



*Your teachers are  
only a click away...*

# Virtual Hamilton Grammar



**How we will continue with excellent  
learning and teaching in January 2021**

## What is Virtual Hamilton Grammar?

Staff at Hamilton Grammar are working hard to ensure the disruption to learning caused by the COVID19 virus is kept to a minimum.

Google classroom is an online classroom for pupils. All of our pupils will have access to a Year Group Classroom for announcements and resources, and each of their subjects with their own class teacher will have its own Google Classroom where lessons will take place instead of the physical classroom.

## When will it start?

The First Minister announced a slight extension to the Christmas holidays and that pupils will start remote learning from Monday 11th January 2021. At present this is scheduled to last until the Monday 1st February, although this is subject to change.



## How do I access remote learning?

On the Google Classroom website (or app) there is a plus sign in the top right to join classes. To do this you will need a class code. These are available on the school website under our new 'Online Learning' section.

Parents and guardians can get a weekly summary of Google classroom activities showing which assignments are due, any which are overdue and marks for completed assignments.

If you would like to sign up to this feature please complete this [form](#). You will receive an email invite by 6pm on the day that you sign up. Please check your inbox and junk mail for this. If you do not receive this invite please contact [gw14goldieamanda@glow.sch.uk](mailto:gw14goldieamanda@glow.sch.uk)

All pupils have a Glow account. Their username will be in the format \_\_\_\_\_@**glow.sch.uk**

When signing into a Google app, pupils will need to use the @**sl.glow.scot** version of their username.

You will need your Glow username and password to access these. [Request](#) a reset if you need to. Do this now so you can get started on time!

If you are working on a tablet or phone, it will be worthwhile downloading the free Google Classroom, Google Doc, Google Slides and Google Drive apps, and sign into these using your Glow account.

If there are any issues, these should be covered throughout this document, particularly within the troubleshooting section towards the end.



## How will it work?

### Broad General Education classes S1-S3

Increasing BGE engagement is a priority for this lockdown period. To help with this you will find that we have a weekly model with individual subjects posting work on a nominated day from Monday through to Thursday. The nominated days for each subject are listed below.

The tasks given should be completed before the next posting for the subject the following week. This will allow class teachers to provide feedback on this work before posting the next lesson. Fridays have been set aside to allow pupils to catch-up any outstanding work before the week finishes and for PSE class virtual meets.

Day	Subjects
<b>Monday</b>	HWB and Technologies
<b>Tuesday</b>	English, Languages, Enhanced Language skills and Expressive Arts
<b>Wednesday</b>	Maths and Science
<b>Thursday</b>	Social Subjects and RMPS
<b>Friday</b>	Reading, PSE and Catch up

## Senior Phase Curriculum S4-S6

It is important that pupils do not fall behind on exam coursework so that they are able to sit formal assessment work when we return to school. These formal assessments conducted in school are the main pieces of evidence that will contribute towards the final exam awards so it is important that pupils engage with the online learning sessions.

All classes will receive at least two live lessons with their teachers per week. Just like a normal lesson this would not be 45 minutes of only the teacher speaking. Instead, we will use the video conferencing platform Google Meets to check in with pupils, explain the tasks to be completed, deliver presentations to teach new material, question pupils to check their understanding and provide individual and group work for them to apply their learning. These are the same activities which take place during normal lessons but being delivered in a different way.

Tasks are displayed on Google Classrooms as Assignments. These assignments are not homework but the coursework that pupils are being asked to complete. Pupils should be able to do these assignments during the school day and we suggest following your usual weekly timetable, as much as possible.

**Each Senior Phase class will have a live lesson during their normal timetables lessons.**

**The lessons will take place at the same time each week, and the time and day for each lesson will be posted on the stream of the teacher's Google Classroom**

**Tip:** Tasks are displayed on Google classrooms as Assignments. These assignments aren't homework and pupils should be able to do them during the school day. We suggest following your usual timetable, as much as possible.

