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**20 March 2020**

## **Letter for Secondary S1 – S6**

Dear Parent/Carer

As we enter a period of school closures we aim to ensure that our schools will provide continuity and progression in learning.

Deputy First Minister John Swinney has updated Parliament on the decision to close schools and confirmed that the exam diet will not go ahead this year. The Scottish Qualifications Authority will put in place a certification model using coursework, teacher assessment of estimated grades and prior attainment.

Your child's school will prioritise National Qualification course work completion for S4 - S6 over the next fortnight. Your school will provide a programme for S4 – S6 shortly. Schools will gather any alternative evidence on candidate performance as they would do in the normal way, as per SQA guidance every year, to support these exceptional circumstances. There is a range of alternative assessment evidence that SQA can take into account, which can include coursework, class or other assessments. This evidence will inform estimated grades, as it does every year.

West Lothian Council will protect the life chances of our young people, to ensure they achieve the awards that they deserve. SQA's Chief Examining Officer notes there will be a credible model in place and that SQA aims to provide results by the 4th of August 2020 to ensure entry to Higher and Further Education, training and employment. School transport arrangements will operate as normal.

In addition to arrangements for course completion for S4 – S6, the key source of learning for all year groups will be using online platforms - creating a virtual learning environment. Alternative arrangements will be made by individual schools for pupils for whom online learning is not suitable. Activities for S1 – S3 will be provided on a project basis during the time until the 3rd April 2020. After Easter, schools will provide further information about the next set of arrangements.

To ensure the success of this approach, schools, pupils and parents are asked to check that all pupils S1 – S6:

- Have access to their Glow credentials: username and password
- Know how to reset their password if required
- Know how to use their login to access learning content in their class using their online platform eg Microsoft TEAM(s)



*Learning Together, Achieving Together*



The virtual learning environment allows pupils to stay in touch with teachers, access resources and assignments, submit work and get feedback. Pupils can also collaborate with each other on work, exam technique and study skills.

Your child will be made aware of their arrangements via their school.

Support for pupils/parents in using the main online platform of Microsoft TEAMS can be found at:

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

**Please note that the use of Teams for communication is for learning purposes only between staff and pupils in order to ensure the safety of all users.**

Your school will notify you of the way in which to access additional IT support in due course and provide more information about what is available. They will also provide additional information on access to other resources as appropriate.

Leadership teams in schools will continue to work at a strategic level to ensure future continuity eg course choice, timetabling and progressing to the next stage of learning. Further information will be provided in due course.

We appreciate your patience, help and support with this. Please look after yourself and your family at this time.

Donna McMaster

Head of Service Education (Curriculum, Quality Improvement and Performance)