



## Is your Child Winter Ready?

### Contact Details



Parents and carers should ensure that their child's school has up to date contact information for them.

Groupcall is the way that schools will inform parents and carers about closures, any change to arrangements and information about their child's learning provision in Seesaw (ELC – P3) or Teams (P4-S6). This information will also be shared on the council's website at <https://www.westlothian.gov.uk/schoolclosures> and via social media channels.

Parents/carers should make the decision on whether they feel it is safe for their child to travel to school in severe weather, depending on their individual circumstances. Parents/carers should contact the school as soon as possible if their child will not be attending school.

In the event of school closure, pupils should continue to access learning activities through Seesaw (ELC – P3) and Teams (P4-S6) which are used regularly as part of the current learning provision in school.

Parents should contact their child's school if they need help accessing these platforms, or if help is required to access a suitable device.

## Sickness

If your child develops vomiting and/or diarrhoea symptoms, please ensure they remain off school until they have been symptom free for at least 48 hours to avoid passing the illness onto others.

More information is available at <https://www.westlothian.gov.uk/article/47224/Winter-Ready-for-Schools>

A safe walking route from the school gate into the building will be cleared in snow or icy conditions. At St. Mary's and Polbeth Nursery, this will be the pathway from the Vet's surgery to the playground.

Learning at St. Mary's



Should our schools have to close over winter, our Primary 1-3 pupils should continue to access learning activities through Seesaw and P4-7 pupils should continue to access learning activities through Microsoft TEAMS. Both Seesaw and Teams are used regularly as part of the current learning provision in school, and have already been issued for access to home learning tasks.



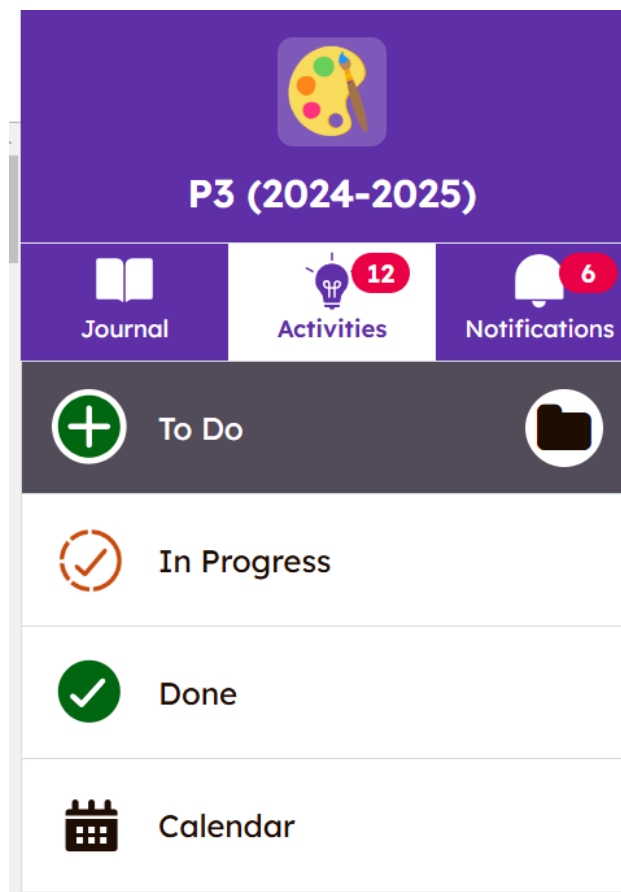
*Seesaw*

Please can you ensure that you have Seesaw access on the student account either on a desktop or downloading the app. Go to <https://web.seesaw.me> on a computer. Or install the Seesaw Class iOS or Android app.