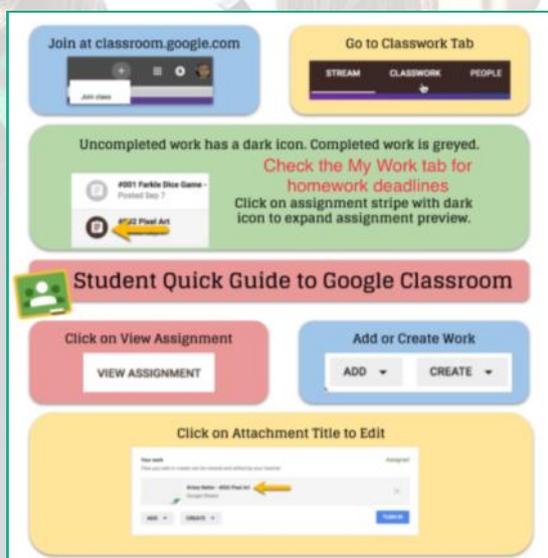
## Why Google Meets?

This is a secure video meeting, which can only be accessed through the specific teacher's Google Classroom and only when the teacher is present. All of these video lessons will be recorded for safe-guarding purposes, and pupils will be expected to behave/conduct themselves in the appropriate manner throughout the lessons. This includes joining the meeting on time, participating actively in the activities and using the chat facility correctly.



## Managing workloads

Each Google Classroom has a To Do tab which pupils can click on to view all their assignments, and when these are due by. Just like normal homework and in class activities, it is important that pupils try their best in order to apply their new learning. Pupils will improve by engaging with the feedback provided by their teacher (either as a written comment on the assignment or via the Google Meet video lesson). Only by pupils completing work on time, will teachers be able to mark the work and provide feedback before progressing to the next lesson.



# What might lessons look like?

This will completely depend on the subject and the specific teacher's judgement. However, assignments will have some features in common; they will seek to build on the pupil's prior knowledge; they will provide an opportunity to practice what has just been taught; they will practice recalling information to help develop pupils' long-term memory; they will provide feedback which helps pupils gain a greater understanding.

**Matter HW Quiz!**  
Matter and Particles Homework 1  
Your email address ( ) will be recorded when you submit this form. Not you? [Switch account](#)  
\*Required

Which process happens to the cheese when you make roasted cheese under the grill? \* 1 point

- Freezing
- Evaporating
- Melting
- Cooling

How are atoms arranged in a liquid? \* 1 point

- Particles are touching, but can tumble over each other
- Particles are very far apart
- Particles are packed very close together in neat columns and rows
- Particles are neatly arranged

app.carousel-learning.com

12.29 1 P 9

SHOW ONLY MANUALLY MARKED ANSWERS

SCORE 58% 7 CORRECT 5 INCORRECT

9 MANUALLY MARKED ANSWERS

source witch will never run out

when it never runs out.

CHANGE TO INCORRECT

CHANGE TO INCORRECT

CHANGE TO INCORRECT

CHANGE TO CORRECT

CHANGE TO INCORRECT

CHANGE TO INCORRECT

CHANGE TO INCORRECT

one which will not run out

it can be destroyed

a source that will never run out

feedback

**Google Slide Assignments With feedback comments**

Enzymes are proteins that act as biological catalysts reactions without being used up. An enzyme works molecules. An enzyme's active site and its substrate a An enzyme will only work on one substrate - it

Substrate entering active site of enzyme

L Atha 14:22

The molecule AFTER the reaction has a specific term you should use. Substrates become..... Make this change please

quizizz.com

1/107 Streak

Which type of diagram would be used to show the population of each species in a food chain

food web

pyramid of biomass

pyramid of numbers

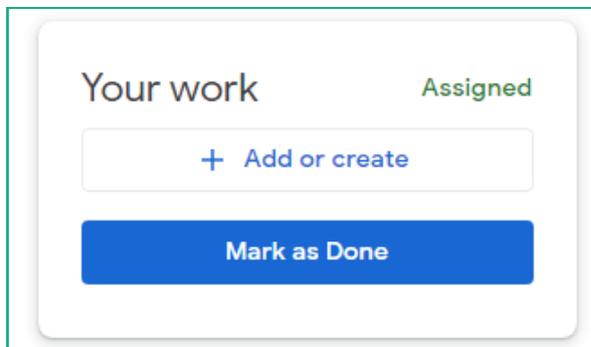
pyramid of energy

## What might lessons look like? (cont.)

In the Google Classroom each week of the remote learning will have its own topic on the classwork tab. It is important to check this tab as otherwise the work could be missed.

