



St Thomas of Aquin's Remote Learning Policy February update 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



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St Thomas Remote Learning Policy

St Thomas' remote learning policy has been developed to reflect the changing circumstances placed upon the school community by the extended school closures resulting from the Coronavirus outbreak. Central to this policy is St Thomas' long standing commitment to a curriculum which fully prepares all pupils to take their place in a modern society and economy through experiencing a challenging and engaging curriculum.

St Thomas' curriculum will continue to provide a framework for pupils to gain knowledge and understanding in a breadth of curricular areas and develop their skills for learning, skills for life, and skills for work. The curriculum delivered remotely will strive to be coherent, relevant, and inclusive, which will allow pupils to progress in their learning whilst experiencing the highest quality of education as possible.

At times when the school buildings will be closed to most pupils, the curriculum will be delivered through the medium of remote learning in line with the principles outlined in the guidance issued by Education Scotland (Supporting the quality and Effectiveness of the Delivery of Remote Learning, Jan 21) and Edinburgh Learns @ Home – Guidance for Parents and Carers – Jan 21). Microsoft Teams has been identified by City of Edinburgh Council as the main online platform through which St Thomas will continue to deliver learning and teaching.

Where required, support will be 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 pupils, parents and a range of partners including Place2Be, Educational Psychology, the school nurse, CAMHS, and Social Work.

This policy acknowledges the fact that there are a range of personal circumstances among stakeholders including pupils, parents and staff which may impact on their ability to access resources (i.e. care arrangements and other parental responsibilities, space, access to ICT/ internet connection) and consequently the school's Remote Learning delivery approach will feature flexibility and autonomy for both Staff and Pupil to support the remote experience. There is also a recognition that 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.

Aims for remote learning

- St Thomas will continue to provide a coherent, relevant, engaging, and inclusive pupil learning experience which can be delivered remotely and builds on prior learning so that pupils become successful learners, confident individuals, responsible citizens, and effective contributors.
- Central to the remote learning policy is the belief that there should be consistency and equity in terms of learning experience for all pupils in order to ensure progression for all.
- Staff will work collegiately within their Faculties and in consultation with the Curriculum Leader in order to ensure that course plans in line with updated SQA requirements are in place and that resources are available to meet the learning needs of all pupils. The plans and schemes of learning available remotely will be monitored and reviewed on a regular basis. Curricular Leaders and Faculties will continue to share good practice and engage in the moderation of work submitted by pupils to ensure a consistent approach towards the achievement of CfE levels.
- In the Senior Phase, Curricular Leaders and Integrated Support Leaders will continue to ensure that pupils are presented for the appropriate level of qualification and will support them with their individualised progression pathway through the personalisation and choice process which will undertake through an interactive process undertaken online/ through Microsoft Teams.
- Teaching staff and Support for Learning staff will work collegiately to ensure that the learning experience provided meets the needs of all pupils in their Teams group and are responsible for undertaking professional development as well as working collegiately with other staff to develop their skills in understanding how to best meet the learning needs of their pupils.
- Teaching staff will ensure detailed and timely feedback is given to all pupils to support their progression.
- Pupils will be given the opportunity to give feed-back on their experience through learner conversations and survey. By doing so they will contribute to the planning and improvement of their learning experiences.
- Parents and carers, as first educators, will be kept informed about their child's engagement with remote learning and progress through communication with the school. They will be consulted about their children's remote learning experiences and will be able to participate in the Parents 'evening events organised remotely to ensure that they are fully informed of their child's engagement with remote learning and progress.



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

We strongly encourage pupils to follow the suggested timetable (Page 8) to structure and support their weekly learning.

- Every Monday, Staff will upload work, pre-recorded lessons, and Power points in their MS Teams class page.
- 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 work for each subject area by the following Monday at the latest (this gives all pupils the school week, using the suggested timetable, to complete all work set). Any extended pieces requiring longer than this will be communicated by the teacher.
- Detailed and timely feedback will be given by Teachers using the Assignment Tab (Feedback icon) found at the top of the MS Teams class page.
- Curriculum Leaders will oversee learning and teaching in their Faculty areas. S1- S3 Pupils 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.



	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

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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.