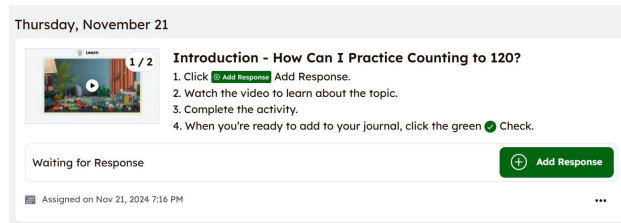
Each student has a unique Home Learning Code to access Seesaw. When signing in with their Home Learning Code, students can post to their journal, respond to activities, and view class announcements. Students do not see the work of any other student in the class. **Should you need a new copy of your child's Home Learning Code, please speak to your child's teacher, who will be able to issue you a new one.** Remember, this code is like a password. Keep it safe!

In the event of a school closure work will be added to your child's Seesaw each morning.

Tasks will appear in the activities section.



Tasks will appear like this; with written or verbal instructions given.



Pupils should hit the add response button and complete the task. When the task is completed they should hit the green tick button in the top right hand corner to submit their work to their teacher.



## How to Access Microsoft TEAMS

### 1. Set Up Microsoft Teams



- Download the App: Go to [Microsoft Teams website](#) or your device's app store. Download and install the Teams app for your computer or mobile device.
- Log In: Open the app, then sign in with your school-provided email and password. If you don't have this information, contact your teacher via email.

## 2. You can also access Teams through GLOW



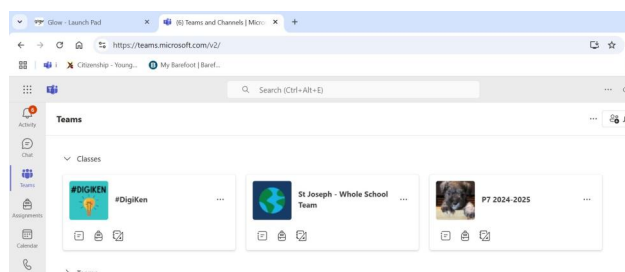
If you are logging in on a netbook or laptop:

- Access the Glow Website: Go to

<https://glow.rmunify.com/>

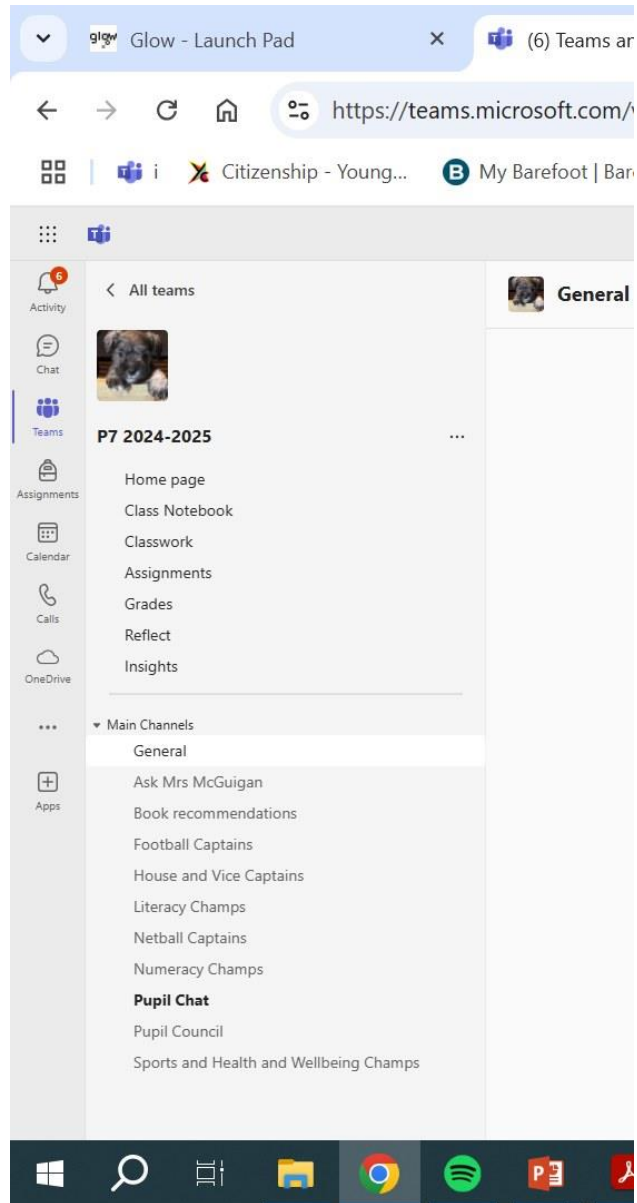
Log In: Sign in with your school-provided email and password. If you don't have this information, contact your teacher via email.