Assignments will be posted with the corresponding topic. Each assignment will have a descriptive title such as Lesson 2 Tasks or L2 Quiz Task, L2 Google Form Task.

Each assignment will have a deadline for when the work should be completed AND the pupils should have clicked the **HAND IN** button.



This will normally be a **one week** deadline.

Each assignment will have instructions, which will tell the pupils what to do and then how to do it. If pupils have questions about what they should be doing, they should post their questions in the comments section of the assignment, early in the week so that the teacher has time to respond and the pupil still has time to complete. During group tasks the teacher can view the activity within a Google document which will show how well each pupil engaged in the activity, so everyone gets credit for their participation.

Some assignments will have useful attachments such as a weblink, How to Guide, video etc.

Most assignments will have a score. When assignments are returned to pupils, they will receive this score. This way they can see their progress.

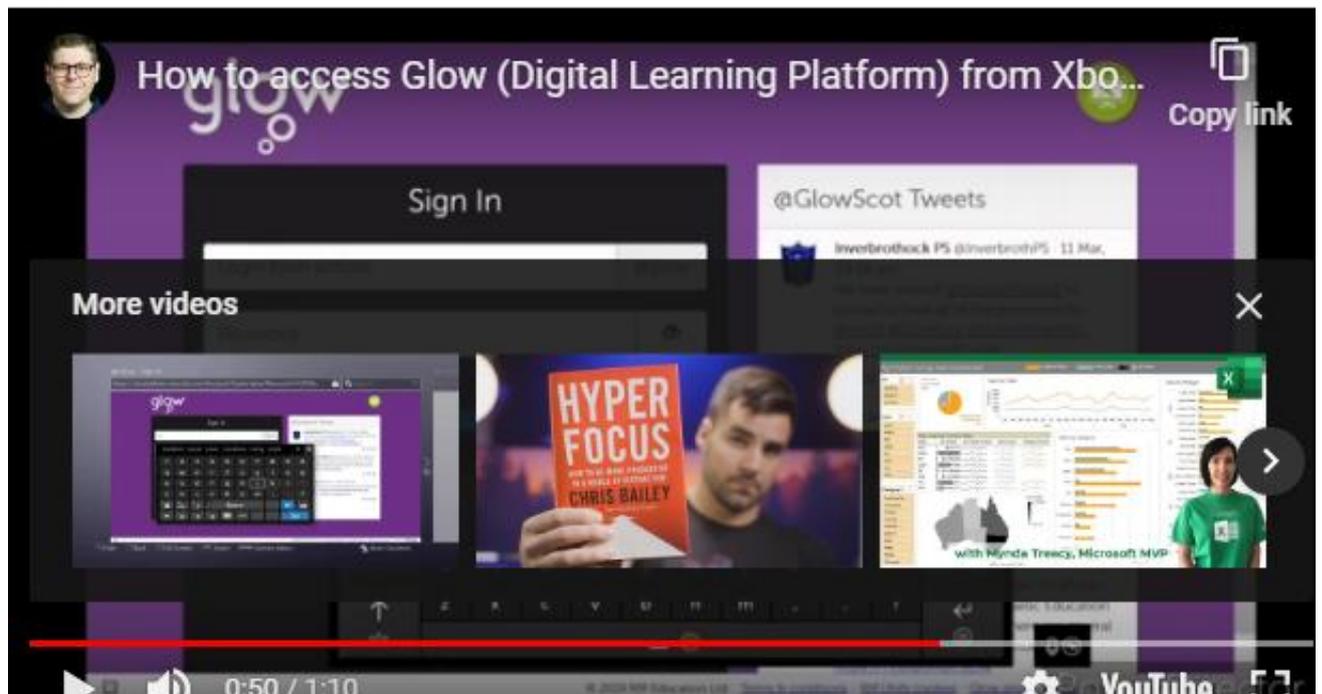
**Tip:** Pupils can show their To Do tab in each classroom which will allow parents/carers to check what work has been set, and to be able to see feedback and scores for returned work.

