



St Thomas of Aquin's Remote Learning policy January 2021

St Thomas of Aquin's Roman Catholic High School is a learning community which ensures a safe, supportive and enjoyable environment where pupils, staff, and parents are inspired and motivated to work hard for one another to fulfil the God-given potential of all pupils.

Self-Discipline

Teamwork

Trust

High expectations

Openness

Mutual Respect

Achieving excellence

Success



Contents

Page 3	Aims for remote learning
Page 4	Edinburgh Learns @home guidance
Page 5-6	BGE remote learning
Page 7-8	Senior phase remote learning
Page 9	How parents can support with remote learning/Potential problems
Page 10	Differentiation/Communication with parents



Aims for remote learning

- Consistency and equity of the learning experience
- Progression for all
- Support pupil and staff wellbeing

Central to this policy is the recognition there should be enough time for parents and pupils 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 remote 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 aims to establish ways in which we can achieve an effective flow of communication between pupils and parents including the provision of constructive and consistent feedback on work submitted, and the setting of submission dates 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 and Social Work.



Please find below the Edinburgh Learns @home guidance for parents-

Guidance for Parents and Carers January 2021

From 11th January, learning tasks and resources will be available so that all children and young people can access them during the course of the school day/week. Guidance will be provided to parents and carers by their schools on how to manage the school work. Schools will adopt a delivery approach which best suits their context. This may include the following:

- providing learning tasks and resources on-line*
- providing physical copies of learning resources*
- recorded learning which learners can access flexibly*
- live learning/check-ins*

Schools are not expected to completely replicate the school timetable remotely. Schools will adopt the best model for learner engagement to reflect their context and needs of their learners and families. As a guide, the combination of learning tasks set should allow for the below recommended hours of pupil engagement:

- Primary: 15-20 hours weekly*
- S1-S3: 15-20 hours weekly*
- Senior Phase: 20-25 hours weekly*

Every child will have regular access to a teacher, with set times during the week when teachers or other staff will check-into provide support with learning, provide feedback or check-in with pupils (classes, groups or individuals) regarding their Health & Wellbeing. The facility for recorded video teaching is available for all. Although there will be examples where live (synchronous) teaching is used, it will not be the default. Research supports learning approaches which aim to 'chunk' learning into more manageable chunks and allow for young people to access the learning more flexibly, for example through pre-recorded learning or on-line learning resources.

If your child experiences challenges in accessing learning activities, please contact your school.



BGE remote learning outline

Please find a suggested flexible timetable below for pupils to follow throughout the week to support their learning –

	Monday	Tuesday	Wednesday	Thursday	Friday
S1	<ul style="list-style-type: none"> • Maths • CDT • PE 	<ul style="list-style-type: none"> • Modern Languages • Music • PSE • Modern Studies • Business Studies 	<ul style="list-style-type: none"> • Science • History • Geography 	<ul style="list-style-type: none"> • Art • Computing • Food and Textile technologies 	<ul style="list-style-type: none"> • English • RE • Drama
S2	<ul style="list-style-type: none"> • English • RE • Drama 	<ul style="list-style-type: none"> • Maths • CDT • PE 	<ul style="list-style-type: none"> • Modern Languages • Music • PSE • Modern Studies • Business Studies 	<ul style="list-style-type: none"> • Science • History • Geography 	<ul style="list-style-type: none"> • Art • Computing • Food and Textile technologies
S3	<ul style="list-style-type: none"> • Art • Computing • Practical Cookery • Environmental Science 	<ul style="list-style-type: none"> • English • RE • Drama • Chemistry 	<ul style="list-style-type: none"> • Maths • Design and Manufacture • Graphic Communication • PE 	<ul style="list-style-type: none"> • Modern Languages • Music • PSE • Modern Studies • Business Studies 	<ul style="list-style-type: none"> • Biology • History • Geography • Physics

Please note- S3 timetable structure will be dependent on the subject choices of the pupil

All tasks for the new week will be uploaded by **9am on Monday**. Pupils should check their Microsoft Teams to access the learning for each week.



We encourage pupils to follow the suggested timetable to structure their weekly learning.

- Any pre-recorded lessons and PowerPoint presentations will be available in their teams.
- The Microsoft Teams chat/questions channel will be used for pupils to communicate with their teacher to ask any questions. This will be checked regularly during working hours by their teachers.
- Pupils will be asked to submit all requested work for each subject area **by the following Monday at the latest** (this gives all pupils in the school a week to complete all work set) Any extended pieces requiring longer than this will be communicated by the teacher.
- Curriculum Leaders will oversee Remote Learning in their Faculty areas. Pupils in the BGE will be given 1 week minimum to complete tasks. Teachers will provide opportunities for pupils to self-assess their work as well as receive individual and class feedback on their learning through key tasks identified by the teacher/Curricular Leader.



Senior phase Remote Learning outline

Pupils are expected to manage their own workload throughout the week. The suggested guideline is between 20 to 25 hours per week.

The suggested S4 timetable below can be used by pupils to block their learning into morning and afternoon sessions each day which will allow them to focus on up to 2 subjects per day.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (9am-12 noon)	National Qualification Subject 1	National Qualification Subject 3	National Qualification Subject 5	National Qualification Subject 7	Upload completed work after discussion with parents on Fridays or on a daily basis if you prefer
Afternoon (1pm-3pm)	National Qualification Subject 2	National Qualification Subject 4	National Qualification Subject 6	Completion of Core Subject materials	

S5 and S6 pupils can focus on 1 of their 5 subjects daily.



Pupils will be expected to log into their Microsoft Teams **each morning to check for tasks/activities set by their teachers** throughout the working week.

- Pupils will be able to communicate throughout the week with their teachers using Microsoft outlook email and Microsoft Teams question and chat channels.
- Teachers will check their emails and teams question/chat channels **daily** to ensure regular communication with pupils.
- DHT will provide weekly updates on communications from SQA and internal assessment arrangements.
- Curriculum Leaders will oversee Remote Learning in their Faculty areas. Pupils in the Senior Phase will be directed by their class teachers regarding submission dates for assignments.
- 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/Curricular Leader.



How parents can support with remote learning-

Parents can encourage their child to maintain a consistent schedule on school days to help pupils manage their time effectively using the suggested timetables. We do not expect pupils to replicate the school day but it is important that pupils follow a structured routine and have opportunities throughout the day to take rest and movement breaks away from the screen.

Please encourage your child to communicate with their class teachers through the communication channels mentioned previously in this document and ask for help if they are unsure of any task/assignment.

Please ask your child to show you their learning on Microsoft Teams on a regular basis

Potential problems-

Class teachers will be checking to see that pupils are engaging. If they notice that a pupil is not engaging with the work online they will inform their Curriculum Leader

Pupil Support Leaders will make further contact if there continues to be a lack of engagement

If pupils are finding lockdown/remote learning difficult and want support they should get in contact with their Pupil Support Leader through Microsoft Teams.



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.

Parents will be updated on a weekly basis regarding learning, teaching and assessment.

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 and 2 working days respectively.

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 regularly reviewed and updated in line with updates/changes from the Scottish Government.