## 3. Join your Class Team



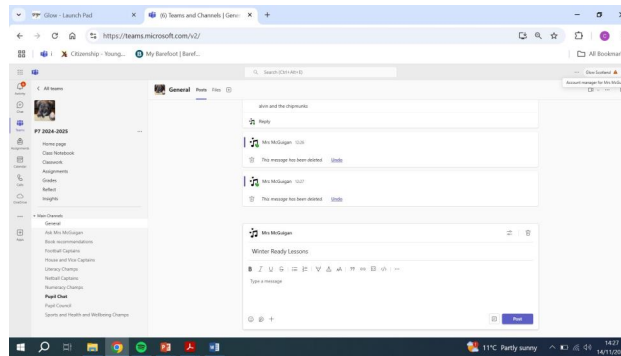
- Your teacher has already set you up in a class Team.
- Teams Panel: This is where you'll see all the Teams (classes) you're a part of. Click on the tile that represents your class team.

## 4. Understanding Your Class Team



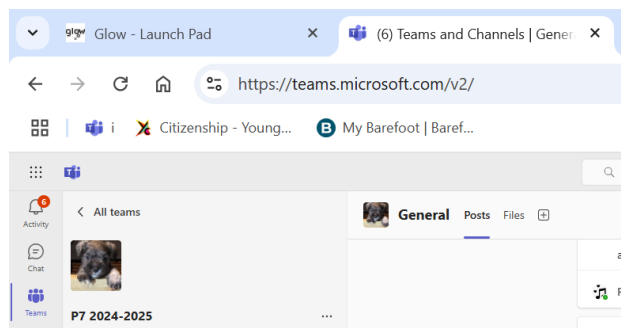
Channels: Within each team, you'll find channels – usually dedicated sections for different topics, projects, or discussions.

## 5. Messages from your Class Teacher



- Every class team comes with a General channel. This is where your class teacher will post messages about your learning.
- Every channel has tabs. The General channel has these tabs:
- The Post tab for all the messages in this channel.
- The Files tab to store all the files shared in this channel.

## 6. Access Files, Lessons and Resources



- Make sure you are in the General Channel.
- Go to Files Tab: Teachers will post lessons, documents, worksheets, and other resources here and will direct you where to find work through the General Message chat.
- Download or View: You can open or download the files



## Further Information from West Lothian Council



West Lothian Council has launched its public information campaign Winter Ready West Lothian 2024/25

The campaign highlights the council's preparations for possible severe weather and encourages local people to prepare now. Severe winter weather can include snow, frost and low temperatures, high winds and flooding.

More information is available at [www.westlothian.gov.uk/winter](http://www.westlothian.gov.uk/winter)

As with previous years the council has:

- Maintained salt stocks.
- Set up contracts with local suppliers for severe weather support.
- Delivered refresher training to staff on all severe weather equipment.
- Published a Winter Ready supplement in the winter issue of Bulletin, the council newspaper.

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The council is also asking residents and local businesses to help:

- Park sensibly – abandoned vehicles can cause serious issues.
- Share information with friends and neighbours, and spare a moment for vulnerable neighbours.
- Stay informed. Follow the council's social media channels for updates at:

- Facebook [www.facebook.com/westlothiancouncil](https://www.facebook.com/westlothiancouncil)

- Whatsapp Channel <https://www.whatsapp.com/channel/0029VaLD7Jo6rsQjNS9Esy1W>

- Twitter [www.twitter.com/lovewestlothian](http://www.twitter.com/lovewestlothian)

- If you are able, clear the path and pavement in front of your home.
- Prepare your car and home ahead of the winter.
- Keep the winter issue of Bulletin handy, or check it online at <https://news.westlothian.gov.uk/bulletin>.