# What equipment will I need and how will I get it?

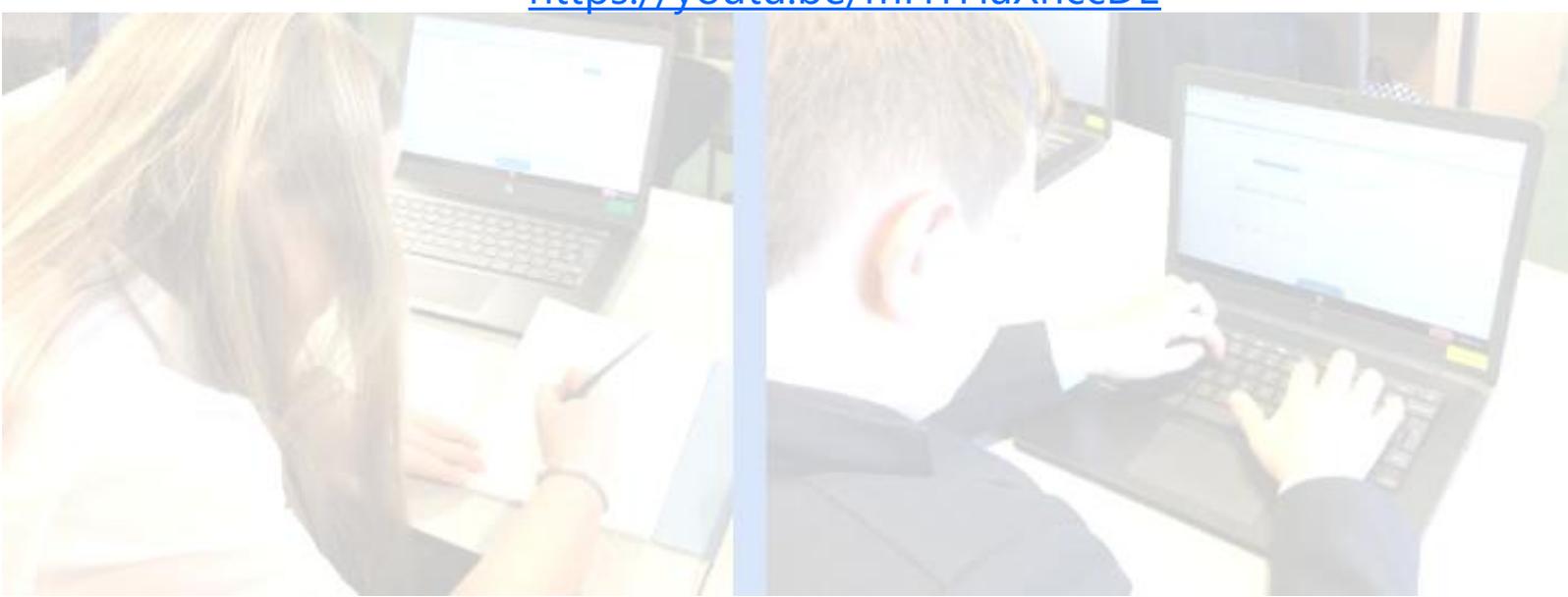
You will need a device that has access to the internet. The school can offer a Chromebook which will log you straight into Glow, but a phone or a tablet will also work.

If you are Using X-box or PlayStation to access Google Classroom the links below lead to a Youtube video showing you how to do this.

[Click for Youtube](#)



<https://youtu.be/mHTHaXhccDE>



## What will we do to support learning at home?

Pupil Support staff will let their S1-3 PSE classes know via Google classroom when they are going to schedule weekly check in sessions. Pupils will have the opportunity to meet their Pupil Support teacher (digitally) to catch up and discuss any concerns regarding remote learning, Mental Health etc.

Pupils in all year groups can contact their Pupil Support teacher via email at the email addresses listed below

Pupils from all year groups can also access the '**HGS Mental Health Matters**' Google classroom for support information and Practical Mindset online sessions.

