Welcome to e-Sgoil.

Secondary S1-3 pupils, parents & carers

We are delighted to have you with us. We have created this information document to answer some questions you might have and to help you get set up.

I'm ready to start, what happens now?

All learning sessions are delivered online using Microsoft Teams, which you will access using Glow.

Your school has enrolled you with e-Sgoil and you will now be added to a Welcome Team. We will hold an induction meeting, which you will be invited to attend, hosted by our Welcome Teacher. The purpose of this meeting is to explain in more detail what to expect, have a short tour around Teams and give you an opportunity to ask any questions. You will then be added to your class Team, which will include other pupils from schools all over Scotland.

How do I access Teams?

You can find a short video here which shows you how to do this.

What else do I need to access the learning sessions?

You will need the following:

- your Glow account login details and password – your school will help you with this if you are unsure.
- access at home to suitable hardware eg. a Windows or Mac desktop computer, laptop or tablet with a microphone & camera and, if possible, a headset so that you get the best possible sound.
- If using a desktop computer, it is preferred that you download the MS Teams desktop app if possible
- paper and pen/pencils
- a suitable place to work and a good broadband connection

What do the learning sessions look like and what subjects will there be?

The learning sessions are delivered by a teacher, who is supported by a second teacher, and will contain a mix of teacher input, discussion using the chat function within Teams and short tasks set by the teacher for the pupils to undertake during the session.

In the secondary BGE S1-3 phase we have 10 programmes which cover all the main subjects you would expect in school, but in a slightly different way.

The timetable can vary from week to week depending on various factors but is made up of 3 learning sessions each day. The timetable for each day is posted in the class Team first thing in the morning. The programmes covered in the learning sessions will be different each day, much the same as a school timetable is different each day, but the times for each of the sessions are always the same.

Here is an example of what the timetable might look like.

	HWB clinic 9.00am – 9.30am	Learning Session 1 9.30am – 11.00am	Break 11.00am-11.15am	Learning Session 2 11.15am-12.45pm	Curricular Clinic 12.45pm – 1.00pm	Lunch 1.00pm – 1.45pm	Learning Session 3 1.45pm – 3.15pm	Future Skills Clinic 3.15pm – 3.45pm
Monday		STEM (GM)		Healthy Body & Mind (SB)			Enrichment (PF)	
Tuesday		Languages of the World (KH)		Innovation & Enterprise (PF)			STEAM (WT)	
Wednesday		Creative Industries (WT)		STEM (FB)			Languages of the World (KH)	
Thursday		Healthy Body & Mind (SB)		Languages of the World (KH)			Digital Creators (FP)	
Friday		Learning for Sustainability (AF)		STEAM (FP)			Global Citizenship (SD)	

What is expected of me as a learner?

We have a code of conduct in e-Sgoil and this sets out what is expected of you as a learner. This will also be shared with the school and you can find this below.

Pupil Code of Conduct

e-Sgoil pupils will:

- only use their GLOW email address and only communicate within GLOW

- be on time for all lessons

- make sure they have all power adaptors, laptops, headphones and any other equipment ready before the lesson begins.

- keep your camera and microphone off unless invited by the class teacher to unmute your microphone or switch your camera on

- use headphones wherever possible in order to have the best possible sound quality

- try to find a quiet working space and make sure that you are sitting at a table, or an appropriate work surface

- show respect for everyone in the online classroom

- seek to contribute to the class in a positive manner and not be disruptive at any time

- not share recordings/images of the class out with the class environment

- provide constructive feedback on the course

For parents/carers - Who do I contact if I need to speak to someone about my child's learning or if I have any comments or questions?

Responsibility for the pupils will remain with your school and you should make contact with your class teacher or member of school management if you need to speak to someone and they in turn can then get in touch with e-Sgoil if necessary.

We hope that you enjoy your time with us in e-Sgoil and that you will find it a positive, engaging and fun experience.

We look forward to seeing you at the Welcome meeting – look out for an email in your Glow inbox telling you that you have been added to the e-Sgoil Welcome Team and information on when the Welcome meeting will take place.