shared with links through our website for Primary 1, Primary 2 are using a shared folder on Glow and Primary 3 are using Microsoft Teams.

Children in P4-P7 are part of their class Microsoft 0365 Team, which can be accessed through their Glow account. Your child requires their Glow username and password to access their Team, and they are familiar with how to use this platform. Teachers have planned for live engagement with their children through this platform on a daily basis, we would encourage your child to check in each morning at 9.00am for more information regarding this. Information for parents on how their child uses Teams is available at

[bit.ly/wlglowguide](http://bit.ly/wlglowguide)

It is expected that your child accesses their Team daily to engage with the learning experiences being provided by their teacher. The platform provides a function for your child to share their learning with their teacher and receive feedback where appropriate and support where required.

**The use of Teams for communication is for learning purposes only between staff and pupils and ensures the safety of all users.**

Parents / Carers who have any questions or require further information should use the following contact details [WLWhitdale-ps@westlothian.org.uk](mailto:WLWhitdale-ps@westlothian.org.uk)

Our school team will continue to provide all available support to your child and family where we can during this challenging period.

Yours sincerely

Mrs L Findlay  
Head Teacher