### **Class codes for HGS Mental Health Matters:**

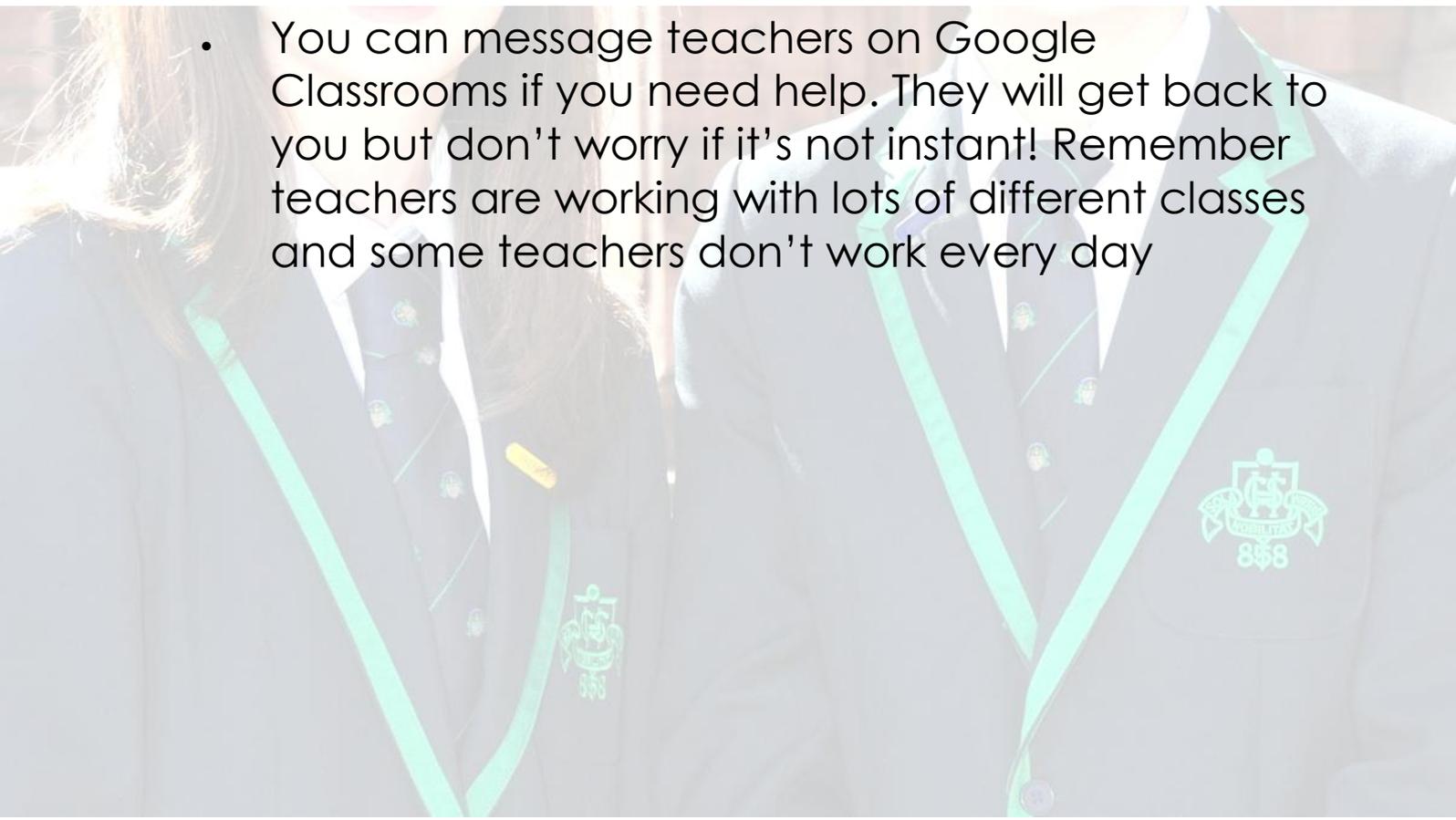
**S1– S3: cwxupf2**

**S4– S6: xacl7vk**



## Working at home– some tips!

- Get into a routine every day
- Make a timetable and stick to it – use your normal school timetable if it helps. You will be given no more work than you would normally be completing during a school week so this should be manageable during school hours.
- Include every subject and build in breaks
- Turn on notifications so you don't miss updates
- Check your TO DO tab to make sure you manage deadlines and complete work on time.
- You can message teachers on Google Classrooms if you need help. They will get back to you but don't worry if it's not instant! Remember teachers are working with lots of different classes and some teachers don't work every day



## More tips to help you stay healthy

Good PHYSICAL and MENTAL health are crucial right now. Make sure you have breaks away from your screen .

