



St Thomas of Aquin's virtual learning policy

St Thomas of Aquin's virtual learning policy has been developed to reflect the changing circumstances placed upon the school community by the extended school closure resulting from the Coronavirus outbreak.

It aims to allow for the range of personal circumstances of all stakeholders including pupils, parents and staff which may impact on their ability to access resources presently (i.e. care arrangements and other parental responsibilities, space, access to ICT/ internet connection). Central to this policy is also the recognition there should be sufficient time for parents and young people to actively take care of their health and well-being during these challenging times. As a result, the policy allows for flexibility in the way home learning is managed by staff and families during this time.

In line with the recommendations from CEC (City of Edinburgh Council), Microsoft Teams has been identified as the main online platform through which St Thomas will continue to deliver learning and teaching. This policy also aims to establish ways in which we can establish an effective flow of communication between pupils and parents including the provision of constructive and consistent feedback on work submitted as well as opportunities to ask specific questions and deadlines for work completion.

Where required, support is available from the Integrated Support Team led by Mme Jean Pierre. This team consists of Pupil Support Leaders and Support for Learning staff who can liaise with a range of partners including Place2Be, Educational Psychology, the school nurse, CAMHS, Social Work.

Microsoft Office 365 Teams

Faculties will provide learning material and set tasks through TEAMS.

There will be one team code per subject and level. These codes will be issued out to all parents/carers and pupils for the start of the new timetable.

A brief weekly overview will be emailed out to parents/carers with information on content covered through TEAMS.

In line with CEC guidance, pupils should be engaging in between **15-20 hours of concentrated work per week.**

Subject areas will set work each week and pupils will decide how they manage their weekly workload. It may be useful for pupils to create a weekly planner based on 3-4 hours of study per day.

A weekly timetable planner template can be found at the end of this policy. We have also attached 'How to use TEAMS' help sheet to support pupils accessing their learning.

Communication

Communication between teachers and pupils

Teachers and pupils will communicate with each other through TEAMS. Parents/carers are politely reminded that many teachers will be caring for their own families or supporting the children of key workers at Edinburgh hubs and may not be able to respond for various other reasons. Therefore, there will be no expectation from teachers to be in daily communication with pupils. Teachers will aim to respond within 3 days where possible.

Feedback

Curriculum Leaders will oversee learning and teaching in their faculty areas. Pupils will be given at least 5 days to complete tasks. Due to the situation we find ourselves in there will be flexibility for submission dates and realistic expectations for both the pupil and teacher in terms of providing and receiving feedback. There will be no formal assessments counting towards qualifications during this period. Teachers will

provide opportunities for pupils to self- assess their work as well as receive feedback on their learning through key tasks identified by the teacher/CL.

Differentiation

Learners who require extra help- St Thomas of Aquin's is committed to supporting learners to maintain engagement in learning, with online resources and approaches that are appropriate to the learners. Support for Learning Teachers will continue to liaise with faculties to provide advice and guidance to faculties on differentiation and making resources accessible as and where appropriate.

Communication with parents

We wish to maintain our excellent communication with parents/carers.

In order to ensure that parents/carers are kept informed of the activities/ tasks set to the pupils by their teachers, a weekly overview of what each subject is covering will be provided by email at the beginning of each working week.

If parents/carers wish to communicate with the school they can send an email to the admin@st-thomasaquins.edin.sch.uk .

A member of the Integrated Support Team/Senior Leadership Team will aim to reply within 5 working days.

All communication will be received via the admin account and teachers will not reply directly to parents/carers as per our school policy.

We are confident that our policy will ensure pupils, parents and teachers can work together, in partnership, during this unprecedented time.

Review date- This policy will be reviewed in line with updates/changes from the Scottish Government.



Weekly study planner

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					