Senior phase remote learning outline

S4, S5, and S6 Pupils have the ability and targeted support if needs to manage their own workload throughout the week. The suggested guideline for a week’s work is between 20 to 25 hours per week. The suggested timetable below can be used by S4, S5, and S6 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)	Subject –	Subject-	Subject-	Subject-	Subject-
Afternoon (1pm-3pm)	Subject-	Subject-	Subject-	Subject-	Upload completed assignments

- 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. Detailed and timely feedback will be given by Teachers using the Assignment Tab (Feedback icon) found at the top pf the MS Teams class page.
- The S4-S6 Depute Head Teacher will provide weekly updates on communications from SQA and internal assessment arrangements.
- Curriculum Leaders will oversee Remote Learning and teaching 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. As Education Scotland advises, Remote Learning will not replicate face to face school teaching in style, approach, or hours of delivery however the class teacher retains responsibility for planning and organising pupils' learning supported by parents and carers. St Thomas is strongly advising 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 MS Teams communication channels, assignment and Feedback icons and ask their Teachers 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 and remember that Parents can check that their child is submitting their work via the Assignments tab at the top of the MS Teams class page. Please be reassured that Teachers are giving detailed Feedback to pupils by using the Feedback icon on the Assignments page.

Pupil engagement concerns and solutions

To support pupils who are not engaging on MS Teams, the following protocol from Lockdown 1 has been reinstated:

- Teacher to liaise with Curricular Leader regarding pupil non-engagement (non-access of MS Teams & non-submission of set work on a weekly basis).
- Curricular Leader to support Teacher with communication text to Family if non-engagement persists (CC in PSL).
- Pupil Support Leader to take lead of the pupil's non-engagement if text communication does not support pupil engagement.
- Pupil Support Leader to liaise Depute Head Teacher if non-engagement persists and the DHT will phone home to speak with Parents regarding the pupil's engagement.

If pupils are finding lockdown/remote learning challenging and wish support, they should get in contact with their Pupil Support Leader through Microsoft Teams or Parents can contact the school's Admin account with an email directed to the Pupil Support Leader.



Differentiation

Pupils who require targeted support with their learning can be assured help that St Thomas of Aquin's is committed to supporting pupils to maintain engagement in learning with online resources and approaches that are appropriate, accessible, and engaging. 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 very good communication and dialogue 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.



St Thomas of Aquin's Remote Learning vision – January 2021

1. Engaging, thought provoking, accessible, and active Remote Learning experiences will be at the centre of our planning. As Education Scotland advises all Scottish Teachers it is important that “a didactic model does not become the norm”. Our Remote Learning should include reading, doing, creating and inventing, playing, problem solving, observing and investigating with a reminder that some of the best learning is away from screens and technology.
2. Every staff member to work with their Curricular Leader and Ms Mariani to plan and upload weekly learning presentations with chunked recorded stimulus embedded for most of their classes.
3. The S1-S3 flexible TT structure will support pupils and staff in ensuring there is adequate time for the completion of work by pupils and that Faculty arranged weekly detailed feedback planning is in place. Timely and detailed pupil feedback is integral to our Remote Learning improvement. All planned learning will be uploaded onto MS Teams by 9am on Mondays.
4. S4, S5, and S6 pupils will have access to all of the recorded Remote Learning presentations and work required for their National Qualifications subjects. All planned learning will be uploaded onto MS Teams by 9am on Mondays. There will be daily opportunities for pupils to interact with specialist subject staff and timely and detailed pupil feedback is in place for pupils. Curricular Leaders are working with Ms Mariani on a S4-S6 “live study support Timetable” to support Faculties in offering this interactive experience to Senior Phase pupils.
5. Detailed and time-framed feedback for all pupils is essential to improve our Remote Learning from Lockdown 1 and with the delivery of quality and timed-framed feedback, Colleagues and Faculties can then plan for and support an equitable approach to the assessment of the Remote Learning.
6. A universal and targeted approach to support all pupils' wellbeing. The Integrated Support Team will continue their targeted support for individual pupils and families with Young Person's Planning Meetings, MS TEAMS calls, and weekly contact via email and calls. The Integrated Support Team will also provide a Universal support by adding the 'ask my teacher' function to each of their TEAMS pages. This will allow pupils to have live interactions with Support Leaders between 10.30-11.30 every Tuesday. These slots could be increased if well received and pupil engagement/ demand is high.