Take exercise with your family, staying within government guidelines.

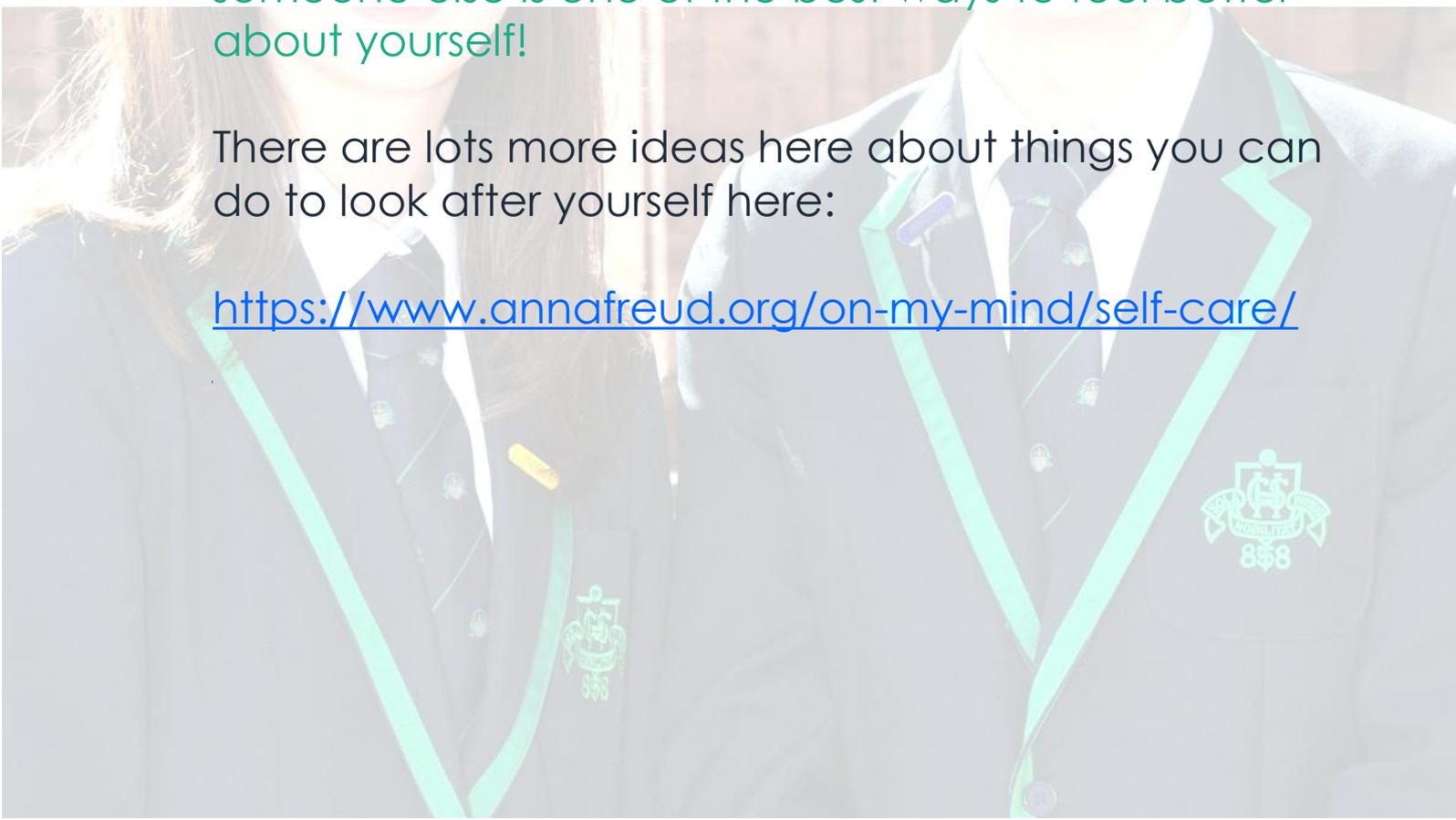
Keep in touch with friends. Phone each other or host an online quiz.

Read a book. It is one of the greatest pleasures in life  
Listen to music or watch a good film.

Cook with or for your family – giving something to someone else is one of the best ways to feel better about yourself!

There are lots more ideas here about things you can do to look after yourself here:

<https://www.annafreud.org/on-my-mind/self-care/>



## If you need more support

Pupil Support are still here to help you:

**Mrs Sanderson:**

[gw10sandersonsarah@glow.sch.uk](mailto:gw10sandersonsarah@glow.sch.uk)

**Mrs Buchanan:**

[gw17buchanangayle@glow.sch.uk](mailto:gw17buchanangayle@glow.sch.uk)

**Mrs Arrenberg:**

[gw07arrenbergtracy@glow.sch.uk](mailto:gw07arrenbergtracy@glow.sch.uk)

**Mrs Costello:**

[gw10costellodonna@glow.sch.uk](mailto:gw10costellodonna@glow.sch.uk)

**Mr Dyett:**

[gw08dyettian@glow.sch.uk](mailto:gw08dyettian@glow.sch.uk)

**Miss McKenzie:**

[gw09mckenzielauren@glow.sch.uk](mailto:gw09mckenzielauren@glow.sch.uk)

**Miss Morton:**

[gw07mortonmoira@glow.sch.uk](mailto:gw07mortonmoira@glow.sch.uk)

**Mrs Colbourne:**

[gw08colbournemichelle@glow.sch.uk](mailto:gw08colbournemichelle@glow.sch.uk)

**Mr Paul:**

[gw07paulandrew@glow.sch.uk](mailto:gw07paulandrew@glow.sch.uk)



# Troubleshooting!

## Forgot password

A teacher needs to reset your password for you. However, without a password you won't be able to log in to message them. Clicking on the reset link on page 1 of this guide will allow you to access the password reset form and get you back online.

It may take time for this to happen, so please check you know your password today, and keep a note of it in a safe place. This is especially important if you rely on your phone automatically logging in, but now need to log in manually when using a computer or another device.

## Issues with Google Meet

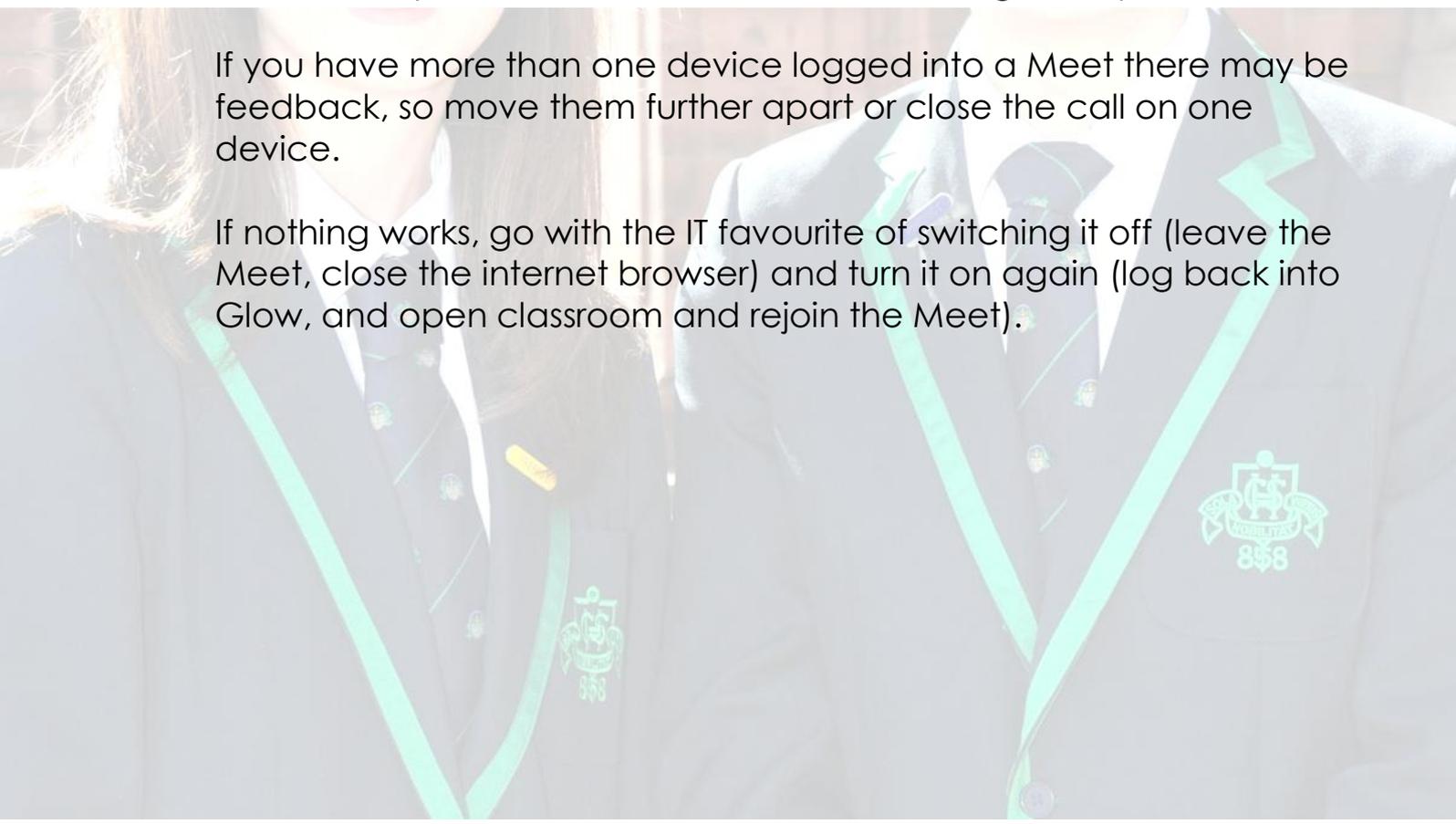
One of the most common problems with Google meet is the inability to hear or be heard. If this happens to you, try the following steps.

Make sure you are signed into Glow and access the link via the camera icon at the top of your Google Classroom page.

Check that you have a connected and working microphone.

If you have more than one device logged into a Meet there may be feedback, so move them further apart or close the call on one device.

If nothing works, go with the IT favourite of switching it off (leave the Meet, close the internet browser) and turn it on again (log back into Glow, and open classroom and rejoin the Meet).



## Troubleshooting! (cont.)

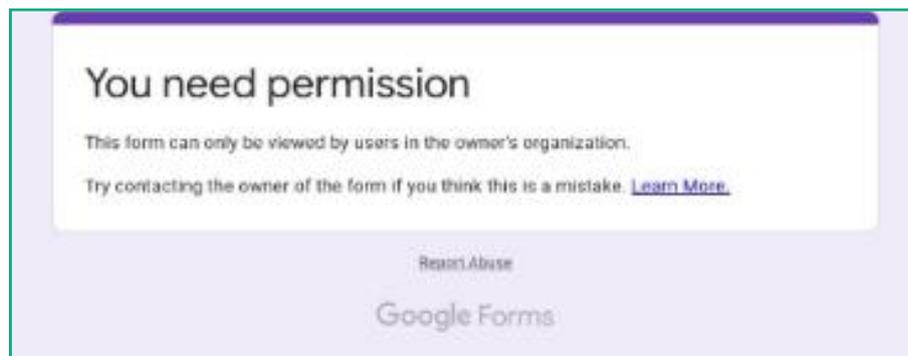
### Issues accessing Google Form assignments

If you get the permission image below, this is because the Google Forms can only be opened using a school account.

Make sure your internet browser is signed out of personal accounts

Open a new tab and sign into Glow <https://glow.rmunify.com/>

Open a new tab, and copy paste the Google form link here (or try classroom link again)



### How to contact a class teacher

You can post a comment on the stream of the classroom, or in the private comments section of the appropriate assignment you need help with. However, these notifications do not always come to the teacher's email, so if you don't hear back that week, please post another message.

